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SAFETY PROGRAM

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The first priority for every employee, no matter what your job may be, is SAFETY. Accidents do not just "happen." Carelessness in any work area can lead to an accident, and in many phases of our work we come in close proximity to potentially hazardous situations, materials, and dangerous machinery.

Working safely is not just a matter of luck; it comes about by thinking and practicing safe work procedures until they become habits. This manual is intended to bring to your attention some basic work rules for safety. It is not intended to be an all-inclusive set of rules or standards. Safe practices aren't always instinctive and this booklet is intended to put safety foremost in your mind at all times. Read and re-read this guide to develop new insights on safety and remind yourself of the importance of safety in the workplace and in all phases of life.

THINK before you act --

"What are the consequences for me and my co-workers of what I intend to do?"

For life's sake -- **THINK SAFETY!**

I. ACCIDENT PREVENTION POLICY

- A. The management of *BRI Roofing & Sheet Metal*, is vitally interested in the health, safety and welfare of all company employees. Management accepts both the legal and moral responsibility for providing a safe and healthy environment for all employees and, therefore, sets forth and endorses a vigorous safety program to prevent the occurrence of injuries and to avoid the suffering and economic loss that sometimes accompanies accidents and injuries. The company safety coordinator is designated as the Point of Contact for all safety issues and is responsible for the implementation and maintenance of this program.

POLICY

BRI Roofing & Sheet Metal, values the safety and health of all its employees. We believe in a systematic approach for identifying and evaluating hazards and further believe that it is vitally important to prevent accidents, injuries and illnesses in the workplace. Working towards compliance with all applicable regulations and guidelines, our policy is to use safe and healthful methods for any task and the processes associated with that task.

- B. Any report of injury or accident involving damage to company or private property shall be reviewed and analyzed with a goal to identify any adverse trends that would be the basis for changing or creating policy to reverse the adverse trend. Annually, a review of the previous year's injuries and illnesses, as reported to OSHA, shall be made to further evaluate the effectiveness of the safety program.
- C. *BRI Roofing & Sheet Metal*, shall keep records of safety orientations, safety meetings and training conducted in-house, together with any records related to safety issues. Should an outside source be utilized for any such actions, the outside source may be designated to keep such records for this purpose and shall make them available for review, within a reasonable time, upon request.
- D. Safety shall be a topic of discussion for all employees at their basic orientation, at any monthly or quarterly meetings. Additionally, Hazard Communications & Material Safety Data Sheets (MSDS) shall be a training subject at any basic orientation and again, at least annually. Such training, as well as any other safety training, must be documented as to who provided the training and who received the training. This documentation must be available for review by regulatory agencies or senior management, as required.
- E. Job sites shall be routinely inspected to ensure that safe work practices are being applied. Supervisory personnel or an outside resource, as designated by the company, may conduct job site inspections. Any discrepancies found on a job site inspection shall be documented and the supervisor/foreman of that job site will correct the discrepancies and note that such corrections have been made. Any discrepancy not corrected shall be noted and an explanation of why it cannot be made or when corrections are expected. These notations shall be forwarded to Company Safety Coordinator by the supervisor/foreman within 24 hours after being noted by a job site inspector.
- F. Management, or its designated representative, to determine the cause factors and to plan and record corrective actions, shall investigate any accident involving personal injuries or damage to company or private property.
- G. Annually, to coincide with the creation of this document, the Safety Program shall be reviewed by the Company Safety Coordinator to ensure its currency and effectiveness of program requirements. Likewise, when changes in operations, equipment or employee activities are noted, the Safety Program will also be reviewed to ensure its currency and effectiveness of program requirements. The date of any review shall be noted and the next review will be annually from that date or when changes, as indicated above, dictate a review.

Ia. SAFETY RESPONSIBILITIES

The safety rules and procedures set forth in this booklet are basic requirements for establishing a safe and healthful place in which to work. These rules are not intended to be all-inclusive since it is impossible to write a rule for every conceivable situation. It is, therefore, necessary that each employee exercise good judgment with his / her personal safety always uppermost in mind, in every task that he / she performs.

It is anticipated that all employees will vigorously and conscientiously apply these rules in the interest of reducing and eliminating job-related injuries. However, it is the responsibility of management and job superintendents to establish and maintain a safe work environment and to enforce safety rules. In recognition of this, **BRI Roofing & Sheet Metal**, will work toward:

1. Continuous safe and healthful working conditions.
2. Consistent adherence to established safe operating practices and procedures designed to prevent injury and illness.
3. Conscientious observance of all Federal, State, and Company safety rules and codes.

Employees are responsible for the exercising of maximum care and good judgment in preventing accidents.

1. No job shall be considered efficiently completed, unless the employee has followed every precaution and safety rule to protect himself and his fellow employees from bodily injury.
2. Employees shall offer safety suggestions. Such suggestions may contribute to a safe work environment.
3. Employees shall apply the principles of accident prevention in their daily work and shall use proper safety devices and protective equipment as required.
4. Employees shall properly care for all personal protective equipment provided by the company.
5. Employees shall make a prompt report to their immediate supervisor of each accident, industrial injury, and/or occupational illness, regardless of the degree of severity.
6. An employers standard first report of injury (Form E-1) is to be filled out for all injuries or occupational illnesses.
7. A report to the State must be filled out for all injury or illness that requires medical treatment by a doctor or hospital. This report is to be filled out by the Safety Officer within 24 to 36 hours after the accident. Supervisors must report all accidents promptly. The sole intent of these rules is to help personnel develop the safety awareness that is vital to the elimination of accidents.

It must be understood that violators of these rules are subjecting themselves and their fellow employees to unnecessary hazards and will be subject to disciplinary action when training and counseling do not change unsafe behavior.

NOTE: All Supervisors

When starting a new project, the Job superintendent will do the following:

- (1) Determine the location of the nearest medical facility or hospital.
- (2) Post, in the job trailer or in your work vehicle, the telephone number of the nearest police, fire, and medical facilities.
- (3) Instruct all personnel of the above.

(4) Ensure that an adequate First Aid kit is available (stocked per the company doctors recommendation).

(5) If a medical facility is not available, an employee with First Aid / CPR training will be on the site.

II. JOB SITE SAFETY RULES

Compliance with safety rules and regulations under the Federal Occupational Safety and Health act of 1970 is mandatory as well as all state and local ordinances enacted for workers' safety.

Employees shall maintain a clean work site. A good job is clean job and clean job is a safe one. So keep your working area free from rubbish and debris.

Keep your mind on your work at all times. No horseplay on the job. Injury or termination, or both, can be the result.

Fighting on the JOB SITE is cause for immediate dismissal.

Sanitation facilities have been or will be provided for your use. Damaging or defacing these facilities is forbidden and will lead to disciplinary action.

Do not use an air compressor to blow dust or dirt from your clothes, hair, face, or hands.

Tripping hazards, protruding nails, oil slicks, scrap materials, and other hazardous conditions occurring during the course of the job shall be eliminated as work progresses.

Employees shall not attempt to work when ill or in any other unfit condition which may jeopardize the safety of themselves or others. Employees who in the judgement of the Supervisor, are unable to work productively and safely because of such a condition, will not be allowed to work. Employees must notify supervisor if taking medication that may affect mental or physical alertness, or if they become ill while on company premises or while on duty. This particularly applies to new medication that may cause an adverse reaction.

Any employee who is assigned a task which he / she has not been trained to do, should immediately inform his / her supervisor. No employee will receive disciplinary action for refusing to perform a task disciplined or dismissed for exercising all legal rights under applicable Federal, State, or local safety regulation.

Tools, machinery, and equipment shall be operated only by employees who fully understand their use, have been trained and authorized to do so.

Employees shall exercise due care to prevent jeopardizing the safety of themselves or others.

All posted signs shall be obeyed. Pay attention to the signs that have been posted. They are for your protection. Failure to do so is grounds for strict disciplinary action.

Never remove warning tags on any apparatus, valves, or switches. Only the person attaching a tag should remove same. TO DO SO MAY COST SOMEONE THEIR LIFE.

Defective tools and equipment shall not be put into service and shall be reported to management. Unsafe tools and equipment shall be taken out of service and properly tagged.

All unsafe conditions or practices shall be reported to your supervisor immediately. Employees shall examine their work area and equipment for unsafe conditions prior to proceeding with their work assignments.

Employees shall report all injuries to their supervisors immediately. Never move an injured person unless it is absolutely necessary. Further injury may result. Keep the injured as comfortable as possible and utilize job site first aid facilities until the doctor arrives.

No liquor, drugs, or drug paraphernalia will be allowed to be carried in on the job and anyone coming to work intoxicated or under the influence of any illegal substance will be terminated. Liquor and / or drugs are never to

be carried or consumed in a vehicle -- either company - owned or private when representing **BRI Roofing & Sheet Metal**. This also applies to firearms, weapons, and explosives.

Sliding down ropes, cables, and guy wires, etc., is strictly prohibited.

Riding on crane headache balls is strictly prohibited.

Use designated entrances when entering or leaving the job.

III. PERSONAL PROTECTIVE EQUIPMENT

Each employee must be adequately clothed. Minimum clothing for the upper body is a "T" shirt, except if working with a welder, and then the minimum clothing is a long-sleeved cotton shirt. Keep shirt on to prevent sunburn as well as protect against chemical burns, steam burns, weld splatter, and cuts. If any part of your body should come in contact with an acid or caustic, rush to the nearest water available and flush over the affected area. Seek medical aid immediately.

Personal safety equipment must be worn as prescribed for each job, such as safety glasses for eye protection, hard hats at all times within the confines of the construction area, gloves when handling materials, and safety shoes are highly recommended for protection against foot injuries when working in areas of possible hazards to feet and legs. Tennis shoes or sandals are not acceptable.

No one will remove, displace, damage, destroy, or carry off any safety device or safeguard furnished or provided for use on the job nor interferes with the use thereof under penalty of dismissal.

No one will interfere with the safety procedures and regulations that have been adopted for the protection of job site personnel.

IV. MACHINE GUARDING

Be sure all guards are in place and do not remove guards unless you are instructed to do so, and then for oiling, adjusting, or repairing only.

Never oil or lubricate equipment or machinery while it is running or in motion, except where motion is necessary to make adjustments.

V. ELECTRICAL SAFETY

Only authorized employees shall perform maintenance or repairs on electrical wiring or equipment.

Be sure the ground wire is connected to the machine and suitably grounded.

Keep clear of all electrical gear and wiring unless you are a qualified electrician.

All temporary electrical wiring shall be installed and maintained by qualified personnel in accordance with applicable codes.

Temporary electrical cords must be covered or elevated. They must be kept clear of walkways and other locations where they may be exposed to damage or create tripping hazards.

Equipment and vehicles shall not be driven over any power cable unless the cable has been physically protected from damage.

Electrical tools or equipment shall not be used unless they have been inspected. Damaged or defective electrical tools must be properly tagged and returned immediately to the tool room for repair.

Ground Fault Circuit Interrupters must be used or an effective assured grounding program in place.

VI. MATERIAL HANDLING & STORAGE

Heavy or awkward materials shall be moved with mechanical aid or with additional help to prevent a lifting hazard.

Learn to lift correctly -- with the legs -- not the back. If the load is too heavy get help.

Materials and supplies shall be neatly and securely stacked, blocked, and limited in height so as to be stable and in no danger of collapsing, sliding, or falling over.

VII. HAND & POWER TOOLS, EQUIPMENT

Powder actuated tools will be operated by persons qualified to do so. Do not use power tools until you have been properly instructed in safe work methods and authorized.

Power tools must have proper guards in place at all times. Power tools shall be hoisted or lowered by a hand line; never by the cord or hose.

Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a trip hazard(s) or be subjected to damage from equipment or materials.

Safe operating procedures provided by the manufacturers of powder-actuated tools shall be followed explicitly.

VIII. FIRE PREVENTION AND PROTECTION

Smoking is allowed only in designated areas on the job, determined by the client's regulations. You will be advised about smoking areas in the first job site safety meeting. No smoking is strictly enforced due to the volatility of the materials we apply. Know where fire fighting equipment is located and learn how to use it. Unobstructed access to fire extinguishers and other fire fighting equipment shall be maintained.

Welding, cutting, or other open flame or spark producing operations in areas classified hazardous are permitted only after determining all volatile materials are secure.

Flammable and combustible liquids shall be dispensed from approved safety cans and stored in "safe" areas. Gasoline -- powered equipment shall not be fueled while the engine is running.

Only approved solvents shall be used to clean parts and equipment. Solvents shall not be left in open containers when not in use. They shall be stored in approved, closed containers.

Oily rags, trash, and other combustible scrap materials shall be placed in their proper receptacles and discarded. Open fires are absolutely forbidden anywhere but in designated burning areas. On such occasions an attendant is recommended.

IX. WELDING & BURNING OPERATIONS

All oxygen and acetylene cylinders, whether full or empty, must be stored or handled in an upright position with the caps securely in place. Oxygen / Acetylene cylinders must be stored 20 feet apart.

Keep full or empty cylinders separated. Never place cylinders in hot places or expose them to the direct rays of the sun.

Soapy water is recommended in testing for cylinder leaks. Never use on open flame. Any leaky cylinders should be taken to an open area and the foreman notified of this condition immediately.

Leaky hoses on welding equipment should never be taped. Replace all such hoses.

Employees shall wear appropriate welding protective apparel, including proper density lens protection.

When arc - welding near other workers, non - combustible screens must be used where possible to prevent welder's flash.

Oil and grease must be kept away from oxygen and acetylene gauges and valves. Never wipe the tip or use a torch with gloves which have oil or solvent residue on them.

No cutting, welding, or burning shall be conducted where there is oil, grease, flammable liquids or gases, or combustible materials without first removing them from the area. Should it be impossible to remove them, they shall be protected by a metal barrier or some fire retardant material and a fire extinguisher shall be on hand.

Cutting, welding, or burning shall not be conducted on tanks or drums which have contained flammable liquids or grease until they have been thoroughly cleaned or other precautions taken to prevent fire or explosion.

Employees shall ensure there is adequate ventilation when welding, cutting, or burning in confined spaces or with exotic metals.

Do not use matches to light torches, spark igniters must be used. Torches must not be used to light smoking materials.

When a special wrench is required to operate the acetylene cylinder valve, the wrench must be kept in position on the valve.

X. MOBILE EQUIPMENT AND VEHICLES

Only authorized employees shall operate mobile equipment.

Drivers will not move vehicles with riders (except pickups and automobiles).

Riding on the top of loads, fenders, running boards, sideboards, and gates, or with your legs dangling over the ends or sides of trucks will not be tolerated.

If you must work around power shovels, cranes, trucks, and dozers, make sure operators can always see you.

Sound horn continuously when backing a vehicle. It is desirable to have an end-gate man guide you as you are backing up.

Equipment or vehicles shall not be driven over compressed air or oxygen and acetylene hoses unless the hoses have been physically protected from damage.

The parking brake must be set whenever the vehicle is parked. Equipment on an incline must have the wheels chocked.

XI. SAFE RIGGING PROCEDURES

Determine weight of load. Employees shall not stand or work under suspended loads. Chains used for hoisting must have capacity tags.

Use tag lines. Loads suspended by cranes shall not be hoisted over other employees. Inspect rigging for any possible defects. Discard defective rigging.

XII. LADDERS

PROPER SELECTION

Select a ladder of proper length and type to reach the working height.

Select a ladder by type (or working load) to support the combined weight of the user and the materials and tools being used. Only the following types are acceptable for use:

| TYPE | DUTY RATING | WORKING LOAD |
|------|----------------------|--------------|
| IA | Industrial -- Heavy | 250 lbs. |
| II | Commercial -- Medium | 225 lbs. |

INSPECTION

Inspect all ladders upon receipt and before each use. Make sure all rivets, joints, nuts, and bolts are tight and that all feet, steps, and rungs are secure. Make sure all working parts are in good working condition. For stepladders make sure the spreader and pail shelf function properly. For extension ladders make sure that the locks and feet are functioning and, if necessary, lubricate it and the rope pulley. Also, inspect the rope, and make sure it is properly affixed and in good condition.

Keep the ladder clean, free from grease, oil, mud, snow, wet paint, and other slippery materials.

Keep your shoes clean and leather soled shoes should not be worn.

Never make temporary repairs of damaged or missing parts, and never climb a damaged, bent, or broken ladder.

PROPER SET - UP

Place ladders on firm, level surfaces with secure footing. Do not use ladders on slippery surfaces or place on boxes, unstable bases, or on scaffolds to gain additional height. Do not tie extension ladders together to gain additional height. Do not place ladders in front of door openings where the opening of a door might strike the ladder, causing it to fall.

Do not let ladders of any material come into contact with live electrical wire.

Make sure step ladders are fully open, the spreaders are secure, and the pail shelf is in position.

Secure the base of extension ladders when raising, and never set up the ladders when extended. Set extension ladders at the proper angle by placing the ladder base at a distance equal to one-fourth of the total working length of the ladder away from the base of the vertical support or a minimum of three feet. Do not lean the ladder sideways or use on ice, snow, or slippery surfaces without nonskid devices or securing feet. Erect extension ladders with a minimum of three feet extending above roof lines on the working surface and tie the

top at support points. Extend the top section only from the ground and never by "bouncing" or from the roof. Do not overextend the ladders, but maintain the minimum overlap of sections as follows:

| LADDER SIZE | MINIMUM OVERLAP |
|--------------------|------------------------|
| Less than 35' | 3' |
| 36' to 48' | 4' |
| More than 48' | 5' |

Where and when at all possible, use a second person to hold the ladder.

PROPER CLIMBING AND USE

Do not use ladders if you tire easily, are subject to fainting spells, and using medication or alcohol, or are physically handicapped.

Protect children by not leaving ladders set up and unattended.

Securely engage extension ladder locks before climbing and check that the top and bottom ends of the ladder rails are firmly supported.

Face the ladder when climbing up or down, keep body centered between side rails, maintain a firm grip, and use both hands.

Never climb onto a ladder from the other side unless it is secured against side-motion. Never climb from one ladder onto another.

Do not overreach but rather move the ladder as needed. Keep ladders close to the work and thus, avoid pushing or pulling off to the side of the ladder.

Do not "walk," "shift," or "jog" ladders when standing on them.

Never use a ladder as a platform, plank, hoist, or brace. Never use a ladder on a scaffold to gain additional height. Do not overload ladders; they are meant for only one person.

Never drop or apply an impact load to a ladder.

For step ladders, do not stand closer to the top than three feet and never climb above the support point. Do not use extension ladders in high winds.

PROPER CARE AND STORAGE

Store ladders in safe and dry places. Hang extension ladders on racks with supports at intervals of six feet.

Properly secure ladders while in transit.

Never store materials on ladders. Never paint a wood ladder but rather treat it at frequent intervals with wood preservatives or clear coating. Keep ladders clean and free of all foreign materials.

Destroy ladders if they are broken, worn, or have been exposed to fire or chemical corrosion.

XIII. BARRICADED AREAS

Rope off or barricade danger areas.

Never enter an area that has been roped off or barricaded without getting an okay from your supervisor.

Keep away from the edge of cuts, embankments, trenches, holes, and/ or pits.

XIV. EXPLOSIVES

Employees shall not store, transport, or use any explosive materials. Gasoline should be carried in approved safety cans only.

XV. FALL PROTECTION - CONVENTIONAL

SCOPE AND APPLICATION

The provisions do not apply to employees making inspection, investigation or assessments of workplace condition prior to the actual start of construction work or after all construction work has been completed.

DEFINITIONS

BODY HARNESS: Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a fall arrest system.

CONTROLLED ACCESS ZONE: An area in which certain work may take place without the use of guardrail systems, personal fall arrest systems or safety net systems and access to the zone is controlled.

DECELERATION DEVICE / SHOCK ABSORBER: Any mechanism, such as rope grab, ripstitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc. which serves to dissipate energy during a fall arrest.

FREE FALL: The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

GUARDRAIL SYSTEM: A barrier erected to prevent employees from falling to lower levels.

HOLE: A gap 2 inches or more in size on the floor, roof or working surface.

INFEASIBLE: impossible to perform the construction work using a conventional fall protection system.

LANYARD: A flexible line of rope, wire rope or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline or anchorage.

LIFELINE: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically or at both ends to stretch horizontally and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

LOW-SLOPE ROOF: A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

POSITIONING DEVICE: A body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.

SAFETY-MONITOR SYSTEM: A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

DUTY TO HAVE FALL PROTECTION

Each employee on a walking or working surface with unprotected sides or edges 6 feet or more above the lower level shall be protected from falling by the use of guardrail system, safety net system or a personal fall arrest system.

LEADING EDGES

Each employee who is constructing a leading edge 6 feet above lower levels shall be protected from falling by guardrails, safety nets, or personal fall arrest except when the employer can demonstrate that it is infeasible or creates a greater hazard. The employer shall develop and implement a fall protection plan as outlined in this program.

HOLES

Each employee on walking or working surfaces shall be protected from falling through holes by covers or guardrails around each hole.

Covers must be secured and be able to withstand twice the potential anticipated load.

WALL OPENINGS

Each employee working near wall openings exposed to a 6 foot fall where the bottom edge of the wall opening is less than 39 inches, the worker must be protected by a guardrail system or equivalent means.

GUARDRAIL SYSTEM

A guardrail system shall be:

1. Top edge height of top rails shall be 42 inches plus or minus 3 inches
2. Midrails shall be installed between the top edge and the walking surface but at least 21 inches high.
3. The guardrail system shall be capable of withstanding 200 pounds without failure.
4. Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations and to prevent snagging of clothing.

Wire rope top rails and midrails shall be at least 1/4 inch diameter thickness to prevent cuts and lacerations. The top rail shall be flagged at not more than 6 foot intervals with high-visibility material.

When a guardrail system is used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening when hoisting operations are not taking place.

When guardrail systems are used around holes which are used as points of access (such as ladderways) they shall be provided with a gate or be so offset that a person cannot walk directly into the hole.

PERSONAL FALL ARREST SYSTEM

A personal fall arrest system shall consist of a body harness, a lanyard and an anchorage point.

In a personal fall arrest system:

1. Only body harnesses are acceptable as part of a fall arrest system. Body belts are not to be used.
2. Snaphooks as part of the connective ends of a lanyard must be of the locking type. Non-locking snaphooks are not to be used.
3. Anchorage points must be capable of supporting at least 500 pounds per employee without failure.
4. Personal fall arrest systems, when stopping a fall, must limit free fall to 6 feet or less.
5. Body harnesses, lanyards and components shall be used for fall protection only. This equipment is not meant to be used in equipment handling.
6. The lanyard should have a shock absorber, deceleration devices which reduces fall arrest forces to below 1800 pounds.
7. Personal fall arrest systems shall be inspected prior to each use for such things as excessive wear and damage and other deterioration.

XVI. BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR BRI Roofing & Sheet Metal.

EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency.

In addition, if the employer has job classifications in which some employees may have occupational exposure then a listing of those classifications if required. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employee in these categories are considered to have occupational exposure.

IMPLEMENTATION SCHEDULE AND METHODOLOGY

OSHA requires that this plan also include a schedule and method of implementation for the various requirements of the standard.

Universal precautions will be observed at *BRI Roofing & Sheet Metal*, in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at *BRI Roofing & Sheet Metal*. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. All engineering and work practice controls will be examined and maintained on a regular schedule.

Handwashing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water, as appropriate, as soon as feasible following contact.

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. The employer at no cost will make all repairs and replacements to the employees. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

GLOVES

Gloves shall be worn where it is reasonably anticipated that employees would have hand contact with blood, other potentially infectious materials, non-intact skin and mucous membranes. Disposable gloves used will not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

MASKS

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated.

The OSHA standard also requires appropriate protective clothing to be used such as lab coats, gowns, aprons, clinic jackets or similar outer garments.

REGULATED WASTE DISPOSAL

Regulated waste other than sharp objects shall be placed in appropriate containers for safe and correct disposal.

HEPATITIS B VACCINE

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity. Employees who decline the Hepatitis B vaccine will sign a waiver, which uses the wording in Appendix A of the OSHA standard. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

When the employee incurs an exposure incident, it should be reported to the person designated with the responsibility to maintain records of exposure incidents. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with OSHA standards.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV / HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee, and the exposed employee will be informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having their blood collected for testing of the employees HIV / HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) have been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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INTERACTION WITH HEALTH CARE PROFESSIONALS

A written opinion shall be obtained from the Health Care Professional who evaluates employees of this company. Written opinions will be obtained in the following instances:

- 1) When the employee is sent to obtain the Hepatitis B vaccine.
- 2) Whenever the employee is sent to a Health Care Professional following an exposure incident.

Health Care Professionals shall be instructed to limit their opinions to:

- 1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
- 2) That the employee has been informed of the results of the evaluation, and
- 3) That the employee has been told of any medical conditions resulting from exposure to blood or other potentially infectious materials.

TRAINING

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur.

Training for employees will include the following:

- 1) The OSHA standard for Bloodborne Pathogens.
- 2) Epidemiology and symptomatology of bloodborne diseases.
- 3) Modes of transmission of Bloodborne Pathogens.
- 4) This Exposure Control Plan (i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.)
- 5) Procedures which might cause exposure to blood or other potentially infectious materials.
- 6) Control methods which will be used to control exposure to blood or other potentially infectious materials.
- 7) Personal Protective Equipment available at this facility and who should be contacted

- concerning.
- 8) Post-exposure evaluation and follow-up
 - 9) Signs and labels used by **BRI Roofing & Sheet Metal**.
 - 10) Hepatitis B vaccine program at the facility.

All employees will receive annual refresher training. The outline for the training material is located at the main office.

RECORDKEEPING

All records required by OSHA standards will be kept and maintained at the main office of **BRI Roofing & Sheet Metal**. All provisions required by the standard will be implemented by **BRI Roofing & Sheet Metal**.

XVII. DISCIPLINARY POLICY FOR WILLFUL UNSAFE ACTS

DISCIPLINARY POLICY FOR WILLFUL UNSAFE ACTS.

Employee safety is paramount at BRI Roofing & Sheet Metal. The willful commitment of an unsafe act cannot be condoned. Employees who willfully jeopardize their own or coworker safety will be disciplined. The type of discipline can range from a verbal warning to dismissal. The company Safety Officer and supervisory personnel of any employee may give employees a verbal warning for a known unsafe act or procedural, or operational infraction.

- First-time: Verbal warning. The company Safety Officer, and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known first-time unsafe act or procedural, or operational infraction.
- Second-Time: Written warning. A written warning will be issued automatically for a second verbal warning for an unsafe act. The written warning will become part of the employees permanent personnel record.
- Third-Time: Three (3) Day Suspension and Written warning. A three-day suspension and written warning will be issued automatically for a third unsafe act. The written warning will become part of the employees permanent personnel record.
- Fourth-Time: One (1) Year Termination. The fourth infraction within one year will result in termination.

Retraining. It must be considered that the possibility exists that lack of proper training may be a cause of the unsafe act. Supervisors and the Safety Officer will review the need for employee remedial training in their job skill to enable them to better accomplish their jobs before any written warning is issued.

XVII. CRANE AND DERRICK OPERATIONS

OSHA's Crane and Derrick Standards apply to your work whenever cranes or derricks, hoists or elevators, helicopters and aerial lifts or conveyors are used. This discusses the general requirements for crane and derrick operations - as well as specific requirements for material hoists, personnel hoists and conveyors.

GENERAL REQUIREMENTS

SPECIFICATIONS, LIMITATIONS AND WARNINGS

Always comply with applicable manufacturer's specifications and limitations and with any applicable requirements of the American National Standards Institute (ANSI) for crane and derrick operations. If no

specifications and limitations are available from the manufacturers, base your use of the machinery and equipment on the determination of a professional engineer who is competent in the field. And on all equipment, conspicuously post the applicable:

- rated load capacities
- recommended operating speed
- Special hazard warning or instructions, and
- manufacturer's instruction book

INSPECTIONS

Assigned competent person to inspect equipment before and during each use. Correct any deficiencies before further use. In addition to inspections for each use, inspect hoists thoroughly on an annual basis, and record inspection dates and results.

ALERT: OSHA has clarified the "competent person" rule for multi-employer construction worksites. When a General Contractor contracts with a subcontractor, the General Contractor is justified in relying upon the subcontractor to protect against hazards relating to the subcontractors expertise, so long as the reliance is reasonable and the general contractor has no reason to foresee that the work will be performed unsafe. Thus, when a subcontractor is engaged in an activity for which a competent person is required by a specific or general OSHA standard, the competent person will be supplied by the subcontractor. Other employees at the worksite, including the General Contractor, who may have employees exposed to hazards associated with the activity need not provide a competent person of their own provided that they have taken appropriate steps to assure themselves that there is a competent person who is carrying out the prescribed duties. However, in addition to whatever responsibility it may have as an exposing employer, a General Contractor would also share responsibility for those violations by its subcontractors which it could have reasonably detected and corrected. In OSHA's view, good communication on a multi-employer worksite will prevent unnecessary duplication of effort and will assure that each site employer fulfil its OSHA obligations.

BARRICADES

To prevent the crane from striking or crushing employees, always barricade areas within the swing area radius of the rear of the crane's rotating superstructure.

ELECTRICAL LINES

Prevent your equipment and loads from coming into physical contact with electrical distribution and transmission lines. If such lines have not been de-energized and visibly grounded at the point of work, or if insulating barriers are not erected to prevent physical contact with the lines.

Do not operate any part of a crane or its load within:

- 10 feet of a line rated 50 kilovolts or below
- 10 feet plus .4 inches for each kilovolt over 50, or
- twice the length of the line insulator, but never less than 10 feet.

For cranes in transit with no load and lowered boom, keep a minimum clearance from such lines of:

- 4 feet for less than 0.75 Kilovolts
- 10 feet for over 50 kilovolts and up to 345 kilovolts, and
- 16 feet for over 345 kilovolts and up to 750 kilovolts.

ALERT: The National Institute for Occupational Safety and Health (NIOSH) has issued an alert warning crane operators and crew members that there is a significant electrocution hazard when working near overhead power lines. NIOSH cites statistics indicating that about 7% of all work related deaths for a ten year period were electrocutions. A significant number of these electrocutions involved construction industry cranes. NIOSH advises that when it is difficult for the crane operator to maintain clearance by visual means, a person must be designated to observe the clearance between energized lines and the crane and its load. The use of such devices as boom guards, insulating links or proximity warning systems is not a substitute for de-energizing and grounding lines or maintaining safe line clearances. Workers should be trained to consider all overhead power lines as energized until the owner of the lines or an electric utility indicates they are not energized and they have been visibly grounded.

MATERIAL HOISTS

OPERATING RULES AND NOTICES

For material hoists, OSHA requires you to establish and post operating rules at the operator's station. The rules must include:

- a signal system
- allowable line speed for various loads

In addition, post rules and notices on the car frame or crosshead in a conspicuous location, and include the statement: "Prohibition On Riders". Other than persons who are inspecting or maintaining the material hoist equipment, no one may ride in the car.

GATES AND BARS

Protect all entrances to the hoistways with gates or bars placed 2 feet from the hoistway line. The bars must be made of wood that is at least 2 inches by 4 inches or of equivalent strength and protective value. And, they must be no less than 36 inches high (measuring from the floor), but no more than 42 inches high.

Make sure that your gates and bars:

- guard the full width of the landing entrance;
- are painted with diagonal contrasting colors (example: black and yellow stripes); and
- are equipped with a latching device.

OVERHEAD PROTECTIVE COVERINGS

Provide overhead protective coverings for every material hoist or platform & for the operator's station. The covering should at least be equivalent in strength to 2 inch thick planking. Support for the covering in the operator's station must be of equivalent strength.

HOIST TOWERS

OSHA permits you to use hoist towers with or without an enclosure on all sides. If your hoist tower is not enclosed on all sides, the platform or car must be totally enclosed.

STOPPING THE CAR

To protect against the effects of rope failure, a car arresting device must be installed.

PERSONNEL HOISTS: RESTRICTIONS ON USE OF CRANES & DERRICKS

GENERAL PROHIBITION AND EXCEPTION

The general rule is that you may not hoist personnel by crane or derrick. However, there is an exception to the rule for times when conventional means of transport (such as scaffolds and ladders) are simply not possible because of:

- structural design;
- worksite conditions; or
- the potential for even greater hazards.

If you meet the requirements for the exception, you must comply with the following requirements.

FOUNDATION UNDER THE CRANE OR DERRICK

Keep cranes and derricks used to hoist personnel on a foundation that is firm and uniformly level within 1 percent.

OPERATING THE CRANE OR DERRICK

If the engine is running and the personnel platform is occupied, the operator must be at the controls. Any movement of the crane or derrick must be slow and cautious to ensure that there is no sudden jerking of the crane, derrick or platform.

EQUIPMENT FOR THE CRANE OR DERRICK

ROPE

The wire rope used must be able to support 7 times the maximum load intended. And rotation-resistant rope must be able to support 10 times the load intended.

BRAKES AND LOCKING DEVICE

Keep the crane or derrick brakes and locking devices on whenever an occupied personnel platform is stationary.

DEVICE TO REGULATE THE LOWERING SPEED

Never use live booms (i.e., booms that do not have devices, other than brakes) to slow down the rate of speed at which the boom is lowered. Load line hoist drums must also have a means of lowering the rate of speed of the hoist mechanism. Free fall is never permitted.

DEVICE TO BE USED WITH TELESCOPING BOOMS

Before you hoist personnel with a crane that has a telescoping boom, either equip the crane with a visible boom angle indicator that shows the booms extended length clearly or determine the load radius to be used during the lift accurately.

DAMAGE PREVENTION DEVICES

Equip all cranes and derricks with an anti-two-blocking device to prevent contact between the load block and overhaul ball and the boom tip or a two-block damage-prevention feature to deactivate the hoisting action before damage occurs.

THE PERSONNEL PLATFORM AND SUSPENSION SYSTEM

The personnel platform must be designed by a qualified engineer or a qualified person competent in structural design. The minimum safety factor for the personnel platform is 5. The platform should be able to support at least 5 times the maximum intended load. And the design of the suspension system must minimize tipping as personnel move on the platform.

For all welding, you are required to use a competent welder.

Grind all rough edges on the platform to eliminate a possible injury hazard to employees.

EQUIPPING THE PLATFORM

Use the following equipment list as an aid to select the proper equipment for a work site when using platforms used to hoist personnel:

- a standard guardrail system to prevent tools, materials and equipment from falling,
- an inside guardrail,
- adequate headroom for employees, and
- Permanent markings that indicates clearly the platform's weight and it's rated load capacity or maximum intended load.

EXPOSURE TO FALLING OBJECTS

If personnel will be exposed to falling objects, provide overhead protection on the platform and hard hats.

ACCESS GATES

If an access gate is provided, the gate must not swing outward during hoisting. The gate must also be equipped with a restraining device to prevent accidental opening.

LOADING THE PLATFORM

Do not load the platform beyond the OSHA weight limit. The combined weight of the loaded platform and it's rigging is limited to 50% of the crane or device's rated capacity. And in any event, never load the personnel platform in excess of it's rated capacity or it's maximum intended load.

Limit personnel on the platform to the employees who have been instructed in the relevant OSHA requirements and in procedures for the tasks to be performed.

Load only those materials and tools that are necessary to get the job done. Secure them to prevent them from sliding or falling. And be sure the weight of the load is distributed so that it will be properly balanced when the platform is in motion.

CONNECTING THE PLATFORM TO THE LOAD LINE

If you connect the platform to the load line with a wire rope bridle, do not use the bridle or associated rigging for any other purpose. Connect the bridle legs to a master link shackle, and position the load evenly among the bridle legs.

Attachment assemblies, such as hooks, must be fastened securely. Never wire around a hook to cover the hook opening. You should either close and lock attachment assemblies or use an alloy anchor type shackle with a bolt, nut and retaining pin.

PRE-HOISTING INSPECTIONS, TESTS AND PROCEDURES

BEFORE HOISTING EMPLOYEES

To hoist any employee, use only equipment that has been proof-tested to hoist any employee. And review the procedures to be used with affected employees at a pre-lift meeting. In addition, OSHA requires you to make a trial lift and to repeat it if changes are made in the crane's location or in the lift route. Various other checks on the systems, controls, and equipment must be conducted immediately before personnel are to enter the platform and immediately before personnel are to be hoisted.

CONDUCTING A TRIAL LIFT

Before you hoist any employees, complete a trial lift of the personnel platform. For this trial, load the platform at least to the anticipated load weight, then start and stop where the personnel platform is to be hoisted and positioned.

Immediately after the trial lift, visually inspect the personnel platform, the base of the crane or derrick, and the ground or foundation. Hoist the platform a few inches to check to see whether the platform remains secure and properly balanced.

Correct any defects or adverse effects exposed by testing and inspection prior to hoisting personnel.

Repeat the trial lift if the crane or derrick is moved to a new location or returned to a previously used site or if the lift route is changed.

INSPECTIONS IMMEDIATELY BEFORE PERSONNEL ENTER THE PLATFORM

Immediately before personnel enter the platform, check:

- systems,
- controls, *and*
- safety devices.

Be sure the operator will remain within the 50% load limit of the hoist's rated capacity

BEFORE EMPLOYEES ARE HOISTED

Before employees are hoisted, check again to be sure:

- hoist ropes are free of kinks,
- multiple part lines are not twisted around each other,
- the primary attachment is centered over the platform,
- there is no slack in the wire rope, *and*
- all ropes are properly seated on drums and in sheaves.

USE OF PROOF TESTED EQUIPMENT

The platform and rigging you use to hoist personnel, must have passed proof tests to 125% of the platforms rated capacity.

Conduct proof tests when the equipment is:

- initially brought to the jobsite,
- repaired, *or*
- modified.

To conduct the proof test, follow these steps:

1. Hold the platform in a suspended position with an evenly distributed load for 5

minutes.

2. Have a competent person inspect the platform and rigging for defects.
3. If problems are detected, correct them and test again.

HOLDING THE PRE-LIFT MEETING





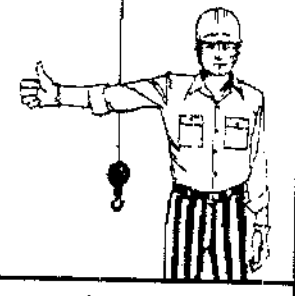
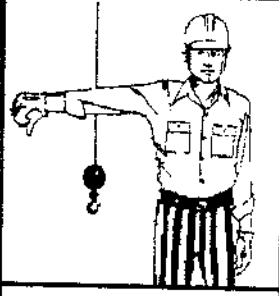

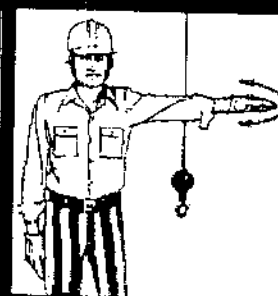
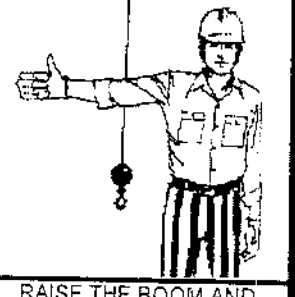
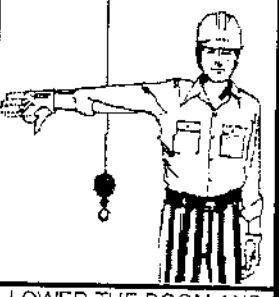

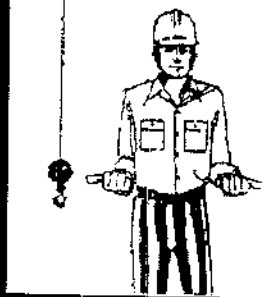


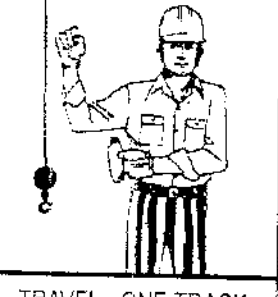
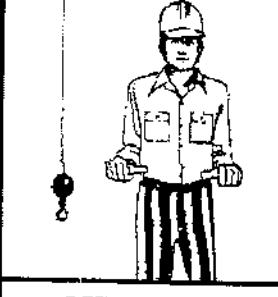
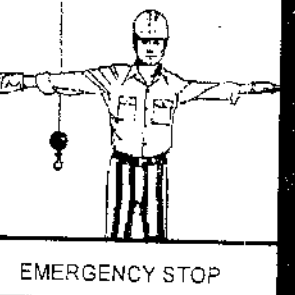

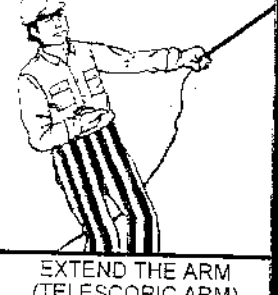
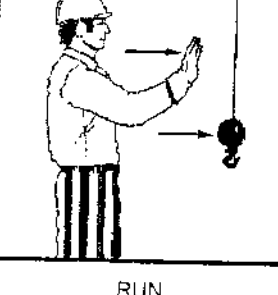
Review the OSHA requirements and the procedures to be followed before the trial lift and at each new work site. Repeat the pre-lift meeting for any employees newly assigned to the operation.

SAFE WORK PRACTICES

Employees occupying the personnel platform must keep all body parts inside the platform during raising, lowering and positioning. And, they must stay in direct communication with, and in view of, the operator or signal person. However, if direct visual contact is impossible, and use of a signal person would create a greater hazard for that employee, direct communication (for example, by radio) may be used alone.

Unless doing so would create an unsafe condition, you are required to use tag lines, and to make sure that the platform is secured to the structure where the work will be performed before employees enter or exit the platform.

Unless the work is performed over water, have employees wear a body belt or body harness with lanyard. The lanyard should be attached to the lower load block, the overhaul ball or a structural member within the personnel platform.

| | | | |
|---|---|--|---|
|  |  |  |  |
| HOIST | LOWER | USE MAIN HOIST | USE WHIPLINE |
|  |  |  |  |
| RAISE BOOM | LOWER BOOM | HOIST SLOWLY | STOP |
|  |  |  |  |
| RAISE THE BOOM AND LOWER THE LOAD | LOWER THE BOOM AND RAISE THE LOAD | SWING | EXTEND BOOM |
|  |  |  |  |
| DOG EVERYTHING | TRAVEL | TRAVEL - ONE TRACK | RETRACT BOOM |
|  |  |  |  |
| EMERGENCY STOP | BRING UP ARM (TELESCOPIC ARM) | EXTEND THE ARM (TELESCOPIC ARM) | RUN |

OPERATING THE CRANE OR DERRICK

Crane and derrick operators must be at the controls at all times when the platform is occupied or the engine is running. No other lifts on another load line may be made when personnel are being hoisted. And, the operation must be stopped for any impending danger, including dangerous weather.

RULES FOR TRAVEL WITH CRANES

You may not hoist personnel while the crane is traveling, unless you show that this is the least hazardous way to do the work or you use a portal, tower, or locomotive crane. If you meet the requirement for the exception, adhere to the following rules when the crane is moving while hoisting personnel.

Restrict travel to a fixed track or runway that is limited to the radius of the boom during the lift.

Keep the boom parallel to the direction in which the crane is traveling.

Complete a trial run before employees occupy the platform.

For cranes with rubber tires, keep lifts under the 50% limit on the hoist's rated capacity and check the tires for

- condition and air pressure, *and*
- outriggers may be partially retracted, if necessary for travel.

CONVEYORS

STOPPING AND STARTING THE CONVEYOR

When cranes are used, there must be a means for stopping it at the operator's station. And if the operator's station is not close by, provide for a similar means of stopping the conveyor where the motor or engine is located. Provide emergency stop switches to prevent the conveyor from restarting until the stop switch has been reset to the "on" position. Equip the conveyor with an audible warning signal that will sound immediately before the conveyor starts up.

During repairs or when the operation of the conveyor would be hazardous, render the conveyor inoperable and tag with the warning: "DO NOT OPERATE".

PREVENTING EMPLOYEE CONTACTS WITH THE CONVEYOR

Use guards to prevent employee contact with the turning flights of screw conveyors. Use guards whenever a conveyor passes over work aisles, or thoroughfares, to protect employees working below the conveyor.

Mark all crossovers, aisles and passageways with suitable and conspicuous warning signs.

XVIII. LIFT TRUCK PROGRAM

BRI Roofing & Sheet Metal is committed to protecting their employees / contractors from serious injury and to protect the facilities and equipment by insuring that the forklifts are limited to drivers that are trained and authorized to use that equipment. Additionally, all the forklifts are to be in top functioning order or they cannot be used.

TRAINING AND SELECTION

- A. The manager or supervisor will select individuals that demonstrate the proper attitude and concern for safety. Operators must be made aware of the significant responsibility that goes with operating a forklift.
- B. A drivers license history check must be completed and reviewed prior to initiating any training. This can be done through the Corporate Risk Management Department.
- C. The candidate then is trained on this company's policies relating to the safe operations of forklift use. The training will vary with the experience of the operator / candidate.

TRAINING COURSES

The forklift training course shall cover the following topics:

- A. Equipment operation
- B. Basic equipment maintenance and repairs
- C. Safety rules

EQUIPMENT OPERATION

Managers, supervisors and forklift operators must comply with all safety rules set forth within this policy. Unsafe operation is subject to retraining or disciplinary action, including termination. It is the function and the responsibility of all employees / contractors to report any equipment problems or malfunctions to their supervisor or management. Area management, maintenance technicians or safety personnel can "Red Tag" a forklift to prevent its further use until it has been repaired.

OPERATING RULES

- A. Each forklift is to be inspected daily BEFORE each shift; an inspection checklist will be completed in accordance with this inspection.
- B. Equipment operators may refuse to perform operations or use equipment that, in their opinion, is deemed unsafe, without fear of any disciplinary action.
- C. No one except safety personnel, maintenance or repair specialists may move or otherwise use the "Red Tagged" equipment.
- D. Outside contractors must obtain permission prior to using any forklifts
- E. Records on the inspections and maintenance shall be kept and made accessible to the Corporate Risk Management Department.

BASIC EQUIPMENT MAINTENANCE AND REPAIRS

All forklifts must undergo periodic maintenance as specified by the original manufacturer. As a minimum standard, the following systems must be in good working order, and this criteria should be on the inspection checklists:

- A. Steering
- B. Brakes
- C. Speed and lift controls
- D. All lights
- E. Horns
- F. Guards
- G. Tires
- H. Hydraulic controls
- I. Battery charge
- J. Battery plug and connections

Any forklift that fails to meet the basic criteria for inspection should be "Red-Tagged" by the supervisor IMMEDIATELY.

Repairs will be given out on a priority basis. The repairs on equipment will be done only by an authorized equipment repair technician from the manufacturer, or the equivalent.

SAFETY RULES

The following guidelines have been set forth by BRI Roofing & Sheet Metal, and Federal OSHA. Following these guidelines will result in a safe, efficient operation. This will also help reduce mechanical failure in equipment and prevent accidents.

- A. Operators will look in the direction of travel at all times
- B. Operators shall maintain three truck lengths or three seconds of travel time in spacing from other vehicles in order to be able to stop
- C. Forklifts shall not be operated in excess of seven miles per hour at any time
- D. Use extreme caution when passing through air locks; walking through such areas is prohibited by pedestrians
- E. Operators will safeguard pedestrians at all times and extend them the right of way; do not drive a forklift in front of anyone who has a fixed object behind them such as a bench or wall
- F. Stunt driving, reckless driving or horseplay are grounds for termination
- G. Operators shall slow down and sound the horn when vision of aisles, hallways or corners are obstructed by doors or any other objects; operators will keep to the right and sound horns as they move
- H. Operators shall only move securely "palletized" loads
- I. All posted signs shall be observed and obeyed
- J. Trailers shall be secured, if they are disconnected from their tractors, as to prevent upending during loading or unloading operations
- K. Operators shall avoid running over loose objects on the floors
- L. Report debris, spills or oil covered floors to area management immediately.
- M. Operators shall not pass another forklift traveling in the same direction at intersections, blind spots, or any other dangerous locations; when passing may be done, the vehicle must be at a complete stop and the operator must be aware of the passerby's intentions
- N. Use horn only as a warning signal
- O. NO PASSENGERS are allowed to ride on forklifts
- P. Operators SHALL NOT make fast starts, jerky stops or quick turns when handling materials
- Q. Operators shall NEVER put their arms or legs between the "uprights" of the mast or outside the running lines of the forklift
- R. When leaving a forklift unattended, the operator shall ALWAYS neutralize the control settings, shut off the power, set the brakes and place the forks down to the floor
- S. Check load wheels BEFORE driving into any truck or trailer, make sure that wheel chocks are in place to prevent truck/trailer from rolling or tilting as lift enters
- T. At no time will the forklift operator operate the forklift's controls while standing beside it.
- U. NEVER check any fluid levels on the forklift with a match or lighter, open flame can ignite hydrogen fumes produced from the batteries
- V. Forks shall ALWAYS be placed as far under the loads and the masts shall be tilted backward as far as possible
- W. Lift with mast vertical or slightly extended backward; also, NEVER lift with reach extended UNLESS ABSOLUTELY NECESSARY
- X. Never drive with forks extended
- Y. Space forks to fit load; to maintain proper balance, the forks should be placed near the outside of the pallet.
- Z. DO NOT raise or lower forks while traveling
 - a. The load will be carried as LOW AS POSSIBLE; when there is no load, or the forklift is empty, the forks shall be carried as low as possible - not more than 6 Inches off the floor
 - b. Never stop the forks abruptly; this may cause hydraulic damage to the lift
 - c. The operator should NEVER get off the forklift until he has secured it and the machine has come to a complete stop

- d. When loading, approach within a foot or so of the pallet rack with the load held low, then stop and raise slowly; when the load reaches the correct height, gently put the load in place
- e. Unauthorized operators are not allowed to operate any equipment; immediately report violations to management
- f. If a forklift is to be used as a personnel elevator, an OSHA approved safety platform must be attached to the forks
- g. Avoid driving along any edge of a loading dock or platform
- h. No one is allowed to walk under elevated forks.
- i. Do not operate forklift with wet or greasy hands.
- j. Forklifts shall not be parked on inclines.
- k. Never park forklifts in front of emergency equipment, electrical panels or exits.
- l. Loaded forklifts shall be driven down grades with the load trailing, and up grades with the load leading.
- m. Operators will observe the designated weight capacity of their forklifts; if the loads may exceed these ratings, other equipment should be sought - counter- weights are not allowed; the operator is responsible for knowing loads requirements.
- n. Do not allow people to stand too close to the lift when loading or stacking.
- o. Pallet jacks are to be backed in when storing to prevent from being jammed into the walls.
- p. When making a U-turn with a pallet jack, ALWAYS walk around the OUTSIDE of the turn; otherwise, foot injuries occur.
- q. When turning or going around corners, have BOTH hands on the controls.
- r. ALWAYS turn off the battery charger BEFORE unplugging the battery to the forklift; also, place the charging cables into their racks.
- s. ALWAYS WEAR PROTECTIVE EYE WEAR AND GLOVES WHEN SERVICING OR ADDING WATER TO THE BATTERIES.
- t. FIRE / LIFE SAFETY - Pallet loads, jacks or lifts are never to be placed or parked blocking fire exits or emergency equipment (eye wash stations, fire extinguisher / hoses or first aid equipment).
- u. THE USE OF ALCOHOL, ILLEGAL DRUGS OR PRESCRIPTION DRUGS THAT MAY IMPAIR ONE'S PERFORMANCE TO OPERATE MACHINERY IS NOT ONLY PROHIBITED HERE, IT IS ALSO ILLEGAL; VIOLATIONS OF THIS POLICY CAN SUBJECT THE EMPLOYEE TO IMMEDIATE DISMISSAL - ALSO, CRIMINAL PLUS CIVIL RESPONSIBILITIES MAY BE INCURRED TO ANYONE WHO IS FOUND GUILTY OF COMMITTING SUCH A VIOLATION SHOULD AN ACCIDENT OCCUR.

OPERATOR'S DAILY CHECKLIST

CHECK BEFORE START OF EACH SHIFT

Check one: Gas, LPG or diesel truck Electric truck Date: _____

Truck number _____ Operator _____ Supervisor's OK _____

Hour meter reading _____ Start of day _____ End of day _____ Hours for day _____

Check boxes accordingly: OK () Needs attention or repair

VISUAL CHECKS

- () Tire condition
- () Head and tail lights
- () Warning lights
- () Hour meter
- () Other gauges and instruments
- () Obvious damage and leaks
- () Engine oil level
- () Radiator water level
- () Fuel level
- () Battery plug connection
NOTE: Be sure the battery plug connection is tight
- () Battery discharge indicator
NOTE: Key on needle should indicate in green area

OPERATIONAL CHECKS

- () Horn
- () Steering
- () Service brakes
- () Parking brakes
- () Hydraulic controls
- () Seat brake
- () Battery load test
NOTE: Watch battery indicator while holding tilt level on full back tilt. If needle falls to red area, battery doesn't have sufficient charge to operate truck properly.

Alcohol and Drug Abuse Policy

BRI Roofing & Sheet Metal is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

We reserve the right to inspect our premises for these substances. *We reserve the right to conduct alcohol and drug tests at any time, but, you will definitely be tested pre-employment, post accident, for cause and randomly. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.*

Definitions under this policy

A "substance" includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An "illegal drug" is any substance that is illegal to use, possess, sell, or transfer.

"Drug paraphernalia" are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A "prescription drug" is any substance prescribed for an individual by a licensed health care provider.

An "inhalant" is any substance that produces mind-altering effects when inhaled.

You are "under the influence" if any substance:

- Impairs your behavior or your ability to work safely and productively;
- Results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property; or
- Is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

"Company premises" include our buildings, grounds, parking lots, company-provided vehicles AND JOB SITES.

Company rules

You must follow these rules while you are on company premises and while you conduct company business. The rules apply any place you conduct company business, including a company vehicle or your own vehicle:

1. You may not use, possess, or be under the influence of alcohol on company premises.
2. You may not use, possess, or be under the influence of illegal drugs.
3. You may not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.
4. You may not use, possess, sell, buy, transfer, or distribute drug paraphernalia.
5. You may not use or be under the influence of inhalants.
6. You must follow these rules if you take prescription or over-the-counter drugs on the job.
 - You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year.
 - You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
 - You must follow directions, including dosage limits and usage cautions.
 - You must keep these drugs in their original containers or bring only a single-day supply.

BRI Roofing & Sheet Metal may consult with a doctor to determine if a prescription or over-the-counter drug may create a risk if you use it on the job. BRI Roofing & Sheet Metal may change your work duties or restrict you from working while you are using a prescription or over-the-counter drug that creates such a risk.

7. You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. This includes vehicles.

You must cooperate with any investigation into substance abuse. *An investigation may include tests to detect the use of alcohol, drugs, or inhalants.*

Drivers shall comply with all DOT Commercial Driver's License Requirements

All drivers shall comply with the DOT commercial driver's license requirements for controlled substances and alcohol testing including:

Post accident – Each surviving CMV driver shall test for alcohol and controlled substances as soon as possible after an accident.

Random testing – Every driver shall submit to random alcohol and controlled substance test

Reasonable suspicion testing – A driver MUST submit to an alcohol and/or controlled substances test if there is reasonable suspicion that the prohibitions concerning alcohol and/or controlled substances are violated..... Suspicion based on specific observations such as: Behavior, Speech, or Body odor (such as marijuana or alcohol).

Return to duty testing – Before returning to duty after engaging in prohibited conduct, the employer must see that the drivers return-to-duty alcohol test indicates an alcohol concentration of less than 0.02 and that the driver's return-to-duty controlled substances test indicates a negative result.

Follow-up testing – *A substance abuse professional will set up a follow-up testing plan, a minimum of 6 tests MUST be conducted in the first 12 months, and the driver may be subject to testing for a maximum of 60 months.*

Employee Assistance Program (EAP)

Emotional problems, marital and family discord, financial or legal difficulties, alcoholism and drug abuse are usually considered "personal" problems until they affect the individual's job performance. Then they become your company's problem, and you need an effective solution.

For many employers, that solution is an Employee Assistance Program or EAP, a resource to which employees and their families can turn for confidential, professional assistance.

An EAP establishes a way for troubled employees to seek help directly or for supervisors to refer those employees whose problems are affecting job performance. The employee assistance professional conducts a thorough, confidential assessment and then provides short-term therapy or refers the employee to an appropriate therapist, treatment program or community agency.

BRI Roofing & Sheet Metal offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file below. In addition, we will distribute this information to employees for their confidential use.

Local Assistance

Addiction Counseling Association – 4525 Lemmon Ave., Dallas.....214-522-4999

Alcoholics Anonymous – 4525 Lemmon Ave., Dallas.....214-321-0156

Gateway Foundation – Texas – 723 S. Peak St., Dallas.....214-827-2870

Our Brother's Keeper – 4200 S. Fitzhugh Ave., Dallas.....214-421-7871

Step Med – 1705 Martin Luther King, Jr. Blvd.....214-421-9100

NATIONAL TECHNICAL ASSISTANCE

Drug-Free Workplace Helpline

This National Institute on Drug Abuse toll-free service operates 9:00 a.m. – 8:00 p.m. EST. Telephone consultation is available for business owners, managers, and union leaders on the development and implementation of comprehensive drug-free workplace programs. These counselors can put you in touch with local resources.

