

## JOBSITE SAFETY

2150 Management Co. is committed to the safety of its employees and its property and equipment. To this end, we will utilize a safety program in our daily activities. It is necessary that the Company establish safety rules and regulations to be observed by all employees at all times. Any employee who disregards any Company safety rule and/or regulation is subject to disciplinary action up to and including termination of employment. With regard to these rules the following will be considered standard procedure for all employees:

- Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform his immediate supervisor.
- All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time.
- Employees' decisions should always be guided by the Company's commitment to safety.
- Should a hazardous situation or condition exist and a decision has to be made on safety or production, safety concerns should always take precedence over production.
- Employee has the right to refuse to take part in any activity if they feel an unsafe condition exists.

It is management's responsibility to see that every employee at 2150 Management Co. is provided with safe working conditions, all safety regulations are observed and employees use good common sense to protect themselves as well as others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules these rules are made for your protection. Report any personal injury IMMEDIATELY, however minor. Report all dangerous conditions and practices to your supervisor. **All SUPERVISORS must follow the standard operating procedures for accidents on the job including but not limited to completion of the Accident Report and having the employee substance tested by the medical provider.**

### **SAFETY RULES**

**The following is not a complete list of safety rules and these rules are not intended as a substitute for common sense and good judgment.**

- Each staff member operating a Company owned vehicle (Including Off Road Equipment) **MUST WEAR THEIR SEATBELT AT ALL TIMES!**
- Hard hats will be worn on all OSHA jobs and those jobs that require working under heavy objects which may be dropped or fall accidentally.
- All gasoline shall be stored in approved safety cans. Never use gasoline for cleaning.
- All ditches 5' deep must be shored or slanted to the angle of repose. Dirt and materials must be at least 3' back from the ditch. USE TRENCH BOXES if available.
- Employees should check with your supervisor regarding any potentially hazardous material.
- The Company, when necessary, will provide safety goggles or glasses and hearing protection. These protective devices will be used when breaking out concrete or asphalt, grinding, using a cutting torch, welding, sanding, using chisels, chipping slag, breaking rock, handling hazardous materials and operating loud power tools and machinery.
- Wear clothes suited for the job. This means hard-soled work shoes and shirts. Remove all jewelry before reporting on the job.

- Practice good housekeeping. Keep work area neat, clean and free from stumbling hazards, grease, etc.
- Learn to lift the correct way. Bend knees, keep back erect, and get help for heavy loads.
- No scuffling or horseplay on the job.
- Keep materials out of walkways. Bend down and remove protruding nails.
- Do not throw anything from a height before checking to make sure that no one is below.
- Keep guards and protective devices in place at all times. When guards are removed for repairs, replace in proper order before starting up.
- Use tools only for their intended purposes. Do not use broken or dangerously dull tools.
- Do not attempt to operate special machinery or equipment without permission and instructions.
- Do not repair or adjust machinery while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
- Never work under vehicles that are supported by jacks or chain hoists without protective blocking in case of hoist or jack failures.
- Do not disconnect air hoses and compressors until hose line has been bled.
- Special customer requirements for safety, including the government's, may apply to projects on which the Company is working. Employees will be advised of these situations and expected to follow these policies and procedures.

## **REPORTING INJURIES AND ACCIDENTS**

When any accident, injury, or illness occurs while an employee is at work, it must be reported to their Supervisor IMMEDIATELY regardless of the nature or severity. The Supervisor is required to take the employee to a medical provider. The injured employee must submit to a post-accident drug testing while at the medical provider. If the worker has a life threatening emergency, call 911 and if possible, proceed to the nearest hospital or medical facility. The Supervisor must contact the Corporate Office the day of the accident and help complete the "Incident Report".

In the event of a vehicular accident involving a Company-owned/leased vehicle or while on Company business, the employee must report all information immediately to your Supervisor and the Corporate Office. **In no instance should responsibility for an accident be expressed to anyone until the proper person in the Company has been notified and permission has been obtained to make statements.**

**Should the injury be severe enough that the employee is unable to immediately return to work, please see the Return to Work Policy (Appendix B).**