

2.0 CORPORATE STATEMENT

Employees of the De Foe Corp. are considered valuable assets; their safety is of vital concern. Recognizing its need and responsibility for the safety of its employees, the company considers accident prevention an important and integral part of every operation undertaken.

Safety will be given primary importance in planning and operating all company activities in order to protect employees against occupational injuries and illnesses, and to protect the company against unnecessary financial burden and reduced efficiency.

Each member of management is responsible for the safety, well being, and safe work conduct of all persons who report to or are assigned to them.

To carry out this policy, the company will:

- A. Maintain safe and healthful working conditions.
 - B. Furnish, within reason, the best available mechanical safeguards and personal protective equipment, where they are needed.
 - C. Maintain an active and aggressive program in which all members of management will participate to promote safety awareness among all its employees.
 - D. Provide adequate medical and first aid facilities for work-caused injuries and illnesses.
 - E. Maintain a continuous educational program in safe operating procedures.
 - F. Insist that all employees observe established safety regulations and practices and use the safety equipment provided.
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3.0 SAFETY PROGRAM

For many years, DeFoe Corp. has had excellent safety records. Nevertheless, we must keep in mind that we work in one of the most hazardous of professions. Accordingly, we must be always on the alert to progress our work in the safest way possible. We will expect every employee, regardless of rank or trade, to correct any known hazardous condition or to report such condition to a supervisor immediately. Always keep in mind that, beyond a long list of safety rules and regulations, common sense can prevent most accidents. A clean job site will in many instances prevent an accident. The piece of paper thrown on the ground may be hiding a trip hazard; so let's attempt to pick up that paper rather than to add some more litter.

All supervisory personnel should be familiar with all pertinent OSHA and NYSDOT regulations. We realize that there are many volumes of OSHA rules and regulations and we do keep an extensive library of OSHA information in our main office. If anyone at any time is in doubt about a particular situation on any project site, they should call the main office to ask for aid and consultation. Never feel that you will be criticized or looked down upon for asking a question. Asking questions will be considered concern for the corporation, especially in view of the fact that on many occasions rules and regulations are changed and are contrary to standard industry practices which have been used for years.

DeFoe Corp.'s commitment to safety and leadership includes training and update of its program. Corporate management, including Superintendents, will be educated in our Safety and Health Program as well as OSHA and NYSDOT regulations. DeFoe Corp. will make time available for personnel to receive training and update (i.e., 10 hour Occupational Safety and Health training programs given by certified instructors.)

DeFoe Corp. has employed a safety and health consultant (Pro Safety Services) as one way of keeping us abreast of changes and with training in the ways of OSHA.

We have prepared this corporate outline as a guide to the Safety and Health Regulations of OSHA and NYSDOT. This outline provides a quick reference to the OSHA Federal Register; however, it is not intended to replace it or to be used in lieu of it. Where more detailed information is needed, please contact our main office for further reference.

Incorporated as part of this Safety Program is the OSHA Hazard Communication Standard Guide which is separately bound. This guide contained informational and specific training for employees in the recognition and safe handling of materials that are physical and health hazards. It shall be a corporate policy that the complete safety program be kept on each project site and shall be made available to all employees. All supervisory personnel shall become familiar with the safety program. We repeat, it at any time, there is a question as to the safety of any procedure being used on a project, please contact our general superintendent or the main office for advice.

5.0 RESPONSIBILITIES OF SUPERINTENDENT & FOREMEN

Job *Superintendents* will conduct monthly safety meetings at the job site with all key supervisors.

- * Job Superintendents and Foremen are required to have completed the 10-Hour OSHA Construction Outreach Training.

At these meetings they shall discuss any accidents, unsafe conditions, and unsafe acts occurring on the project during the period following the previous meeting. In addition they will discuss the work planned for the next work period and any particular areas of safety that must be watched.

Subcontractors, when working on the job site, will be included in these meetings.

Minutes for these meetings will be written into the project records.

Job Superintendents will:

- 1) Be completely responsible for on site safety.
- 2) Make available all necessary personal protective equipment, job safety materials, and first aid equipment.
- 3) Instruct the foreman that safe practices are to be followed and safe conditions maintained throughout the job.
- 4) Inform the foreman that they are **not to require or permit** their workers to take chances, but rather that they instruct the workers in proper and safe procedures.
- 5) Instruct foreman individually regarding their safety responsibilities.
- 6) Require all subcontractors to adhere to all safety regulations.
- 7) Review all accidents with foreman; file full reports; and see that corrective action is taken immediately.
- 8) Appoint where needed a competent safety man with authority to police the job.
- 9) Be familiar with the laws pertaining to safety and their basic requirements.
- 10) All accidents, injuries, near misses, work related illness, and utility contacts, will be reported to the EIC immediately.
- 11) Discuss safety on this project at weekly/monthly progress meetings.

It is mandatory that supervisors set safety examples for all the workers.

Project site *foreman* will perform, as a minimum, the following safety tasks:

- 1) He shall instruct all employees working for him of the need for safety and that DeFoe's corporate Safety Policy is available to them at all times.
- 2) He must coordinate their work activities such that the safety of any worker or crew is not jeopardized.
- 3) Train and motivate employees in good safety practice.
- 4) If unsafe conditions exist he must take immediate corrective actions.
- 5) He must check his crew and make sure they have suitable personal protective equipment and the equipment is properly used.
- 6) Investigate every accident, which occurs under his supervision, and make a prompt report. Investigation is for the purpose of taking corrective action in order to prevent any further occurrence.
- 7) Participate in Safety Meetings.
- 8) Superintendent and/or safety director must conduct toolbox talks. He must conduct a tool box safety meeting with his crew at least once a week for approximately (5) minutes in duration. This meeting will take place before starting work, and the following as a minimum, will be discussed:
 - (a) Unsafe work practices by workers and methods for eliminating them.
 - (b) Discuss work that will be taking place in the following week and bring to the attention of the crew any possible hazards they may encounter while performing this work.
 - (c) Encourage employees to make safety suggestions at these meetings.
 - (d) Submit a report to project superintendent of each toolbox meeting. Assistant superintendent or office engineer must assist in making out this report.
- 9) A copy of the toolbox report and a list of attendees will be transmitted to the EIC weekly.

A supervisor's greatest contribution to the success of an accident prevention and Safety Program is to display enthusiasm for the program and a desire for accident free production.

It is necessary that supervisors set personal examples for the workers.

6.0 EMPLOYEE INSTRUCTIONS AND SIGNATURE FORM

DATE: _____

NAME: _____

TRADE: _____

JOB LOCATION: _____

I have been trained by the De Foe Corp. Project Supervisory Personnel as to the following safety requirements which I must follow or risk the loss of my job:

- * 1) I have completed the OSHA 10-Hour Construction Safety class in accordance with New York State Labor Law 220-h, and have OSHA card in hand.
- 2) I will wear a hard hat at all times.
- 3) I will wear eye, ear and respiratory protection when needed.
- 4) I will wear safety vests at all times.
- 5) I will not ride on equipment unless an appropriate seat with seat belt is provided.
- 6) When working in man lifts and aerial lifts, I will wear a body harness and life lines and tie off.
- 6a) I understand this project has a zero tolerance policy for violating the fall protection requirements of this safety plan.
- 7) I have been instructed in the proper procedures for controlling traffic and have received hand signaling procedures for flagging traffic.
- 8) I will wear seat belts when in all project vehicles that require seat belts.
- 9) When requested I will attend job site meetings.

- 10) I understand that I could be exposed to fall hazards while employed by DeFoe Corp. DeFoe's fall protection policy, which complies with OSHA, is provided on all our projects at all times. A training program is required for all employees.
- 11) I have been instructed on my rights, duties and responsibilities under the Hazard Communication Standard.
- 12) A copy of the Company's Safety Program and Material Safety Data Sheets are at the project site and will be made available to all employees upon request.
- 13) Safety precautions outlined on Material Safety Data Sheets are to be followed.
- 14) During the workday if you are unfamiliar with any operation you are asked to perform inform your supervisor and you will be properly instructed.
- 15) Safe construction sites depend on all of us using good common sense and a workforce committed to sound work practices.
- 16) DeFoe has an Alcohol and Drug Testing Policy in place that covers all of its employees. A copy is available on all jobsites.
- 17) DeFoe has a Sexual Harassment Policy in effect; a copy is available upon request.
- 18) Personal cell phone are prohibited during work hours.

Employee Signature: _____

**IF I AM FOUND TO BE IN VIOLATION OF DEFOE CORP'S
HEALTH AND SAFETY STANDARDS, I COULD BE FIRED.**

9.0 CONSTRUCTION SAFETY SITE INSPECTION CHECKLIST

The Safety Inspection Checklist will be performed by the safety person on a weekly basis and kept on file at the jobsite.

Jobsite Safety Checklist

Job Location: _____ Job # _____ A = Acceptable
Signed by: _____ U = Unacceptable
Date: _____ Performed by _____ NA = Not Applicable

I understand that falsification of this document may be a violation of federal, state, and local laws.

The completed form should be turned into the home office by the end of each week.

<u>Description</u>	<u>Status</u>	<u>Date Abated</u>
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Administrative

1. Jobsite Safety & Health Poster displayed
2. OSHA Log maintained
3. Emergency Phone List posted

Employee Training

1. All employees received Hazard Identification Training
2. All employees trained in Hazard Communication
3. All employees trained in appropriate Fire Fighting Response
4. All employees trained in evacuation Procedures
5. Lockout/Tagout Procedures for appropriate employees
6. Confined Space Training for appropriate employees
7. Stairway and Ladder training
8. Lead training
9. Equipment Operator training
10. Hazard Specific Training

Safety Meetings

1. Held weekly
2. Signed by all in attendance
3. Cover topics pertaining to the job

<u>Description</u>	<u>Status</u>	<u>Date Abated</u>
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Hazard Communication

1. Written program on site
2. Chemical inventory list posted
3. MSDS sheets on file
4. All drums and containers labeled
5. Employees trained

Electrical

1. GFCI in place
2. Electric cords inspected – no splices in cord
3. Electric power tools inspected

Personal Protective Equipment

1. Hard hats
2. Work area protection, signage, and reflective vests
3. Eye protection – chipping, burning, concrete
4. Ear protection
5. Personal flotation devices and life rings near water
6. Gloves used
7. Proper work shoes (no sneakers or open topped shoes)
8. Proper work shoes and vests for LIRR.

Tools

1. Tool casings in safe condition
2. Wiring for all power tools in safe condition
3. Electric tools grounded
4. Extension cords grounded and in safe condition
5. Hand tools in safe condition
6. Tools stored in designated location
7. Ladders free of cracks and damage

Confined Space

1. Air monitoring
2. Power ventilation
3. Stand by/rescue trained person
4. Equipment and electrical lockout/tagout

Description

Status **Date Abated**

Trenching & Excavation

1. Sheeting or proper shoring over 5 feet
2. Ladder every 25 feet
3. Utility company notified if necessary
4. Air monitored in trench
5. Excavated materials stored min. 2 feet from trench

Scaffolding Over 10 Feet

1. Top rail, mid rail and toeboards
2. Mudsills
3. Supported on solid base
4. Cross bracing properly installed
5. Fully planked and proper overlay

Ladders

1. Extended 3 feet above landing
2. Secured – tied off
3. Solid rungs – no cracks in rungs
4. Proper angle – $\frac{1}{4}$ working length of ladder
5. Provided at brakes in elevations 19' or more

Cranes

1. Fire extinguisher in cab
2. Boom angle indicators working properly
3. Load capacity charts in cab
4. Instructions and warnings posted
5. Annual inspections on site
6. Hand signal chart in visible view of rigger
7. 2 feet radius barricade around swing radius of crane

Machinery

1. Point of operation guards in place
2. Pulley belts assemblies guarded
3. Gear assemblies guarded
4. Shafts guarded

Description

Status **Date**
Abated

5. Are there any oil leaks
6. Two hand controls working properly
7. Electric wiring in safe condition
8. Lockout policy and tag procedures used

Welding Equipment and Operations

1. Oxygen and acetylene equipped with flash arrestors
2. Compress gas cylinders secured upright and capped
3. Cylinders mounted on a cart or secured in upright position
4. Is oxygen separated from flammables and combustibles
5. Gas hoses and gauges in safe condition
6. Proper eye protection available and used

Fire Protection

1. Extinguishers charged and accessible
2. Standpipes, hoses, sprinkler heads and valves in safe condition
3. Stairs clear and in safe condition
4. Hollow pan stairways filled
5. Exits and exit paths clearly marked
6. Flammables properly stored
7. Evacuation Plan as required by OSHA available

Housekeeping

1. Aisles, stairs and floors free of obstructions
2. Material supplies stored and piled in designated areas
3. Regular removal of trash and debris
4. All work areas lighted
5. Work areas neat and orderly

Fall Protection

1. Perimeter protection
2. Top rail, mid rail and toeboard, nets or static lines
3. Full arrest systems (harness) on all exposed to falls
4. Floor openings properly protected

<u>Description</u>	<u>Status</u>	<u>Date Abated</u>
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Material Handling Equipment

1. Carts in safe condition
2. Cart wheels free and rolling smoothly
3. Hoist opening equipped with removable railing
4. Hoist cables and hooks inspected
5. Materials secured/stacked
6. Employees trained or certified to operate equipment

Respiratory Protection

1. Respirators selected on basis of hazard exposed to
2. Exposure assessment performed
3. Employees instructed and trained in proper use
4. Respirators regularly cleaned and disinfected
5. Respirators stored in a clean and sanitary location
6. Respirators inspected during cleaning
7. Fit testing of employees