

NOWLAND ASSOCIATES, INC. Occupational Health and Safety Program**Health and Safety Guidelines**

Program Responsibility: The company Safety Officer is Matt Chapman. He is solely responsible for all managerial facets of this program and has full authority to make necessary decisions to ensure success of the program. Nowland Associates, Inc. also utilizes Safety Resources, LLC as a consulting firm for workplaces safety and OSHA compliance. They provide guidance on safety and health issues, and provide routine jobsite inspections and training. Safety is also the responsibility of every employee of this company. The Safety Officer will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. This company has expressly authorized the Safety Officer to halt any operation of the company where there is danger of serious personal injury.

Program Content

The Nowland Associates, Inc. Safety and Health program will include, but is not limited to development and maintenance of the following:

- 1. Company Health and Safety Program Guidelines.**
- 2. Written Programs.**
- 3. Safety Committee.**
- 4. Routine Safety and Health Inspections.**
- 5. Safety Meetings.**
- 6. Accident and Incident Reporting.**
- 7. Accident Investigation.**
- 8. General Safety Rules for all Work Areas.**
- 9. Recordkeeping Requirements.**
- 10. Disciplinary Actions for Willful Unsafe Acts.**

1. Company Health and Safety Program Guidelines. Nowland Associates, Inc. will review and evaluate this document:

1.1 On an annual basis.

1.2 When changes occur to 29 CFR that prompt a revision.

1.3 When changes occur to any related regulatory document that prompts a revision of this document.

1.4 When company operational changes occur that require a revision of this document.

2. Written Individual Programs. This company will maintain written individual procedures for the types of hazards/issues that our employees will or could potentially be exposed to. Each program will be reviewed/revise on an annual basis, or as required by the respective governing OSHA Standard. Each program insofar as possible will be maintained as an independent program to avoid situations where it is unclear where responsibility for given issues belong. Effective implementation of these program's require support from all levels of management within this company. Each written program will be communicated to all personnel that are affected by it. Each will encompass the total workplace, regardless of number of workers employed or the number of work shifts. They will be designed to establish clear goals, and objectives. The following individual safety programs will be maintained.

- D. Hazard Communication
- E. Fall Protection
- F. Ladders/Stairs
- G. Scaffolds/Lifts
- H. Powered Equipment
- I. First Aid/Medical Services
- J. Noise Policy
- K. Respiratory Protection
- L. Drug/Alcohol Policy
- M. Spill Response Procedure
- N. Confined Space Entry Program
- O. Emergency Response Procedure

3. Safety Committee. The primary objective of the Safety Committee is to provide support to enhance the Company's Safety Program. In addition to this primary mission, the Safety committee encourages Employees to participate in the safety process for the betterment of all concerned. The personal safety and health of each Employee of Nowland Associates is of primary importance. The prevention of occupationally-induced injuries and illnesses is our principal purpose. To the greatest degree possible, this Committee will provide Employees a voice to management to ensure all mechanical and physical facilities required for personal safety and health are controlled and maintained in keeping with the highest standards. In carrying out its primary mission, the Committee is committed to five basic principles:

1. Help to formulate and disseminate policies, practices and procedures that promote Health and safety.
2. Consult with the Safety Officer on any proposed or actual changes in health and safety policies, practices and procedures proposed by the Committee.
3. Assist management in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards.
4. Act as a problem-solving group to help with the identification and control of hazards.
5. Help to resolve health and safety issues.

4. Routine Safety and Health Inspections. Routine safety and health inspections will be conducted of all company work areas and jobsites. The inspection will be conducted to discover through specific, methodical auditing, checking, or inspection procedures; conditions and work practices that lead to job accidents and industrial illnesses. Currently, inspections are provided by Safety Resources, LLC. However, each supervisor and/or competent person, is required to ensure a safe working environment DAILY.

4.1 Currently, on jobsites, all supervisors are required to do a thorough inspection at the beginning of each work day.

4.2 Inspection Intervals. Inspections will be conducted on a regular basis, at least monthly, for OSHA compliance. Safety Resources, LLC is currently providing jobsite inspections.

4.3 Hazard priority classification system. Hazards will be rated according to the following rating system. Where it is unclear where a hazard should be rated the next higher priority classification will be assumed.

4.3.1 Priority 1 Hazard. The most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment, or material.

4.3.2 Priority 2 Hazard. Unsafe condition or work practice that could cause serious injury, industrial illness, or disruptive property damage.

4.3.3 Priority 3 Hazard. Unsafe condition or work practice that might cause a recordable injury or industrial illness or nondisruptive property damage.

4.3.4 Priority 4 Hazard. Minor condition, a housekeeping item or unsafe work practice infraction with little likelihood of injury or illness other than perhaps a first-aid case.

4.4 Inspection elements. The following inspection elements will be checked during safety inspections, as a minimum. Where an individualized safety program exists, the company standard practice instruction will be used as the basis for development of inspection criteria.

<u>Element</u>	<u>Criteria</u>
Floors	Condition, slip, trip, falls, holes covered/marked
Stairs	Condition, railings, obstructions
Ladders	Condition, proper setup
Scaffolds	Condition, fully planked, level, guardrails
Fall Hazards	PFAS, Guardrails
Lighting	Suitable Illumination for work
Noise control	85db or less?, hearing protection?
Hand tools	Grounded, guarded, pressure switches
Machine tools	Guarded, stop buttons, training?
Chemicals	MSDS's, labels, storage, Chemical Lists
Compressed gas	Storage, heat sources, labels
Guarding	Installed, over, under, around, between
Head Protection	Used, training, proper usage
Eye protection	Used, training, Z-87 rated protectors
First Aid	Kits, training
Work practices	Unsafe work practices observed? (list)

4.5 Inspection report. The safety officer will develop a safety report based on the inspection items noted during the inspection. The following items will be accomplished:

4.5.1 The report will be distributed immediately to personnel/subcontractors responsible for correcting deficiencies noted during the inspection. These personnel will use the hazard classification system to prioritize deficiency correction.

4.5.2 The report will be distributed to all supervisors and key management personnel. Supervisors will brief the results to all

employees under their control. Any employee requesting to be placed on the distribution list will be accommodated.

4.5.3 The safety officer will develop a statistical analysis of deficiencies noted to determine jobs/areas that have a high incidence of injury potential. These areas will be emphasized during inspections and meetings.

4.6 OSHA/MOSH Inspections. When a Compliance Officer from the appropriate agency arrives at a jobsite, the supervisor will immediately notify a representative of Safety Resources, LLC for assistance. At this time, the Compliance Officer will be asked for qualification of a Focused Inspection. Elements addressed to qualify for a Focused Inspection are as follows:

- a comprehensive Safety & Health Program
- a designated Competent Person responsible for the implementation and monitoring of the Safety & Health Program
- absence of “clear-view” violations of the following areas;
 1. **Fall hazards**
 - a. Roofing work
 - b. Open-sided floors/platforms
 - c. Floor holes/openings
 - d. Scaffolding/Lifts
 2. **Electrical hazards**
 - a. Overhead power lines
 - b. Cords/tools
 - c. GFCI Protection
 - d. Temporary wiring/receptacles
 3. **Caught in/between hazards**
 - a. Machinery/equipment
 - b. Trenches
 4. **Struck-by hazards**
 - a. Falling objects
 - b. Machinery/equipment
 - c. Use of Controlled Access Zones

This program, along with specific safety programs, will be used as a basis for keeping the jobsite a safe and healthy workplace. Subcontractors will be required to complete a Contractor Safety Verification Form prior to work commencement. This will help ensure compliance with the Program. The Construction Focused Inspection

Guidelines, as provided by OSHA in their Guidelines dated September 20, 1995, will be used as a guideline. (see addendum)

5. Safety Meetings. A well ordered flow of information is essential to a good safety program. The company, through a program of safety meetings at all levels, intends to accomplish the goals of safety awareness, education, and participation.

5.1 Safety training/education. The safety officer will ensure proper training/education occurs for all employees. Supervisors can add the level of detail required to make the material completely relevant to his or employees at each specific jobsite. Safety Resources, LLC currently provides training/education necessary for compliance with OSHA's 29 CFR 1910 & 1926 standards. Training is provided by a qualified person. Documentation is provided.

5.2 Safety meeting schedules. Employees will be given safety updates/information on a regular basis. Safety meetings will be given immediately:

5.2.1 Upon initial job assignment or reassignment.

5.2.2 When operational changes to equipment or the job occur.

5.2.3 When a co-worker is injured.

5.2.4 When manufacturers provide safety related information pertaining to defects, use, etc., for equipment used by this company.

5.3 Staff meetings. Safety will be included in the agenda of all staff meetings. The safety officer will keep all superintendents informed of safety performance developments in the area of accident prevention, and safety. Superintendents may ask the safety officer to provide safety briefings as required.

6. Accident and Incident Reporting. The Nowland Associates, Inc. Hazard Report will be used by all employees to report potential or known hazards. The following procedures apply:

6.1 Person reporting hazard:

6.1.1 Notify supervisor of the hazard.

6.1.2 Accomplish hazard identification/correction if possible.

6.1.3 Fill out required sections of the hazard report.

6.1.4 Forward report immediately to the safety officer.

6.2 Supervisor:

- 6.2.1 Notify all affected workers of hazard.
- 6.2.2 Notify maintenance of hazard, if required.
- 6.2.3 Ensure hazard is properly marked and controlled.
- 6.2.4 Contact Safety Officer if needed.

7. Accident Investigation. Accident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of accident investigation will be to prevent future accidents and injuries to increase the safety and health of all our employees.

7.1 Immediate concerns.

- 7.1.1 Ensure any injured person receives proper care.
- 7.1.2 Ensure co-workers and personnel working with similar equipment or in similar jobs are aware of the situation. This is to ensure that procedural problems or defects in certain models of equipment do not exist.
- 7.1.3 Start the investigation promptly.

7.2 Accident Investigation Form. A standardized investigation form which details specific company requirements for investigation will be developed and used to gather data to determine causes and corrective actions.

8. General Safety Rules for all Work Areas. The following safety rules are established by this company as general safety rules for all Jobsites.

- 8.1 Never operate any machine or equipment unless you are authorized and trained to do so.
- 8.2 Do not operate defective equipment. Do not use broken hand tools. Report them to your supervisor immediately.
- 8.3 Obtain full instructions for your supervisor before operating a machine with which you are familiar.
- 8.4 Never start on any hazardous job without being completely familiar with the safety techniques which apply to it. Check with your supervisor if in doubt.

- 8.5 Make sure all safety attachments are in place and properly adjusted before operating any machine.
- 8.6 Do not operate any machine or equipment at unsafe speeds. Shut off equipment which is not in use.
- 8.7 Wear all protective garments and equipment necessary to be safe on the job. Wear proper shoes; sandals or other open-toed or thin-soled shoes should not be worn, safety shoes/boots are required.
- 8.8 Do not wear loose, flowing clothing or long hair while operating moving machinery.
- 8.9 Never repair or adjust any machine or equipment unless you are specifically authorized to do so by your foreman.
- 8.10 Put tools and equipment away when they are not in use.
- 8.11 Do not lift items which are too bulky or too heavy to be handled by one person. Ask for assistance.
- 8.12 Keep all aisles, stairways, and exits clear of skids, boxes, air hoses, equipment, and spillage.
- 8.13 Do not place equipment and materials so as to block emergency exit routes, fire boxes, sprinkler shutoffs, machine or electrical control panels, or fire extinguishers.
- 8.14 Stack all materials neatly and make sure piles are stable.
- 8.15 Keep your work area, machinery and all company facilities which you use clean and neat.
- 8.16 Do not participate in horseplay, or tease or otherwise distract fellow workers. Do not run on company premises - always walk.
- 8.17 Proper size extension cords should be used. Only heavy duty or extra heavy duty cords will be used.
- 8.19 Frayed or damaged electrical cords should be replaced.
- 8.20 Never take chances. If you're unsure, your unsafe!
- 8.21 Ask for help, Let good common sense be your guide.

- 8.22 Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
- 8.23 If any part of your body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part. Secure medical aid immediately.
- 8.24 A good job is a clean job, and a clean job is the start of a safe job. So, keep your working area free from rubbish and debris.
- 8.25 Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
- 8.26 Never work aloft if you are afraid to do so, if you are subject to dizzy spells, or if you are apt to be nervous or sick.
- 8.27 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 equipment until an ambulance arrives.
- 8.28 Know where firefighting equipment is located and be trained on how to use it.
- 8.29 Lift correctly - with legs, not the back. If the load is too heavy GET HELP. Stay fit. Control your weight. Do stretching exercises.
- 8.30 Nobody but operator shall be allowed to ride on equipment unless proper seating is provided.
- 8.31 Do not enter an area that has been barricaded.
- 8.32 If you must work around power shovels, trucks, and dozers, make sure operators can always see you.
- 8.33 Never oil, lubricate, or fuel equipment while it is running or in motion.
- 8.34 When transporting acetylene and oxygen tanks secure the carriages in an upright position, remove gauges and replace the caps.
- 8.35 Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
- 8.36 Barricade danger areas. Guard rails or perimeter cables may be required.
- 8.37 The use of harnesses with safety lines when working from unprotected high places is mandatory. Always keep your line as tight as possible.

8.38 Never throw anything "overboard." Someone passing below may be seriously injured.

8.39 Open fires are prohibited.

8.40 Know what emergency procedures have been established for your job site. (Location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.)

9. Recordkeeping requirements. This employer fully understands that companies with eleven (11) or more employees at any time during the calendar year immediately preceding the current calendar year must comply with the provisions of 29 CFR 1904. This section provides for recordkeeping and reporting by Nowland Associates, Inc. covered under 29 CFR 1904 as necessary or appropriate for developing information regarding the causes and prevention of occupational accidents and illnesses, and for maintaining a program of collection, compilation, and analysis of occupational safety and health statistics both for this company and as part of the national system for analysis of occupational safety and health. Records shall be established on a calendar year basis.

9.1 This employer will report under 29 CFR 1904.8 concerning fatalities within 8 hours, hospitalizations, amputations or loss of an eye within 24 hours.

9.2 This employer will maintain a log of occupational injuries and illnesses under 29 CFR 1904.2 and to make reports under 29 CFR 1904.21 upon being notified in writing by the Bureau of Labor Statistics that the employer has been selected to participate in a statistical survey of occupational injuries and illnesses.

9.3 Log and summary of occupational injuries and illnesses. This employer shall:

9.3.1 Maintain a log and summary of all recordable occupational injuries and illnesses by calendar year.

9.3.2 Enter each recordable injury and illness on the log and summary as early as practicable but no later than 6 working days after receiving information that a recordable injury or illness has occurred. For this purpose form OSHA No. 300 or an equivalent which is as readable and comprehensible to a person not familiar with it will be used. The log and summary (OSHA 300A), shall be completed in the detail provided on the forms and instructions on form OSHA No. 300 and 300A.

9.3.3 If this employer elects to maintain the log of occupational injuries and illnesses at a place other than this establishment or by means of data-processing equipment, or both, it will meet the following criteria:

9.3.3.1 There will be available at the place where the log is maintained sufficient information to complete the log to a date within 6 working days after receiving information that a recordable case has occurred.

9.3.3.2 At each facility belonging to this company, there will be available a copy of the log which reflects separately the injury and illness experience of that establishment complete and current to a date within 45 calendar days.

9.4 Supplementary record. In addition to the log of occupational injuries and illnesses (OSHA 300), this employer shall have available for inspection at each of our facilities within 6 working days after receiving information that a recordable case has occurred, a supplementary record for each occupational injury or illness for that establishment. The record shall be completed in the detail prescribed in the instructions accompanying Occupational Safety and Health Administration Form OSHA No. 301. Workmen's compensation, insurance, or other reports are acceptable alternative records if they contain the information required by Form OSHA No. 301 (according to OSHA). If no acceptable alternative record is maintained for other purposes, Form OSHA No. 301 shall be used or the necessary information will be otherwise maintained.

9.5 Annual summary. This employer shall post an annual summary of occupational injuries and illnesses for each facility under our control. Form OSHA No. 300A will be utilized, including the following information from that form:

9.5.1 Calendar year covered.

9.5.2 Company name and establishment address.

9.5.3 Certification signature, title, and date.

9.5.4 If no injuries or illnesses occurred in the year, zeros will be entered on the totals line, and the form posted.

9.5.5 The summary shall be completed by February 1 of each calendar year. This company, or the officer or employee of the employer who supervises the preparation of the log and summary of occupational injuries and illnesses, shall certify that the annual summary of occupational injuries and illnesses is true and complete. The certification shall be accomplished by affixing the signature of the employer, or the officer or employer who supervises the preparation of the annual summary of occupational injuries and illnesses, at the bottom of the last

page of the log and summary or by appending a separate statement to the log and summary certifying that the summary is true and complete.

9.5.6 This employer shall post a copy of the establishment's summary in each facility in the same manner required under 29 CFR 1903.2. The summary covering the previous calendar year shall be posted no later than February 1, and shall remain in place until May 1. For employees who do not primarily report or work at a fixed site belonging to this company, or who do not report to any fixed site on a regular basis, we shall satisfy this posting requirement by presenting or mailing a copy of the summary during the month of February of the following year to each such employee who receives pay during that month. (NOTE: For multi-establishment employers where operations have closed down in some establishments during the calendar year, it will not be necessary to post summaries for those establishments).

9.6 Records retention. Records provided for in 29 CFR 1904.2, 1904.4, and 1904.5 (including form OSHA No. 300, 300A and its predecessor forms OSHA No. 100 and OSHA No. 200) will be retained for 5 years following the end of the year to which they relate.

9.7 Access to records. This employer shall provide, upon request, records provided for in 29 CFR 1904.2, 1904.4, and 1904.5, for inspection and copying by any representative of the Secretary of Labor for the purpose of carrying out the provisions of the OSHA act, and by representatives of the Secretary of Health, Education, and Welfare, or by any representative of a State accorded jurisdiction for occupational safety and health inspections or for statistical compilation.

9.7.1 The log and summary of all recordable occupational injuries and illnesses (OSHA No. 300 and 300A) will, upon request, be made available to any employee, former employee, and to their representatives for examination and copying in a reasonable manner and at reasonable times. The employee, former employee, and their representatives shall have access to the log for any establishment in which the employee is or has been employed.

9.8 Reporting of fatality or multiple hospitalization accidents. Within 8 hours after the occurrence of an employment accident which is fatal, or, within 24 hours, any hospitalization, amputation or loss of an eye, this employer shall report the accident either orally or in writing to the nearest office of the Area Director of the Occupational Safety and Health Administration, U.S. Department of Labor. The reporting may be by telephone or electronically. The report shall relate the circumstances of the accident, the number of fatalities, and the extent of any injuries. It is understood that the Area Director may require such

additional reports, in writing or otherwise, as he deems necessary, concerning the accident.

9.9 Change of ownership. Should this company change ownership, the company shall preserve those records, if any, of the prior ownership which are required to be kept.

9.10 Petitions for recordkeeping exceptions. Should this wish to maintain records in a manner different from that required the company will submit a petition containing the information specified by the Regional Commissioner of the Bureau of Labor Statistics in our region.

9.11 Employees not in fixed establishments. Record requirements for company employees engaged in physically dispersed operations such as occur in construction, installation, repair or service activities who do not report to any fixed company establishment on a regular basis but are subject to common supervision will be satisfied by:

9.11.1 Maintaining the required records for each operation or group of operations which is subject to common supervision (field superintendent, field supervisor, etc.) in an established central place.

9.11.2 Having the address and telephone number of the central place available at each worksite.

9.11.3 Having personnel available at the central place during normal business hours to provide information from the records maintained there by telephone and by mail.

9.12 Statistical program. This employer will comply with all requirements to maintain, provide, and use statistical summaries. Upon receipt of an Occupational Injuries and Illnesses Survey Form, this employer shall promptly complete the form in accordance with the instructions contained therein, and return it in accordance with the instructions.

10. Disciplinary Actions for Willful Unsafe Acts. Employee safety is paramount at this company. The willful commitment of an unsafe act cannot be condoned. Employees who willfully jeopardize their own or coworkers safety will be disciplined. The type of discipline can range from a verbal warning to dismissal. The company safety officer, and supervisory personnel in the administrative chain of any employee may give employees a verbal warning for a known unsafe act or procedural, or operational infraction. Disciplinary action other than a release from shift without pay must be reviewed by administration.

10.1 Forms of discipline.

10.1.1 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 unsafe act or procedural, or operational infraction. A second verbal warning in the same shift will be grounds for release from the current work shift without pay. The immediate supervisor will be consulted in all cases and will make the determination for release.

10.1.2 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.

10.1.3 Retraining. It must be considered that the possibility exists that lack of proper training may be a cause of the unsafe act. Supervisors will review the need for employee remedial training in their job skill code to enable them to better accomplish their jobs.

10.1.4 Dismissal. Employee dismissal will be handled in the customary manner, through the administrative chain.

10.2 Unsafe act priority classification system. Unsafe acts will be rated according to the following rating system. Where it is unclear where an unsafe act should be rated the next higher priority classification will be assumed. While any unsafe act is serious, this classification system will be used to gage the severity of an unsafe act for use in determining the appropriate level of disciplinary action.

10.2.1 Priority 1 Unsafe Act. The most serious type of unsafe act or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment, or material.

10.2.2 Priority 2 Unsafe Act. Unsafe act or work practice that could cause serious injury, industrial illness, or disruptive property damage.

10.2.3 Priority 3 Unsafe Act. Unsafe act or work practice that might cause a recordable injury or industrial illness or nondisruptive property damage.

10.2.4 Priority 4 Unsafe Act. Minor unsafe work practice infraction with little likelihood of injury or illness.

Addendum: Construction Focused Inspection Guideline