

Orientation, Policies, Procedures Handbook

For

Employees

Of

R.L. McCoy, Inc.

(Given to new hires when hired, attached with other new hire policy handbooks and information. Supervisor will go over this information with new hire along with orientation training.)

An Equal Opportunity Employer

Developed by R.L. McCoy, Inc. Corporate Office 2004
Last Update February 2011

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*****NEEDS SIGNED & RETURNED TO CORPORATE OFFICE *** Page 107**

Drug/Alcohol-Free Workplace Handbook.....1-22

(Table of Contents in front of Drug handbook)

*****PAGE 22 NEEDS SIGNED & RETURNED TO CORPORATE OFFICE, PAGE 21 IS YOUR COPY*****

Forms

Section.....
New hire paperwork packet.

Supervisor Checklists,

Forms.....

(Separate logs/forms; Blanks at Corporate Office)

- 1) Weekly/Random Job Site Self Inspection/Corrective Action
- 2) Job Hazard Analysis (JHA) Form
- 3) Incident/Accident Form
- 4) Exposure Incident Form
- 5) Disciplinary Action Form
- 6) Reasonable Cause Testing Form
- 7) Emergency Action Plan (EAP) Form
- 8) Fall Protection Inspection & Acceptance Checklist & Site Specific Plan
- 9) Daily Equipment Self Inspection Checklist
- 10) Concrete Weekly Pump Report
- 11) Fleet (Semi) Driver Safety Inspection Report
- 12) Daily logs
- 13) Equipment Periodic Safety Inspection Records (Crane)
- 14) New Equipment Training
- 15) Pre-Task/Job Planning Worksheet
- 16) Emergency Drill Form

Foreword

We believe in keeping employees fully informed about our policies, procedures, practices, benefits, what employees can expect from the Company, and the obligations assumed as an employee of R.L. McCoy, Inc. This practice is designed to provide fair treatment of employees. All employees are expected to become familiar with the policies, procedures, practices, and benefits of R.L. McCoy, Inc. This handbook is intended to provide employees with basic information. The policies and practices described in this handbook reflect a great deal of concern for the people who make it possible for R.L. McCoy, Inc. to exist . . . its employees. Nothing contained in this handbook is intended to create a contract (express or implied), or otherwise to create legally enforceable obligations on the part of R.L. McCoy, Inc. or its employees. No set of standards or guidelines can address all situations that may arise. This program is a guideline, and is intended to be applied with sound judgment and common sense.

Because R.L. McCoy, Inc. is a growing, changing organization, it reserves full discretion to add to modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with their Supervisor to obtain current information regarding the status of any particular policy, procedure or practice. Any changes/updates to this manual, you will be given a new page to replace old one. All employment at R.L. McCoy, Inc. is at will. At will mean's that both employees and R.L. McCoy, Inc. have the right to terminate employment at any time, with or without advance notice, and with or without cause.

No one other than the President of R.L. McCoy, Inc. has the authority to alter this agreement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the President of R.L. McCoy, Inc. Descriptions of various fringe benefits [such as group insurance, union benefits] are summaries only. Should the

descriptions in this handbook differ with any formal agreement or document involved, the formal agreement or document shall be considered correct. The policies, procedures, practices and benefits described replace all earlier written and unwritten ones. This whole employee handbook is reviewed at least annually if not more for improvements; all updates will be given to each employee at that time.

Bilingual Assistance

If needed R.L. McCoy, Inc. will supply a bilingual instructor to read, present, and go over all the new hire orientation guidelines, policies, and procedures. All are translated into the language of the workforce. Also they will translate the weekly tool box talk's sheets/meetings. A translator will assist whenever necessary including but not limited to medical and accidents procedure. The Corporate Office will keep on file anyone who needs an instructor. Company currently does not have any non-fluent reading/speaking employees.

E-Verify

R.L. McCoy, Inc. (The Company) participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Company will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, The Company is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

The Company will not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, The Company uses E-Verifier's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you; the employee; believes that The Company has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688 (TDD:800-237-2515). E-Verify are a service of DHS and SSA.

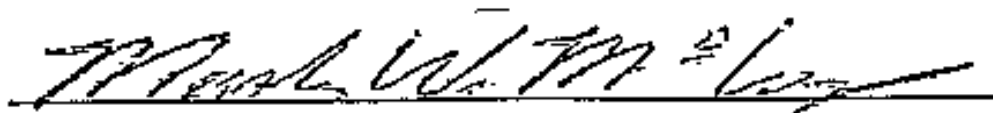
**President/Management Philosophy
Statement**

R.L. McCoy, Inc. pledges to its employees that as long as the affairs of this Company is in our hands, the following principles will govern our actions with employees. R.L. McCoy, Inc. employees and their welfare are very important to the success of our Company. Our long-range objective; goals are the continuous development of a growing and prospering business through which both the employees and the Company will benefit. Every employee is considered a member of our Company team. Our success as a Company is built on the recognition of the skills and efforts made by each employee. It is our policy to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

The management of R.L. McCoy, Inc. will work continually for the benefit of our present and prospective customers as well as our employees to improve the competitive position of our Company. This will enable us to provide excellent jobs for our team members. General conditions such as safety, cleanliness, and employee accommodations will be evaluated at least annually for possible improvement and will always compare favorably with good industry practice. We will be pleased to meet with any employee to discuss suggested improvements in working conditions. We will devote our best effort to conduct an expanding business with in to create an atmosphere of harmony with opportunity for all employees of R.L. McCoy, Inc.

Mission Statement

R.L. McCoy, Inc. prides itself on excellence and integrity in the construction industry. A job well done and a satisfied customer are the staples of business instilled by R.L. McCoy's founder, Robert McCoy, and will continue to motivate and enlarge customer relations and quality service through hard work and dedication.

A handwritten signature in black ink, appearing to read "Mark W. McCoy", is written over a horizontal line.

President
Mark W. McCoy
R.L. McCoy, Inc.

Phone List

Corporate Office

7898 E. Lincolnway
Columbia City, In. 46725
Phone 260-625-3443 800-454-0502
Fax 260-625-3813

President of R.L. McCoy, Inc.

Mark McCoy 260-609-6526 or 260-625-3381

EEO Officer/Corporate Safety Director

Thomas Black 260-625-3443 or 260-434-4002

Medical Treatment/Substance Testing

Closest Redi-Med Business Health and/or assigned job Medical Facility

Emergencies

Supervisor (phone list given to new employees at orientation)

John Deathe 260-609-6538
Mark McCoy 260-609-6526
Carl VanAllen 260-609-6599
Thomas Black 260-434-4002
Gary Brown 317-442-7401

Indianapolis Office

6885 E. 34th Street
Indianapolis, Indiana 46226
Phone 317-544-0000 800-320-7867
Fax 317-544-0001

Indianapolis Safety Director/Foreman

Gary Brown 317-544-0000 or 317-442-7401

Medical Treatment

Methodist Occupational Health Center
4850 W. Century Plaza Rd. Suite 140
317-962-4776

Substance Testing

Midwest Toxicology
603 E. Washington St. Suite 200
317-262-2200

Section 1

APPLICATION FOR EMPLOYMENT

All candidates for employment with R.L. McCoy, Inc. must fully complete, date, and sign the Company's standard employment new hire forms. (A resume will not be accepted in lieu of a completed employment packet.) The new hire forms should be completed in detail, in pen and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. Any call in inquiries will go on a list with contact information, if accepted, a new hire packet will have to be filled out.

The Company may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information. The completed employment new hire forms will be made part of the personnel file of those applicants accepted for employment. An resume, employment application form completed by an applicant, or a call in inquiry not selected for available openings will be maintained in an active file in the Corporate Office for a minimum of twelve (12) months and reviewed as suitable openings occur.

CONFIRMATION OF PREVIOUS EMPLOYMENT

R.L. McCoy, Inc. may request information from a prospective employee's previous employer(s) in order to obtain the prospective employee's work record as it pertains to his/her application for employment.

**COMPLIANCE INFORMATION:
FEDERAL GOVERNMENT CONTRACTORS OR SUB-CONTRACTORS,
OR EMPLOYERS WITH OVER 100 EMPLOYEES ARE REQUIRED TO COMPILE AND
MAINTAIN THE INFORMATION LISTED IN THIS POLICY.**

In order for the Company to comply with Federal Government regulations regarding its practice to employ people without discrimination, it is necessary for the Company to compile and maintain detailed information on each formal candidate for employment and those who are hired. This information will include the candidate's or employee's sex, race and veteran's status including service in the Vietnam era.

IMMIGRATION LAW COMPLIANCE

R.L. McCoy, Inc. is committed to employing U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin. As a condition of employment and in compliance with the Federal Immigration and Reform Control Act (IRCA) of 1986, each new employee must complete an Employment Eligibility Verification form (Form I-9) and present documents that establish identity and employment eligibility. Identity can be established by providing documentation listed on the back of the I-9 Form. Any documentation that has an expiration date will have to be re-verified on the I-9 with a current one.

Other standard new hire paperwork will also have to be filled out. If proper identity and employment eligibility documents are not provided, an employee will not be allowed to continue employment. If applicable, procedures will be used to ensure communication with non-English speaking personnel. These procedures shall include provisions for backup communications if primary means are interrupted.

**An employee will not be allowed to continue employment;
Without providing proper; non-expired identification documents.**

MEDICAL EXAMINATION

To help ensure that employees are able to perform their duties safely, medical examinations may be required. For certain positions or under certain circumstances and after an offer of employment, a medical examination may be required. When a medical examination is requested, the medical examination will be conducted by a Company-appointed physician at the Company's expense. Employment and assignment will be conditional pending the receipt of a satisfactory physician's report. Current employees may also be required to undergo medical examinations. When necessary, these exams will evaluate an employee's ability to perform the essential functions of the position or need for possible accommodation. Such examinations will be conducted for all employees in the same job category and will be scheduled at reasonable times and intervals. The exams will be conducted at the employer's expense. Physicals are to be current; not expired, and the Corporate Office is to have a current copy on file.

DRUG TESTING

R.L. McCoy, Inc. is committed to providing a safe, efficient, and productive environment for all employees; therefore, job applicants and current employees may be asked to provide body substance samples (such as urine, hair follicle and/or blood) to determine illegal use of drugs or alcohol. Any applicant who fails the drug test will not be accepted for employment. Any employee who refuses to submit to drug testing is treated as a positive test. R.L. McCoy, Inc. is a Drug-Free Company. We do pre-employment, reasonable cause, random, post-accident/incident, and follow-up/return to duty testing. Questions concerning this policy should be directed to Corporate Office.

MOTOR VEHICLE RECORD (MVR)

Employees may be expected to drive Company vehicles and must provide the Company with current and acceptable motor vehicle driving information; including a valid driver's license and be properly licensed for type of equipment operating. Employment and/or assignment will be conditional pending the receipt of a satisfactory report from the Department of Motor Vehicles, previous employers, and Controlled Substance Testing.

To: All R.L. McCoy, Inc. Employees

RE: Notice of Appointment of Company Equal Employment Opportunity Officer

Thomas Black is appointed the Equal Employment Opportunity (EEO) Officer for R.L. McCoy, Inc. It is the EEO Officer's responsibility to ensure that all applicants for employment, and employees on the job, receives equality of opportunity in all aspects of their employment and treatment with this company. The EEO Officer will handle all complaints which allege discrimination because of race, religion, color, sex, national origin, age or disability. This company is required to comply with the provisions of the Civil Rights Act of 1964, as amended, Executive Orders 11246 and 11375, as amended and other federal and state regulations related to Equal Employment Opportunity.

Anyone, who believes that he or she has been discriminated against, should promptly contact or report this fact to the Company's EEO Officer.

Thomas Black may be contacted at the following address, and telephone number:
7898 E. Lincolnway
Columbia City, In. 46725
260-625-3443
800-454-0502

Mark W. McCoy
President
R.L. McCoy, Inc.

R.L. MCCOY INC. EQUAL EMPLOYMENT OPPORTUNITY POLICY

R.L. McCoy, Inc. was built upon teamwork and Equal Opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud of the fact that we extend Equal Employment Opportunities to all qualified employees and applicants for employment without regard to handicap, disabled veterans, veterans of the Vietnam Era, race, color, religion, sex, age, national origin, disability, or any protected group(s) included in recent Federal, State and Local laws, which if needing accommodation, may be reasonably accommodated as required by law.

It is the policy of this Company to comply with Equal Employment Opportunity requirements as established by the Executive Order 11246, Executive Order 11375, and provisions which are imposed pursuant to Section 140 of Title 23, USC, as established by Section 22 of the Federal Aid Highway Act of 1968 and cooperating to the fullest extent with the applicable regulations of the Civil Rights Act of 1964. We work hard at R.L. McCoy, Inc. to promote the fulfillment of human potential and equal employment. We will take action to ensure that all qualified minority group individuals, women, disabled persons, and disabled or Vietnam Era Veterans are given the opportunity to know of openings, are encouraged to seek promotions, are considered for promotion opportunities, and, when qualified, are hired or promoted.

Hiring: It is the policy of our Company to conform to legal hiring, or referral procedures when a part of a labor agreement which our Company is a part to. When hiring employees directly, when Unions cannot supply, it is the policy of our Company to give equal consideration to applicants without regard to race, age, disability, color, religion, sex, national origin or union membership.

Actual Employment: It is the policy of our Company to be fair, considerate and firm with all employees, to expect and receive a fair day's work for a day's pay without favoritism, without regard to race, age, disability, color, religion, sex, or national origin. Such actions shall include; but not limited to: employment up-grading; demotion; or transfer recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for job training; including apprenticeship, pre-apprenticeship and/or on-the-job training.

Policy of Company with Subcontractors or Unions: It is the policy of our Company to take affirmative action against employee discrimination on the part of Subcontractors or Labors Unions with whom we have labor agreements.

Discharge or Layoff of Employees: An employee's race, age, disability, color, religion, sex or national origin shall not influence discharge of employees for cause, ability of work performance. When discharging an employee for cause, notation shall be made on the employee's work record with our Company. Layoff of employees due to lack of work shall be made based solely on work performance and work ability.

Physical Requirement for Employment: While it is not practical in construction work to require pre-employment physical examinations, it shall be our Company Policy due to strenuous and hazardous conditions of construction work and not wishing to further aggravate physical ailments, not to hire persons with known serious ailments such as: heart conditions, bad backs, epilepsy, recurring hernia or other such ailments.

Cooperation with Government Agencies or Employment Requirements: It shall be the policy of our Company to cooperate with governmental agencies, Federal, State, or local who have the responsibility to observe our actual compliance with various laws relating to employment procedure inspections to his Supervisor so our Company may cooperate fully with such agency.

Additional: R.L. McCoy, Inc. EEO Policy also includes handicap, disabled veterans, and veterans of the Vietnam Era, and any and all protected groups included in recent Federal, State and Local laws.

Thomas Black is appointed the Equal Employment Opportunity (EEO) Officer for R.L. McCoy, Inc. It is the EEO Officer's responsibility to ensure that all applicants for employment, and employees on the job, receive equality of opportunity in all aspects of their employment and treatment with this firm. The EEO Officer will handle all complaints which allege discrimination because of race, religion, color, sex, national origin, age or disability. This Company is required to comply with the provisions of the Civil Rights Act of 1964, as amended, Executive Orders 11246 and 11375, as amended, and other Federal and State regulations related to Equal Employment Opportunity. Anyone, who believes that he or she has been discriminated against should promptly contact or report this fact to the Company's EEO Officer. If applicable, procedures will be used to ensure communication with non-English speaking personnel.

Thomas Black may be contacted at the following address and telephone number:
7898 East Lincolnway
Columbia City, Indiana 46725
260-625-3443
260-434-4002

All phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, termination, recall, use of all facilities, and participation in all Company-sponsored activities, will be administered so as to further the principle of Equal Employment Opportunity.

The EEO Officer will handle all complaints which allege discrimination because of race, religion, color, sex, national origin, age or disability. Thomas Black can be contacted at the Corporate Office. Anyone, who believes that he or she has been discriminated against should promptly contact or report to the Company's EEO Officer. As an employee of R.L. McCoy, Inc. you will abide by all Company safety rules which reflect the Construction Safety Act and the Williams-Steiger and Health Act of 1970, OSHA and Company EEO Policy. All employees are requested by the management to refer minorities and females for recruitment as potential candidates for employment at R.L. McCoy, Inc.

R.L. MCCOY INC. AFFIRMATIVE ACTION PLAN

R.L. McCoy, Inc. shall continue to base decisions on employment so as to further the principles of Equal Employment Opportunity by hiring and employing qualified, reliable, productive employees without regard to race, color, religion, sex, age, national origin, veteran's status, and mental or physical disability. In order to implement this policy, the Company has adopted an Affirmative Action Program. R.L. McCoy, Inc. will cooperate with Federal, State, or Local Government Agencies that have the responsibility of observing our actual compliance with various laws relating to employment.

The Company will furnish such reports, records, and other matters as requested in order to foster the program of Equal Opportunity for all persons regardless of race, color, religion, sex, age, national origin, disabled or Vietnam Era veteran status, or physical or mental disability.

We shall notify community organizations when we have employment opportunities available and will maintain records of the organizations' response. Such organizations may include, but shall not be limited to: local women's organizations, minority employment agencies, minority construction workers, and contractor's associations. Local human rights councils or organizations, Local Urban League Chapters, Local High Schools and Colleges Job Placement counselors, Local Spanish Speaking organizations along with, Local minority churches. Also, local Indian Tribal Councils, and Indiana Centers, Local National Association of the Advancement of Colored People Chapters, Local organizations of Industrial Centers and Oriental Community Centers.

We shall maintain a file of the names and addresses of each minority worker referred to us and what action was taken with respect to each such referred worker. Also, if the worker was not employed the reasons therefore. If such worker was not sent to the union hiring hall for referral, or if we did not employ such worker, our file shall document this and the reasons therefore. We will notify the contract compliance agency when the union or unions with whom we have Collective Bargaining Agreement have not referred minority workers sent by us or we have other information that the union referral process has impeded us in our efforts to our goals.

We have and will continue to participate in training programs in this area. We will disseminate our EEO Policy within our own organization, by conducting staff and employee meetings to explain and discuss Policy. We will also, disseminate our EEO policy externally with all recruitment sources and shall make reference to it in all advertising, especially in minority news media. We will notify all Sub Contractors and Suppliers and will include the EEO Provisions per our Contract with the Owner, in all Sub Contracts.

EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA)

Title I of the Americans with Disabilities Act prohibits discrimination in any terms or conditions of employment for qualified individuals with a disability. The Americans with Disabilities Act requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations. Further, it requires management to reasonably accommodate individuals with disabilities when necessary. To comply with the employment provisions of the Americans With Disabilities Act, R.L. McCoy, Inc. will:

- Identify the essential functions of a job;
- Determine whether a person with a disability, with or without accommodation, is qualified to perform the duties;
- Determines whether a reasonable accommodation can be made for a qualified individual. While it is not practical in construction work to require pre-employment physical examinations, it may be our Company Policy, due to strenuous and hazardous conditions of construction work and not wishing to further aggravate physical ailments, not to hire persons with known serious ailments such as: heart conditions, bad backs, epilepsy, recurring hernia or other such ailments.

CATEGORIES OF EMPLOYEES

FULL-TIME:

Employees hired full time 30 hours or more on a full work week basis for a continuous and indefinite period of time are considered full-time employees for all compensation and benefit purposes.

PART-TIME:

Employees whose work schedule is less than full time on a full work week basis for a continuous and indefinite period are considered part-time employees for all compensation and benefit purposes. Part-time employees are eligible for some benefits by specific reference only.

TEMPORARY:

Employees hired as temporary replacement for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary employees.

BENEFIT ELIGIBILITY

The term "eligible employee(s)" used in Section 3 - Benefits of this handbook refers to all employee(s) unless otherwise designated. Each employee will be advised of the status of his/her position when he/she is hired.

- Full-time employees are entitled to the benefits stated in this handbook provided they qualify for each individual benefit.
- Part-time employees are entitled to those employee benefits specifically designated.
- Temporary employees are entitled to those employee benefits specifically designated.

NEW HIRE ORIENTATION PROGRAM

Following the acceptance of employment, the Supervisor will discuss job duties and areas of responsibility with all new employees. Company policies and procedures will also be reviewed. Site specific safety training is given by a trained Supervisor. A copy of the Information Handbook for Employees will be given to each employee to read and review, this whole book is part of orientation. Feedback is always wanted on any policies, procedures or concerns you may have. Give to your Supervisor and/or upper management. Upper management will respond with you on any issue. The new hire orientation handbook you are given during orientation includes but not limited to: Drug/Alcohol Policy, All checklists/forms, Safety/Health Policy, All rules, Fire Prevention Policy, Safety Director's Statement, President Statement, Benefits, Fall Protection Policy, JHA, Project Specific Plans, Work Policies and regulations.

Two copies of an Acknowledgment of Receipt and Understanding are located at the end of the handbook. After reviewing the handbook, each employee must sign the copy of the statement acknowledging his/her receipt of and his/her understanding of the information contained in the Information Handbook for Employees. One copy of the Acknowledgment of Receipt and Understanding will remain in the employee's handbook for the employee's record. The other signed/witnessed copy of the statement must be returned to the Corporate Office within two days of commencement of employment.

This signed/witnessed copy of the statement will become part of the employee's personnel file. The Information Handbook for Employees is the property of R.L. McCoy, Inc. and must be returned upon separation from employment. Any one in need of a bilingual instructor will be supplied. You receive training pertaining to everything in this handbook, on hands visual training, class room training and handbook training. All training and understanding will be done before starting work along with ongoing training and updates. Training is provided by a trained Supervisor or an outside professional.

EVALUATION PERIOD

During the first ninety days of employment, R.L. McCoy, Inc. and each new employee are given an opportunity to evaluate whether the employment relationship should continue. Before the end of this ninety day period, the employee's performance will be evaluated. An employee who unsatisfactorily completes the evaluation period will be notified by the Supervisor of his/her employment status. During the evaluation period, an employee may voluntarily terminate employment without notice, or if the performance of the employee is not satisfactory as determined by R.L. McCoy, Inc., the employee may be released with or without notice. The completion of the evaluation period should not be considered as a guarantee of permanent employment. R.L. McCoy, Inc. evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the evaluation period.

PAYROLL INFORMATION

Following the acceptance of employment, each new employee will be given Federal, State Tax Forms, with additional new hire forms [along with insurance forms, if non-union] to complete. The completed forms, and information regarding starting pay, starting date and any other pay or benefit information will be forwarded to the Corporate Office before the time that payroll is done. All new hire paperwork must be properly filled out and returned to the Corporate Office before the day payroll is done in order for a check to be made out.

SERVICE DATE

So that the Company can maintain a record of the benefits for each employee, a service date will be established for each employee. The service date will change with every re-hire date, including when laid off for sixty days or longer.

IDENTIFICATION

Some projects require special identification badges and/or cards for R.L. McCoy, Inc. employees. Employees will be provided with identification badges and/or cards when they are necessary.

EMPLOYMENT OF RELATIVES

The Company discourages the employment of close relatives because it is not considered sound business practice. However, under certain conditions, management may waive this policy in favor of employing close relatives within the organization. For the purpose of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

EMPLOYMENT OF MINORS

The following provisions apply with respect to the Company's employment age requirements:

- The Company will fully comply with the Child Labor provisions of the Fair Labor Standards Act and applicable state statutes which govern the employment of minors.
- For purposes of insurance risk, it is the Company's policy to discourage the employment of individuals younger than age 18 in any position with the Company. In any case involving the hire of a person under the age of 18, a written release must be secured from a parent/guardian in advance of the person's start date and a work permit.
- Should the Company have any reason to question whether an individual applicant is under age 18; the applicant may be required to furnish proof of birth date.

EMPLOYMENT-AT-WILL

We hope that each employee's period of employment at R.L. McCoy, Inc. can be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the Company for other reasons. Other employees may not fulfill the operational needs of the Company or changed circumstances may reduce available employment opportunities which may result in involuntary terminations.

We sincerely hope that none of these situations occur, but realistically we have to acknowledge that the possibility does exist. Therefore, the right of the employee or the Company to terminate the employment relationship at will is recognized and affirmed as a condition of employment. At will mean that both employee and R.L. McCoy, Inc. have the right to terminate employment at any time, with or without advance notice, and with or without cause. The Company reserves the right to end an employment relationship earlier than the stated date of notice to voluntarily terminate employment. At the time of employment every employee is given a handbook, safety equipment, and is trained on R.L. McCoy, Inc. policies, procedures and where all phone numbers, MSDS sheets, and emergency plans are kept. Any property of the Company's given to you is to be returned at the term of your employment.

EMPLOYEE INFORMATION

Employees are asked to help keep the Company informed about any major change which may affect their employment status. Each employee is responsible for promptly notifying the Company of important changes in personnel data. A new W-4 is to be completed every year, by every employee, weather any change or not. I-9 is updated as documentation expires. Personnel data should be current and accurate at all times and any change should be reported to the Corporate Office;

Examples:

- Marital status
- Number of dependents
- Emergency telephone numbers and whom to notify in case of emergency
- Change of beneficiary (non-union insurance)
- Driving record
- Authorized payroll deductions
- Additional education and special training courses
- Name
- Address
- Home telephone
- Current copy of Driver's License

PERSONNEL FILES

R.L. McCoy, Inc. will maintain a file (s) on each employee. An employee's Personnel file begins with his/her completed new hire paperwork. As time goes by information will be added to this personnel file regarding an individual's employment status with the Company. Personnel files are the property of R.L. McCoy, Inc. and will be treated the same as any other confidential Company information. The following provisions apply with respect to the Company's standards for establishing, maintaining, and handling employee personnel files:

- All official records concerning an employee will be kept up to date insofar as possible and all employees shall promptly report all pertinent personal information and data changes to the Corporate Office.
- Employees will be permitted to review their personnel files as permitted by applicable laws.
- Information regarding the medical condition or history of an employee will be kept in a separate file with restricted access.
- The personnel file of an employee terminating employment will be maintained in accordance with applicable State and Federal Laws.

CONTENTS OF PERSONNEL FILES

Employee personnel files may include but not limited to the following:

- Original employment new hire paperwork
- Union paperwork
- Performance appraisal reports
- Disciplinary action notices
- Special commendation information
- Educational achievement records, training records
- Status changes affecting employee's work and salary history
- Employee's resume (if submitted)
- Signed/Witnessed copy of the Acknowledgment of Receipt and Understanding
- A separate Medical File
- A separate CDL Driver File
- Other relevant documents as determined by the Corporate Office.

EMPLOYEE'S REQUEST FOR REVIEW OF PERSONNEL FILE

The following provisions apply with respect to an employee's request to review his/her personnel file:

- The Corporate Office will have the responsibility of coordinating the review of an employee's personnel file.
- A member of the Corporate Office staff must be present while the employee reviews his/her personnel file.
- The employee may take notes, but may not remove, deface or otherwise make notations on the documents in his/her personnel file.
- Upon request from the employee, the Company may provide a copy of any item(s) in the employee's personnel file.

MANAGEMENT'S REVIEW OF PERSONNEL FILES

All information in employee personnel files is considered confidential. This information will only be available to the Corporate Office, the employee, senior management personnel, and Supervisors or managers who are responsible for the employee. Any violation of this policy is considered a very serious offense. One exception will be in a transfer situation where the Supervisor of the department to which an employee may be transferred will be allowed to review the employee's file with the approval of the Corporate Office and the employee's immediate Supervisor.

RESPONSIBILITIES

It is the responsibility of **Employees** to read and understand all aspects of the new hire orientation handbook, before starting work. The employee also has responsibilities of but not limited to: Prompt reporting any unsafe conditions to the proper person (s); Filling out proper paperwork, protecting the Company's assets, routinely inspecting and documenting equipment, surroundings, wearing PPE, following all OSHA procedures and policies, complying with all of R.L. McCoy, Inc. (and/or any contractor that we are on their jobsite) policies and procedures. The single most important and effective person in our effort to reduce on the job injuries/accidents is you, the employee. The employee's immediate superior is their job site Supervisor.

Supervisor/Foremen/Project Managers are responsible for but not limited to: Proper detail training of all operations, procedures, policies to all staff, respond to all job sites; budgets, employee emergencies, defective equipment, proper paperwork documented, part of disciplinary actions, part of reviews, inspections, corrective measures, holds weekly tool talk safety meetings, keeps up with updated training, Company policies, procedures, safety and OSHA standards. Supervisory personnel are to look for, record, and correct all unsafe conditions and/or acts performed by persons under their supervision. Supervisors are to inform employees of any special tasks which could involve possible exposure to hazardous chemicals; Supervisors are to dispose of any hazardous chemicals. Supervisors have the authority to lay off an employee on their job site and document any behavior not within our guidelines. Supervisor's immediate superior is the President.

The **Safety Director's** responsibility's/role are but not limited to: Administration of all safety issues, programs, policies, meetings, all proper documentation, reviews, inspections, budgets, receives updated training, follow up on accidents/injuries, and keeps up with OSHA standards. Safety Director's will follow up with anyone infected/exposed to Hepatitis. To provide the safest possible work environment for employees and to take practical steps necessary to prevent injury to our personnel and others on site. To take care of any unsafe, hazardous conditions and to address any safety issues from employees or others. They are responsible for implementations of the safety plan policies, procedures, objectives, goals and to be a part of the annual review of those. Safety Directors have the authority to terminate and document any employee who is not following our safety policies and procedures. The Safety Director's immediate superior is the President.

Upper Management is key employees chosen by the President. Their responsibilities are but not limited to: actively participates in the overall safety plan policies, budgets, goals, reviews, investigations, polices, procedures and training. All field recordkeeping and documentation. Be available to assist in any Emergency Crisis situations. Upper Management has the authority to terminate an employee and document any behavior not within our guidelines. Upper Management's immediate superior is the President.

The **President** over see's that all responsibilities delegated have been completed properly and within the required time frame. He will ensure that all upper management, Supervisors, and Safety Directors have correctly followed through on their responsibilities and that they have followed up on any duties they delegated.

The president has the final decision/say on any issues.

WORKING HOURS

The Company's normal work week begins at 7 a.m. Monday thru Friday and ends at 4:00 p.m.; [however, regular working hours may vary and require overtime depending on the particular job, department, shift, or working conditions]. Working hour's time's change with the Seasons, your Supervisor will inform you of any time change.

Regular Corporate Office hours are as follows:

8:00 a.m. to 5:00 p.m. daily

Monday through Friday

Each employee is expected to complete a normal work day and work week and work whatever reasonable additional hours are required to meet Company needs. Supervisor will inform employees of scheduled break and/or lunch periods. Lunch breaks are not paid for. Employees are expected back at their work station ready to start work at the end of each scheduled break and/or lunch period. If overtime is required, employees will be expected to work any additional time necessary.

OVERTIME

Employees may be scheduled to work overtime when operating requirements or other needs cannot be met during regular working hours. Whenever possible, advance notification will be provided. If determined necessary, overtime work will be authorized by management beyond an employee's standard work week. Overtime pay is based on actual hours worked. Time off for [vacation leave] [sick leave] [a Company-observed holiday] [or any leave of absence] will not be considered as hours worked when computing overtime. Any employee who fails to work scheduled overtime or works overtime without prior authorization from management may be subject to disciplinary action up to and including termination of employment.

REPORT-IN PAY

In the event an employee is told to report for work and weather or other circumstance prevents work that day, the employee will be paid according to your union contract. Personnel are normally paid on Thursday for work performed Saturday through Friday of the previous week. Pay period is weekly.

PAY RATE SCHEDULE

The Company has established certain pay rate schedules for employees based upon work classifications and union contract. The length of time in a classification is a general guideline only and being employed by the Company for any particular period of time does not necessarily mean automatic promotion.

WORK CLASSIFICATION-JOB DESCRIPTIONS

A. Pay Rate based on Union Contract

B. Non-Union Rate decided by the President of R.L. McCoy, Inc.

The Company also uses general guidelines for levels of qualification. The rate schedule will be explained to a new employee at the time of hiring.

C. Examples of job descriptions, but not limited to:

Laborers: Finish concrete organizes supplies, flag person, and work in shop. Employee needs to use hands and tools such as sawing, erecting, dismantling, shoring, mounting, and cutting. Physically the worker must be able to stand and walk for long periods; use arms and hands; lift and carry materials weighing 100 pounds; climb up and down ladders, and other objects and carry tools and equipment; stoop, kneel, couch, crawl, see and hear (naturally or with correction).

Pump Operators: Run concrete pump (travel), minor mechanics on pump, up keep on pump (water, fluids, and washing pump), sitting in pump, driving, lifting hose, shop work, and looking at jobs. Pump operators are a member of I.U.O.E. union and American Concrete Pumping Association Safety Certified. Indy pump operators are to carry a current MICCS card. The employee must have a valid driver's license.

Teamsters: Driving (travel), run dump trucks, semi, and load and unload trucks, clean up and shop work. The employee must have a valid driver's license. The employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance, color, peripheral vision, depth perception, and ability to adjust focus.

Carpenters: Fabricate forms, concrete finishing, welding, cutting, constructs, erects, installs, repair structures, and assembles cut materials, climb, and work on ladders, use tools, and shop work. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to outside weather conditions, extreme cold, and extreme heat. The employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; and high and/or precarious places. The employee is occasionally exposed to fumes or airborne particles, and vibration. The noise level in the work environment is usually loud. Employee needs to have the ability to apply common sense understanding to carry out detailed but involved written or oral instructions.

Mechanic: Work/repair on all equipment, equipment parts, vehicles, pick up parts, run parts (travel) to job sites, fix equipment at shop and/or job site, keep inventory and stock on all parts and work in shop. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl, hear or talk. The employee is occasionally required to sit, lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance, color, peripheral vision, depth perception, and ability to adjust focus. Must have valid driver's license, and may require certification for certain types of equipment repairs. The employee needs to have the ability to read and interpret documents, ability to write routine reports. The employee may be required to purchase his/her own tools. The employee needs to have the ability to apply common sense understanding to carry out instructions and deal with problems.

Office: Answer phones, human resources, all accounting procedures. Employee needs to be able to use hands to finger, needs to be able to communicate verbally and written and to hear. The employee is required to sit most of the day.

WORK CLASSIFICATION-JOB DESCRIPTIONS CONT'D

Safety Director: Job visits/inspections (travel), safety manuals/forms, meetings, training, and documentation. Plans, directs, and implements organization safety program to ensure safe, healthy, and accident-free work environment by performing duties personally or through subordinate supervisors. Maintains safety files and records, represents the organization in community or industry safety groups and programs, prepares and arranges safety exhibits and material. Compiles and submits accident reports required, leads the investigation of accidents and injuries and cooperates in the preparation of material and evidence for organization use in hearings, lawsuits, and insurance investigations and oversees the administration of worker's compensation program. The Safety Director provides information, signs, posters, barriers and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions. Inspects sites to detect existing or potential accident and health hazards, determines corrective or preventative measures where indicated, and follows up to ensure measures have been implemented. Plans and implements safety policies and procedures in compliance with local, state, and federal rules and regulations, plans and implements programs to train employees in work site safety practices, fire prevention, correct handling techniques and all other safety programs.

Supervisors: On job site work (travel), safety procedures, training, meetings, time recordkeeping, and documentation. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance, color, peripheral vision, depth perception, and the ability to adjust focus. The employee must be knowledgeable about the company's safety policies and procedures as described in the company handbook. The employee needs to have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form and the ability to deal with problems involving several variable situations.

Shop: Driving (travel), clean trucks, bridge preparation work, mechanic work, repairs, maintenance, organize, sort, stack, deliveries, pickup supplies; materials; parts, unload; load trucks, go to job site. Yard and grounds are maintained. The employee needs to be able use their hands, arms, work well with others, and understand time management and organizational skills. The employee needs the ability to communicate effectively, both orally and in writing. Inspects equipment and material when returned to the yard; stores them in an orderly fashion.

RECORDING TIME WORKED

Government regulations require that the Company keep an accurate record of time worked by employees in order to calculate pay and benefits. Employees are required to report to their Supervisor when they report to work and when they finish. They must also report to their Supervisor before and after lunch time. Time sheets will be maintained by Supervisor for those employees under his/her responsibility. Timesheets must be turned in to the Corporate Office no later than Friday night. It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded before submitting it for processing.

In addition, if corrections or modifications are made to the time record, both the employee and Supervisor must verify the accuracy of the change by initialing the time record. **It is a violation of Company policy for one employee to sign employee's time sheet alter another employee's time sheet or alter his/her own time sheet without permission.** If an employee has a question concerning his/her time sheet, he/she should discuss the matter with his/her Supervisor.

ATTENDANCE

Regular and on-time attendance is expected for efficient operations at R.L. McCoy, Inc. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment. **Employees are expected to personally notify the Company of any absence or tardiness;** Employees should contact their Supervisor directly to report any absence or lateness prior to their starting time so that arrangements may be made to alter the distribution of work if necessary.

If the Supervisor is not available, then the employee should notify Corporate Office of the absence or lateness. Any employee who fails to maintain an acceptable attendance record will be subject to disciplinary action. Unexcused absence or tardiness could affect future promotions and/or raises. If any employee is absent from work (no show- no call) without informing their Supervisor, it will be assumed that the employee resigned and employment will be terminated as of the last day worked by the employee.

UNEXCUSED ABSENCE

Following are descriptions of disciplinary actions that may result from unexcused absence, after management review:

1st Offense: Verbal reprimand with written notice to employee's personnel file.

2nd Offense: Suspension for up to 5 working day(s) without pay.

3rd Offense: Subject to termination.

TARDINESS

Tardiness applies to returning from lunch and/or break periods as well as the beginning of the work day. The following describes the disciplinary actions that may result from tardiness:

1st Offense: Verbal reprimand with written notice to employee's personnel file.

2nd Offense: Suspension for up to 5 working days(s) without pay.

3rd Offense: Suspension for 5 working day(s) without pay up to termination.

FAMILY EMERGENCY

In the event the Corporate Office receives word of an emergency related to a member of an employee's family, the employee will be notified as soon as possible. Should the employee be at a location away from his/her normal workplace, arrangements will be made to contact the employee, and if necessary, arrange for the employee to return home immediately.

SEVERE WEATHER CONDITIONS

Occasionally, severe weather or emergency situations [such as fire, power failure, flooding or earthquakes] can disrupt Company operations and circumstances may necessitate early closing, late opening, or cancellation of work. A determination on opening or closing will be made the discretion of senior management. In the event an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing or late opening and/or your Supervisor will make an attempt to contact you. Unless otherwise notified, employees are expected to be at work on time.

PERFORMANCE EVALUATIONS

Performance, responsibilities, safety and goal progress of Supervisors and upper management will be evaluated annually by management. The evaluation consists of evaluating during which an employee's strengths and weaknesses are evaluated and recommendations for improvements and new goals are made. A major part of the evaluation is evaluating your safety performance responsibilities including but not limited to:

Training your crew members, keeping up with your training, current changes, current updates, standards, classes, and seminars,

Ensuring you and your crew are properly filling out all documentation.

Safety goals are planned current and ongoing achieves goals and has priorities in order.

Job Hazard Analysis is done, and preventative action plans are completed.

Teamwork, leadership, dependability and flexibility are shown.

Written and oral communications are displayed.

Job knowledge and self-management qualities are displayed.

These evaluations also identify the short and long-range goals of employees and determine how they interrelate with the Company's purpose and objectives. Any recommendation for promotion, a change of duties, or an increase in pay must be approved by the President before any change takes effect. A performance evaluation does not necessarily mean a change in pay or duties.

ADVANCEMENT

R.L. McCoy, Inc. believes in promoting from within the Company. We want employees to have the opportunity for promotion to higher paying positions within the Company. A promotion will be based on such factors as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record, and the ability to work well with others. We reserve the right to look outside the organization if we feel that an employee with the best qualifications cannot be found within the organization.

PAYROLL DEDUCTIONS FROM PAY

The Company will make arrangements for payroll deductions for the following:

(Not limited too).

- [Federal] [State] [Local] income taxes
- Social Security taxes
- Past due taxes
- Garnishments (including child support) or other court ordered wage deductions
- Employee's portion of group insurance premiums
- Employee's portion of group insurance premiums for coverage on eligible dependents
- Uniforms
- Loss, damage, or destruction of Company property
- Union deductions
- Garnishments processing fee
- Direct Deposits
- Any property of the Company not returned upon leaving

Questions regarding payroll deductions should be directed to the Corporate Office. Christmas club accounts are handled through Tower Bank. If you quit or are terminated, your money will still not be released (from the bank) until the end of that years account.

ERROR IN PAY

The Company takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the Corporate Office. The Company will make every attempt to adjust the error no later than the employee's next regular pay period.

GARNISHMENT OF EMPLOYEE WAGES

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State Law requires the Company to honor garnishments of employee wages (including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

AUTHORIZED CHECK PICKUP

If an employee is absent on pay day and instructs someone to pick up his/her pay check, a note signed by the employee authorizing the person must be provided before the check can be released. The person picking up the pay check must show proper identification and sign for the check. This policy protects both the employee and the Company. If an employee picks their check up at the office, they must show proper identification unless they are known.

ADVANCES AND LOAN

R.L. McCoy, Inc. will not advance money to employees against wages nor will the Company loan money to employees.

COMPANY SAFETY RECOGNITION/INCENTIVE/GOAL PROGRAM

R.L. McCoy, Inc. conducts an annual and ongoing safety recognition goal program that encourages safe-work behavior. This information will be given out by the Corporate Office, Supervisor and/or Safety Director. A safety budget is built into all of R.L. McCoy, Inc. jobs, prior to starting a new job. After job is completed the budget is reviewed. The completion of a pre job planning process is used to evaluate individual safety issues. This is done by job Supervisors and/or Safety Director. The Company evaluates safety performance responsibilities daily and annually by your immediate Supervisor. The Safety Directors will evaluate what the Supervisors found, all data will be documented. Any changes/improvements will be made immediately, all will be informed.

Safety Directors Management Statement

It has been, and shall continue to be our role, responsibility and goal to provide the safest possible work environment for our employees and to take practical steps necessary to prevent injury to our personnel. Accidents result in the unnecessary loss of health, time, and productivity. Also, loss of materials, machinery, and money and in most cases, accidents can be prevented. In the interest of employee safety, therefore, we have instructed all Supervisory personnel to look for, record, and correct all unsafe conditions and/or acts performed by persons under their supervision. The single most important and effective person in our effort to reduce on-the-job injury is you, the employee. We need your help in eliminating unsafe conditions and acts. Remember the negligence of a fellow employee could result in an injury to you. Therefore, we request that all employees immediately report any unsafe condition (s) and/or procedure (s) to their Supervisors.

Become aware of the hazards that lead to injury and waste. Think about your own safety and well-being, as well as that of your fellow employees and your Company. Safety is everyone's responsibility. Safety Directors complete the OSHA 30 hour Construction training and have on going training to keep up with new, updated laws and procedures. This is then passed on to Supervisors and crews. The Safety Directors have the authority and responsibility to take care of any unsafe, hazardous conditions, and to address any safety issues from employees or others. The Safety Directors report directly to the President. The President will review their performance annually. The reviews are based on goals and overall safety records for the year. The Safety Director at the Corporate Office is responsible for all OSHA recordkeeping.

The Safety Directors are responsible for implementations of; but not limited to: the safety plan, policies, safety handbook, Fall Protection handbook, Drug/Alcohol Policy, forms, procedures, objectives and goals which are reviewed for changes at a minimum annually. They will establish and maintain a safe and healthful environment for the employees under their direction. They will ensure that all workers follow the Company's safety rules. Any issue, concern they are unsure of, they are to discuss with the President. Thomas Black is responsible for Columbia City area and Gary Brown is responsible for the Indianapolis area.

******SAFETY PAYS******

Thomas Black

Gary Brown

Section 3 **Benefits**

The Company provides a well-balanced program of benefits designed to meet the needs of employees and provide protection from financial hardship. These benefits will be reviewed periodically to assure that they keep pace with area practice. The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the summary plan documents and/or benefits booklets.

Full-time employees are eligible for benefits provided by the Company if they meet specific requirements. At the present time, R.L. McCoy, Inc. pays for most of the cost of the benefits. Be sure to keep information regarding any change to the handbook. Questions concerning benefits and/or insurance claim information should be directed to the Corporate Office.

The terms of the benefit plans described are subject to change at any time.

VACATION SCHEDULES

Vacation requests must be made at least one week prior to the desired vacation time. Vacation may be taken during the year after eligibility with the following provisions:

- Employees are expected to take their vacation time as a means of rest and diversion for themselves and their families.
- Vacation must be approved in advance by your Supervisor.
- A holiday observed by the Company that falls during the vacation period will be considered as a paid holiday and not vacation time. This day of vacation may be taken at another time as approved.
- An employee must work the regularly scheduled work days before and after the paid vacation period.
- Job requirements will always have precedence over vacation schedules.
- Length of service will be considered in the event a conflict of vacation schedules arises.
- Nonunion staff vacation time will be approved by your immediate Supervisor and/or the President.

OBSERVED HOLIDAYS

The Company normally recognizes the following unpaid holidays; however, the Company may decide to work on a holiday depending upon job requirements.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

The following provisions apply with regard to holidays observed by the Company: Observed holidays subject to change in regards to unions and INDOT holidays.

- A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.
- When a recognized holiday falls on a Saturday or Sunday, its observance will be at union agreement and/or the President.
- An employee must also work the regularly scheduled work days before and after a holiday.

GROUP HEALTH INSURANCE

COMPANY PAYS A PORTION OF COST FOR EMPLOYEES & DEPENDENTS GROUP HEALTH INSURANCE FOR NON-UNION.

Group health insurance is available to all full-time non-union employees. Coverage will become effective on the 1st day of the month following one month of continuous employment or whatever the policy is on the current insurance Company we have. At the present time, the Company pays towards the cost of premiums for coverage on employees and towards the cost of coverage on their eligible dependents. Cost varies depending on coverage; information can be obtained by contacting the Corporate Office.

Employees who want to include coverage on their eligible dependents may do so by indicating this choice on the group health insurance enrollment form. As health care costs continue to rise, the Company will attempt to provide suitable health coverage to its employees. However, when necessary, the Company reserves the right to change the portion paid by employees for health insurance premiums.

If an employee previously covered by the Company's group health insurance plan is laid off because of temporary lack of work or illness and is rehired within three (3) months of the layoff, the employee will become eligible to participate in the Company's group health insurance plan on the first day of the month after rehire and acceptance by the insurance carrier, or whatever the policy is on the current insurance Company. The insurance carrier will provide eligible employees with a detailed summary of the insurance coverage provided.

R.L. McCoy, Inc. will comply with Federal regulations relating to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) which is designed to provide employees and eligible dependents with the opportunity to continue health insurance coverage at group rates in certain instances in which coverage would otherwise cease. The premium for this coverage is the sole responsibility of the employee or dependent. Further information may be obtained from Corporate Office.

If an employee attends a job-related class/seminar that requires an overnight stay, reimbursement for lodging and/or meal expenses will be made with the approval of the President. Receipts are required at the time the reimbursement is requested, payment is made on the next a/p check run. Any cost to attend a pre-approved seminar will be paid directly by the Company before the employee attends. If the employee fails to attend a seminar, the cost to attend the seminar or any cancellation fee incurred will be at the expense of the employee. Employees requesting educational assistance must discuss with the President.

JURY/WITNESS DUTY

When an employee is required to serve as a juror or is subpoenaed to serve as a witness [on Company business time], time off with pay will be granted as follows:

- The employee must notify their Supervisor upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence.
- A document from the court which shows the time spent by the employee must be submitted to the Corporate Office.
- Verification of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness is required.
- An employee who is subpoenaed to serve as a witness for reasons not related to Company business will not be paid.
- If the court dismisses the jury early, the employee is expected to return to work as soon as possible. Should the employee's work duties with the Company be vital to its operation, the Company may ask the court to excuse the employee from jury duty.
- Will be based on individual circumstances, by your Supervisor and/or the President.

VOTING

The Company encourages its employees to vote in every election and up to with pay will be provided for voting. Employees should request time off to vote from their Supervisor at least one working day prior to the Election Day. Advance notice is required so that arrangements can be made to alter the distribution of work if necessary. The employee should report to work before voting and after.

FUNERAL LEAVE

In the event of a death in an employee's immediate family, the employee will be allowed time off with and/or without pay. [Special consideration will also be given in the event of a death of any other person whose association with the employee was similar as close family friend, a foster child, or significant other.] Time off will be based on individual circumstances by Supervisor and/or President.

If additional time is necessary, discuss with your Supervisor. Employees who must take time off due to the death of an immediate family member should notify their Supervisor immediately. Paid time will not be made under this policy when a death occurs during an employee's vacation, leave of absence, and/or layoff or at a time when an employee receives holiday pay. The Company reserves the right to request substantiation of any death in an employee's immediate family and/or confirmation of an employee's attendance at a funeral.

SICK LEAVE

- The employee must contact his/her Supervisor when he/she cannot report to work before the start of his/her scheduled work day. Until medical certification is received, this should be done every day prior to the employee's normal start time so that necessary arrangements may be made to redistribute work.
- The Company reserves the rights to request an explanatory note from the employee's physician should an absence extend beyond 3 consecutive working days due to a non-job-related illness or injury.
- A no-call, no-show; the first time is considered that you are voluntary quitting.

MEDICAL ABSENCES

The Company reserves the right to request an explanatory note from the employee's physician should an absence extends beyond 3 consecutive working days due to a non-job-related illness or injury. When an employee is absent from work, and did not call in, management will review the situation to determine if there is a need to fill the position in the individual's absence.

Absence due to pregnancy, childbirth, and related medical conditions will be treated the same as any other non-pregnancy-related illness or disability. The status of an employee's position and benefits during and at the conclusion of any such extended medical absence will be determined by management and communicated to the employee before or at the time the absence is granted.

MATERNITY LEAVE

It is the policy of R.L. McCoy, Inc. to allow maternity leave-without-pay with the following provisions:

- The determination of the beginning and closing dates of the employee's absence will be a joint decision between the employee, the employee's attending physician and the employee's Supervisor.
- The employee may return to work within a specified period of time after commencement of maternity leave-without-pay providing that the employee has medical approval. This period of time can be extended upon medical recommendation if approved by the President and at his discretion.
- If the employee returns to work within the specified time period or as soon as medically approved thereafter, the employee will be reinstated to the position held prior to the leave or a position of equivalent status and pay.
- A medical release from the employee's attending physician is required upon return to work.
- If the employee does not return to work within the specified number of days or as soon as medically approved thereafter, the policies governing leave of absence without pay will apply.

FAMILY MEDICAL LEAVE APPLIES TO EMPLOYERS WITH AT LEAST 50 WORKERS EMPLOYED AT LOCATIONS WITHIN A 75-MILE RADIUS OF THE WORKPLACE.

In general, an employee who has completed at least twelve (12) months of continuous service with R.L. McCoy, Inc. and performed at least 1,250 hours of service in the prior 12-month period is eligible to receive an unpaid family/medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family/medical leave policy for employees of R.L. McCoy, Inc.:

- Family/medical leave may be taken only if it is made necessary due to one of the following reasons:
 - 1) Within twelve (12) months of the birth of a child of the employee in order to care for the child;
 - 2) Within twelve (12) months of the placement of a child with the employee in connection with adoption or foster care in order to care for the child;
 - 3) A serious health condition of the employee's child, parent, or spouse;
 - 4) A serious health condition of the employee which prevents him/her from performing the essential functions of his/her job.
- In no instance does the Federal Law require the Company to grant more than a total of twelve (12) weeks of unpaid leave in any consecutive twelve (12) month period.
- If an employee and his/her spouse both work for R.L. McCoy, Inc., they would be eligible for a single twelve (12) week period which they can split between them; however, if the need for leave is for their own serious health condition or that of their spouse or child, each would be eligible for a total of twelve (12) weeks.
- Any leave granted to an eligible employee under this law because of a serious health condition of a family member may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make a reasonable effort to schedule such leave so as not to disrupt the Company's business operations.
- Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed to by the Company and must be completed within one (1) year of the adoption or birth.
- During the leave, the employer will maintain the employee's health care coverage under the same conditions as coverage would be provided if the employee were continuously employed during the entire leave period. Both the employer and the employee will be responsible for payment of their share of the premium during the leave period.
- Eligible employees must provide reasonable prior notice to the Company when requesting a leave of absence under the law. The Company may require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.
- The Company is not required to comply with the FMLA to the extent an employee is among the highest paid 10% of employees of the Company within a 75 mile radius of any worksite if the

Company can show that granting the leave would cause substantial and grievous economic injury to its operations.

For more information about family/medical leave, contact the Corporate Office.

MILITARY LEAVE

It is Company policy to grant a leave of absence without pay to employees who participate in U. S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act.

SOCIAL SECURITY

Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. The Company matches the amount of Social Security taxes paid by each employee. Contact the local Social Security Office for details.

WORKERS' COMPENSATION- Light/Restricted Duty Policies & Procedures **DESIGNATED OCCUPATIONAL MEDICAL FACILITIES**

Employees of R.L. McCoy, Inc. are covered by Workers' Compensation insurance which is purchased by the Company in the state in which it operates. This insurance provides compensation to an employee for lost wages caused by illness, accidental injury, or death suffered in the course of or as a result of his/her employment with the Company in accordance with the laws of the state of Indiana. R.L. McCoy, Inc. will do their best to find light/duty work if applicable and with doctor permission. Disciplinary action will happen for failure to comply with medical requirements. When an accident/incident happens all job activities are analyzed and reviewed by Supervisor and Safety Director.

The designated clinic/hospital will provide the Company with loss data and coordination of return to work and/or job restrictions. This information is then communicated to Supervisors and workers compensation provider. The injured if and when able along with any witnesses will inform their Supervisor, upper management including Safety Director and the Company's insurance Company. The Health care provider will keep the Corporate Office informed of how the injured is doing, doctor appointments, and return to work time frame. Light duty work will be decided by Supervisor, upper management and with doctor's permission. Columbia City employees go to the nearest Redi Med Office. Indianapolis employees go to Methodist Occupational Health Ctr. Addresses, and phone numbers are in the beginning of this handbook before Section 1. Prior to a job starting the nearest Center will be designated for that job site.

Light duty work will be decided on by the type of injury and medical reports.

Light duty work could consist of but not limited to: answering phones, placing phone calls, working in shop, bench (chair) work, and shop; office; vehicle; equipment cleanup.

Eligibility

Eligibility for benefits under Workers' Compensation insurance is automatic and is effective on your current most recent date of hire.

Reporting

A report must be filed within two hours of the onset of illness or injury. Corporate Office must be immediately informed.

Benefits

Workers' Compensation benefits provide weekly payments based upon a statutorily specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury. We will abide by the current insurance carrier's policies and procedures. Any time lost by an employee due to an occupational illness or injury covered by Workers' Compensation Insurance.

The Company will comply with all State and Federal Laws pertaining to Workers' Occupational Diseases and Workers' Compensation.

UNEMPLOYMENT COMPENSATION

Unemployment compensation is another form of insurance which is paid for entirely by R.L. McCoy, Inc. Unemployment compensation helps employees meet a loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group insurance, Social Security, and Workers' Compensation.

FIRE PREVENTION POLICY

R.L. McCoy, Inc. wants its employees, other contractors and job site property's to be safe. Like our safety policy it all begins with the employee.

These are some policies but not limited to:

Know where fire hydrants and fire extinguishers on job site are. On job site ensure that you, other employees and/or contractors are not blocking fire hydrants. If someone- something is: clear that area immediately. Fire extinguishers are checked weekly by the job Supervisor that they are properly working and filled. Annual inspection is done by an outside hired professional.

Smoking shall be prohibited at or in the vicinity of operations which constitute a fire hazard, and shall be conspicuously posted: "No Smoking or Open Flame."

Supervisors are responsible to train employees on proper use, knowledge of where they are kept and practice of fire extinguishers. Fire extinguisher training is done annually for Supervisors and upper management, more often **training** is done if needed.

Supervisors are responsible to check first aid kits on site, to ensure that they are fully stocked.

Electrical wiring and equipment for light, heat, or power purposes shall be installed in compliance. Internal combustion engine powered equipment shall be so located that the exhausts are well away from combustible materials. When the exhausts are piped to outside the building under construction, a clearance of at least 6 inches shall be maintained between such piping and combustible material. Portable battery powered lighting equipment, used in connection with the storage, handling, or use of flammable gases or liquids shall be of the type approved for the hazardous locations. The nozzle of air, inert gas, and steam lines or hoses, when used in the cleaning or ventilation of tanks and vessels that contain hazardous concentrations of flammable gases or vapors shall be bonded to the tank or vessel shell. Bonding devices shall not be attached or detached in hazardous concentrations of flammable gases or vapors.

All jobs will have a **pre-job checklist** for Supervisors to review possible fire hazards and other safety issues. Any concerns found are to be reported to upper management and taken care of before the job starts. Fire prevention/hazards are discussed at the every week safety meetings.

Portable fire extinguishers are checked on a weekly basis by job Supervisor and certified by a professional Company annually. All Supervisor/Company vehicles have portable fire extinguishers. Any job sites needing additional extinguishers full or portable will be supplied before starting of job.

If use of any **flammable/combustible liquids** make sure they are in original OSHA identifiable containers with proper label and keep away from any gas form. If container is not labeled give to Supervisor immediately. The Supervisor will properly take care of. Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. Approved safety cans and/or containers shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less, except that this shall not apply to those flammable liquid materials which are extremely hard to pour, which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be used, for storage, use and handling of flammable liquids. Flammable or combustible liquids shall not store in areas used for exits, stairways, or normally used for the safe passage of people.

Indoor storage of flammable and combustible liquids: No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet.

Storage outside buildings:

Storage of containers (not more than 60 gallons each) shall not exceed 1100 gallons in any one pile or area. Piles or groups of containers shall be separated by a 5 foot clearance. Piles or groups of containers shall not be nearer than 20 feet to a building. Within 200 feet of each pile of containers, there shall be a 12 foot wide

access way to permit approach of fire control apparatus. The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures, or shall be surrounded by a curb or dikes are used, provisions shall be made for draining off accumulations of ground or rain water, or spills of flammable or combustible liquids. Drains shall be terminated at a safe location and shall be accessible to operation under fire conditions.

Any **provisions for portable fire extinguishers** shall be accommodated. Outdoor portable tanks shall not be nearer than 20 feet from any building. Two or more portable tanks, grouped together, having a combined capacity in excess of 2200 gallons, shall be separated by a 5 foot clear area. Individual portable tanks exceeding 1100 gallons shall be separated by a 5 foot clear area. Within 200 feet of each portable tank, there shall be a 12 foot wide access way to permit approach of fire control apparatus. Storage areas shall be kept free of weeds, debris, and other combustible material not necessary to the storage. Portable tanks, not exceeding 660 gallons, shall be provided with emergency venting and other devices, as required. Portable tanks in excess of 660 gallons shall have emergency venting and other devices, as required.

Fire control for flammable or combustible liquid storage:

At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids. At least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside. When sprinklers are provided, they shall be installed in accordance with the standards. At least one portable fire extinguisher having a rating of not less than 20-B: C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.

Dispensing Liquids:

- (1) Areas in which flammable or combustible liquids are transferred at one time, in quantities greater than 5 gallons from one tank or container to another tank or container shall be separated from other operations by 25-foot distance or by construction having a fire resistance of at least 1 hour. Drainage or other means shall be provided to control spills. Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.
- (2) Transfer of flammable liquids from one container to another shall be done only when containers are electrically interconnected (bonded).
- (3) Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or tanks within a building or outside only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container, or portable tanks, by gravity or pump, through an approved self-closing valve. Transferring by means of air pressure on the container or portable tanks is prohibited.
- (4) The dispensing units shall be protected against collision damage.
- (5) Dispensing devices and nozzles for flammable liquids shall be of an approved type.

Handling liquids at point of final use:

- (1) Flammable liquids shall be kept in closed containers when not actually in use.
- (2) Leakage or spillage of flammable or combustible liquids shall be disposed of promptly and safely.
- (3) Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.

Service and refueling areas:

- (1) Flammable or combustible liquids shall be stored in approved closed containers, in tanks located underground, or in above ground portable tanks.
- (2) The tank trucks shall comply with the requirements.
- (3) The dispensing hose shall be an approved type.
- (4) The dispensing nozzle shall be an approved automatic-closing type without a latch-open device.
- (5) Underground tanks shall not be abandoned.
- (6) Clearly identified and easily accessible switch ('s) shall be provided at a location remote from dispensing devices to shut off the power to all dispensing devices in the event of an emergency.

All Annual certification is done by the supplier.

Section 4
Transfer of Employees, Separation from Employment
And Leave of Absence

TRANSFER OF EMPLOYEES

Transfer of employees from one department to another or from one location to another for the Company's convenience may be made to meet Company requirements. A request for transfer should be made in writing and submitted to the President for consideration. A transfer may be made if management determines it is in the best interest of the Company and the employee.

SEPARATION FROM EMPLOYMENT

An employee may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. Usually, before an employee is terminated, he/she will be told the reason(s) and will be counseled by an authorized Supervisor. However, if any misconduct warranting discipline is severe enough, an authorized Supervisor has the authority to discharge the employee immediately. The authorized Supervisor will advise the Corporate Office immediately of the date and reason for terminating an employee.

All Company property in the employee's possession must be returned to the Supervisor or Corporate Office upon separation from employment before the final pay check is released. An employee's race, color, religion, sex or national origin shall not influence discharge of employees for cause, ability of work performance. When discharging an employee for cause, notation shall be made on the employee's work record at the Corporate Office. Layoff of employees due to lack of work shall be based solely on work performance and work ability. For major violations such as endangering the lives of others, will require immediate removal. Supervisors are held to a high standard and those who do not discharge their duties to maintaining the site(s) requirements will also be removed.

VOLUNTARY RESIGNATION

Any employee who voluntarily resigns his/her position with R.L. McCoy, Inc. is expected to provide the Company with advance written notice. If the employee does not provide advance notice as requested, the employee may not be eligible for rehire. It shall be the policy of our Company to cooperate with governmental agencies, Federal, State, or Local, which have the responsibility to observe our actual compliance with various laws relating to employment. The Supervisor shall immediately report any such governmental agencies hiring and employment procedure inspections to his Supervisor so our Company may cooperate with such agency. A no-call; no-show is considered you voluntarily quit.

EXIT INTERVIEW

An employee planning to leave the Company may be asked to participate in an exit interview. In addition to discussing his/her decision to leave the Company with his/her immediate Supervisor, a member of the Corporate Office staff may meet with the employee prior to the termination. Discussions concerning the reasons for leaving will assist the Company in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview matters relating to final pay and any other personal considerations will be arranged. All Personal Protection Equipment, Company vehicles, phones, uniforms, keys, and any property belonging to R.L. McCoy, Inc. should be returned at the time of dismissal. Any property not returned will be deducted out of your last payroll check before mailed.

PAY AT TIME OF SEPARATION FROM EMPLOYMENT

The Company will determine if the terminating employee has any outstanding debt owed to the Company and whether the individual has in his/her possession any [Company credit cards], [uniforms], [tools], [keys], [safety equipment] [manuals] [vehicles] [ID cards/badges] or other Company property. Upon completion of a full accounting of the employee's and the Company's accounts (as determined by the Company), a final pay check for time worked (less deductions) will be issued to the employee in accordance with applicable Federal ,State Law and union contract.

The Company will issue a check designated as the final payment for all services rendered. Upon resignation or termination, the employee should contact the Corporate Office for possible conversion of group insurance and to address any financial issues. Any employee terminating employment is expected to return any Company property in his/her possession before last pay check is given.

LEAVE OF ABSENCE

An employee may ask for a leave of absence without pay from the Company; however, no employee is guaranteed a leave of absence. Any request for a leave of absence must be made in writing stating a definitive period of time and must be approved (in advance) by their Supervisor. If the time period requested is longer than the position can be held open, then the employee will be advised at that time that the job may not be available upon the employee's return to work.

Management may recommend either approval or denial of a leave of absence request based upon business considerations and/or circumstances of the request, (e.g., staffing needs, employee disability, military obligations, family crisis, unusual circumstances, etc.). Due to lack of work, the Company may require an employee to take an unpaid leave of absence. The length of the Company-initiated leave of absence may vary. During any approved leave of absence the following provisions apply:

- The employee will retain his/her original employment date (service date) showing no interruption in service.
- The employee will still pay any union dues.
- If an employee accepts other employment, all of his/her benefits with the Company will be terminated.
- Any leave of absence is without pay.

REDUCTION OF WORKFORCE

In the event that a reduction in the Company's workforce becomes necessary, employees over and above the number determined by the Company as needed to perform the available work will be terminated-laid off. In determining those employees to be retained, consideration will be given to the quality of each employee's past performance, the need for the position held by the employee and, with all other factors being equal, the length of service of each employee. If feasible, but not as a vested right, employees subject to termination-laid off will be given a notice prior to the anticipated termination-laid off. Upon such termination-laid off, any insurance benefits required to be offered will be brought to the employee's attention.

CARE OF EQUIPMENT AND FACILITIES POLICY ON HOUSEKEEPING

Employees should be concerned with the care and safe use of Company-owned equipment and facilities. Employees are expected to follow all operating instructions, safety standards and guidelines. Good housekeeping is expected of every employee. All aisle ways, work areas and stairways are to maintain a clear walk way. Supervisor is to ensure this policy is followed. If any equipment, machines, tools, vehicles, etc. appear to be damaged, defective, or in need have repair, notify Supervisor.

Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. All Company equipment is routinely inspected and documented. Unsafe destructive, careless, negligent, or improper use or operation of equipment may result in disciplinary action up to and including termination of employment.

All break areas, working areas, and vehicles are to be kept clean and free of trash debris, this is your responsibility. Cleaning supplies and debris containers are available from your Supervisor. All job sites are provided with a dumpster or a designated debris area. Clean your area every day before leaving, but clean up as you go. The job site is to be kept free of debris and items picked up, everyone can help by picking up as you see, or helping a coworker clean up. Crews are not to handle hazardous waste; contact your trained Supervisor to take care of.

PERSONAL APPEARANCE/CLOTHING

Personal appearance, proper hygiene and appropriate attire are important to our work practices. Our customers gauge the quality of our Company by the attention we show to personal appearance and attire. Each employee personally represents the Company and is required to dress in an appropriate manner. Every employee of R.L. McCoy, Inc. contributes to the Company's overall public image during work hours. Appropriate attire enhances an employee's effectiveness in providing superior service.

Employees are expected to report to work wearing clean clothing. A neat, well-groomed appearance is important to the employee, their fellow workers and to our customers. The Company does not object to employees having reasonably long hair if it is groomed. Nor does it object to mustaches and/or beards if they are kept trimmed and do not hinder the employee's performance or safety on the job.

SMOKING POLICY

R.L. McCoy, Inc. is dedicated to providing a healthy, comfortable, productive work environment for our employees as well as a healthy, comfortable environment for our customers. This goal can only be achieved through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. Therefore, smoking is prohibited throughout Company facilities [except in designated smoking areas].

Designated Smoking Areas:

Area based on job and contractors/subs restrictions. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All employees share in the responsibility of adhering to and enforcing this policy. Any conflict should be brought to the attention of the appropriate Supervisory personnel.

UNIFORMS

All personnel have the choice of provided with sets of uniforms which will be worn at work. Employees are responsible for the cleaning of their uniforms; (uniforms dropped off at the shop for the laundry man, and picked up).

The cost of the uniforms is paid by the employee; however, the employee is responsible for returning the uniforms to the Company if they are separated from employment. If the uniforms are not returned, the cost will be deducted from the employee's final pay check.

PERSONAL BELONGINGS

R.L. McCoy, Inc. recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While R.L. McCoy, Inc. can take no responsibility for the safekeeping of these items, it welcomes its employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- **Safety Comes First** - No object can interfere with job safety as viewed by Company management.
- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects that (in the opinion of management) are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

SAFETY EQUIPMENT/PERSONAL PROTECTIVE EQUIPMENT

Employees will be provided with standard safety equipment (PPE), additional PPE if it is a requirement for a particular job. This equipment will be signed for by the employee and replaced at the employee's expense if the equipment is lost, damaged, stolen or not returned at end of employment with R.L. McCoy, Inc. Replacement will be provided if the equipment is shown to be defective. Goggles (face shields), gloves, hard hats (welding helmet), safety shoes, ear plugs, life jackets, lifelines, respiratory equipment and proper clothing are to be worn. Finger rings and watches are a constant hazard and all workers are encouraged to remove them while working. Shirts, long pants are to be worn at all times while on Company time; no loose clothing is permitted. Compliance with the safety requirements is mandatory. Safety standards are more detail further in this handbook.

PERSONAL TOOLS

Employees who work in certain trade positions are required to provide their own tools to perform job assignments. The Supervisor will advise employees of the tools required and will make sure that each employee obtains the required tools. The Company discourages employees from lending or borrowing tools.

COMPANY TOOLS AND EQUIPMENT

The Company will furnish all necessary tools and equipment to complete job assignments. Each employee is reminded that all items purchased by the Company are the property of R.L. McCoy, Inc. and represent a very valuable asset of the Company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were his/her personal property. After hours and when the office is shut down, employees are not to enter the shop, Company grounds or borrow Company property without prior permission from the President. To use any Company property it must first be approved by the President, even during working hours.

An inventory of tools and equipment will be made periodically. If it is determined that an employee is negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen, the employee will be asked to replace same at fair market value or the cost of the item will be deducted from the employee's pay check. When leaving a work area, it is required that all tools be placed back in designated storage areas or removed from the work area and secured in locked storage where available.

Equipment is to be checked before used.

1. Tools, cords, and power cables are protected and in good working condition.
2. Tools need to be properly grounded.
3. Employees will be instructed in the use of power tool operations.
4. Mechanical safeguards are provided and used.
5. No metal ladders are to be used around electrical hazards.
6. Cleats not over 12 inches on center.
7. Scaffolding needs to be plumb and square to eliminate movement. Wood scaffolds must be of good sound lumber, generally two planks wide of not less than 2"x 8" material adequately supported. Guardrails and toe boards must be used.
8. Protection needs to be taken from falling objects either when working on the ladder or below it. Possibly falling objects must be in a secure container.
9. Operators are qualified to run equipment; Equipment will be in operating condition.
10. Fire extinguishers are nearby the work area.
11. Gas lines protected and in good repair; Gas cylinders upright when not in use, secured and have a fire barrier.
12. If at a height of 6 feet or greater, employee must be tied off.
13. Hoisting apparatus checked prior to use.
14. Ladder access provided. All ladders must be inspected prior to the start of each job, and should never be painted. Ladders must be on a firm foundation or hooked to the structure and extended 36 inches above the landing. Never climb or decent a ladder with anything in your hands or pockets, use a line to lift tools.
15. Taglines used for tools to prevent falling.
16. Openings in the floor or ground must be railed off and have 4" toe board or covered. Open sided floors must be railed with toe boards. Barriers with warning lights at night must guard excavation.
17. Trenches more than 5 FT deep shall be shored, sloped, or a trench shield used and material stored at least 2 feet from the edges.

BREAK AREA

The Company provides a break area for the convenience of our employees. Employees are encouraged to use the break area for their scheduled break and/or lunch period. Employees owe it to fellow employees to keep the break area neat and clean. Consumption of food is only permitted in the break area [and other designated areas].

ENERGY PRESERVATION AND WASTE PREVENTION

Waste of energy and materials is costly to the Company and ultimately results in losses which must be paid for by other cost reduction actions. Employees are expected to:

- Conserve energy at every opportunity by keeping thermostats in moderate ranges
- Change filters regularly
- Drive within posted speed limits
- Participate in recycling
- Do not leave Company vehicle running.

SOLICITATION AND/OR DISTRIBUTION

To prevent disruption of business activities, to minimize distractions for all employees, and to preserve Company security, solicitation and/or distribution of literature, materials, goods, contest promotions, requests for donations, or any other solicitation and/or distribution is prohibited during working time or in work areas.

SECURITY

All doors, files, desks, gates, and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times when not in use. Lost keys must be reported to the Office immediately. Any concerns about security should be directed to the Supervisor.

BULLETIN BOARD

The Company maintains a bulletin board to keep employees informed of current issues of general interest. Employees should check the bulletin board regularly. Posting and/or removal of notices must have the approval of Corporate Office. Or you may be advised of current issues, when you pick up your pay check.

OUTSIDE EMPLOYMENT

R.L. McCoy, Inc. makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100% of his/her effort is required. If an employee chooses to work outside of his/her job and the outside employment competes with what is expected of him/her as an employee of R.L. McCoy, Inc., opportunities for promotion and advancement with R.L. McCoy, Inc. may be limited by his/her decision.

If management feels that outside employment prevents an employee from fulfilling his/her obligations to the Company, the employee will be asked to resign from R.L. McCoy, Inc. or to leave his/her outside employment. All management and Supervisory personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

COMMUNICATION SYSTEMS

The following office procedures apply concerning R.L. McCoy, Inc. communications: Company communications equipment is the sole property of R.L. McCoy, Inc. Communications equipment and services include mail, electronic mail (e-mail), courier services, facsimiles, telephone systems, computers, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders and recordings, pagers and cell phones. On-line services may be accessed only by employees specifically authorized by R.L. McCoy, Inc. Employees' on-line use should be limited to work related activities.

Employees should not use R.L. McCoy, Inc.'s communication services and equipment for personal use except in emergencies or when circumstances warrant it. When personal use is unavoidable, employees must properly log any user charges and reimburse R.L. McCoy, Inc. for them. R.L. McCoy, Inc. communications property or equipment may not be removed from the premises without authorization from the employee's Supervisor and/or the Corporate Office. Repeated misuse of Company phone and/or not following within our phone plan will result in you paying for services and/or phone being taken.

Do not use cell phones while driving, you need to pull over or use a speaker hands free system. Pull over to dial text or take call/notes. Improper use of R.L. McCoy, Inc.'s communications services and equipment includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

PERSONAL MAIL AT THE WORK PLACE

The mail system is reserved for business purposes only. Employees will not be allowed to send or receive personal mail at the workplace without authorization.

TWO-WAY RADIOS/PHONES

Employees must use proper procedure and appropriate language when using Company two-way radios and/or Company phone.

DESIGNATED HEALTH CARE

Indianapolis employees go to Methodist Occupational Health Center. Columbia City employees go to the nearest RediMed. Your Supervisor will take you unless unable another coworker will, or if need be the EMS will be called. All Supervisors and offices have posting of medical facilities. Drug/Alcohol Tests Columbia City goes to nearest RediMed, Indianapolis goes to Midwest Toxicology.

ALCOHOL AND DRUGS SUBSTANCE ABUSE

Consumption of, possession of, or being under the influence of alcoholic beverages or illegal drugs on Company property, in the Office, or in any vehicle used for Company business is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action including immediate termination of employment. Any employee who reports for work or who is at work is subject to chemical screening and/or blood/alcohol testing to determine the presence of unauthorized drugs or alcohol in the body.

ALCOHOL

Consumption of, possession of, or being under the influence of alcoholic beverages on Company property, in the Office or in any vehicle used for Company business is strictly prohibited. Any employee who violates this policy will be subject to disciplinary action including immediate termination of employment. Any employee who reports for work or who is at work is subject to blood/alcohol testing to determine the presence of alcohol in the body.

DRUGS

The Company has in place a substance abuse policy which incorporates the provisions of the Drug-Free Workplace Act of 1988. All employees must abide by all of the terms and conditions of this policy while employed by R.L. McCoy, Inc. In this regard, employees are required to read the policy and sign a statement acknowledging their understanding of the policy and intent to follow the policy. Any employee who reports for work or who is at work is subject to chemical screening and/or blood/alcohol testing to determine the presence of unauthorized drugs in the body.

R.L. MCCOY, INC. Drug-Free Workplace Policy

Because R.L. McCoy, Inc. has contracts with the Federal Government and the State of Indiana, it is covered by the Drug-Free Workplace Act of 1988 and its Final Rule published May 25, 1990, and Executive Order No. 90-5, issued April 12, 1990 by Governor Evan Bayh. We certify to the Federal Government and the Indiana Department of Administration that we will provide a drug-free workplace. This notice is given in compliance with requirement. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in our workplace is prohibited.

Controlled substances are those identified in Schedules I through V of Section 202 of the Controlled Substances Act and in Regulation 21 C.F.R. Section 1308.11-.15 and in Ind. Code 35-48-1-1 through 35-48-2-12. Copies of these Schedules and Regulation may be reviewed in the Corporate Office of the President. Violations of this provision will result in discipline up to and including termination and/or a requirement that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a Federal, State, or local agency.

The Company will establish an ongoing drug-free awareness program to inform employees of: (a) the dangers of drug abuse in the workplace, (b) the Company's policy of maintaining a drug-free workplace, (c) any available drug counseling, rehabilitation or employee assistance programs, and (d) penalties that may be imposed for drug abuse violations. Additional information on drug-free awareness is available at the Corporate Office. If needed, required R.L. McCoy Inc. will incorporate any Contractors Drug/Alcohol Policies/Guidelines per job.

If an employee is convicted of violating any criminal drug statute and that violation occurred in the workplace, the employee must notify the Company in **writing** of this fact no later than 5 calendar days after the conviction. The Company will then notify the contracting Federal and State agencies and the Indiana Department of Administration of the employee's conviction in writing within 10 calendar days after receiving notice of the conviction. The Company's notice will include the employee's name and position/title. If an employee is convicted for a criminal drug statute violation that occurred in the workplace, within 30 calendar days after receiving notice of that fact, the Company will take appropriate personnel action against the employee up to and including discharge and/or will require the employee's satisfactory participation in a Drug Abuse Assistance or Rehabilitation Program.

The Company does pre-employment drug testing, post-accident testing, and random testing and others. As a condition of continued employment with R.L. McCoy, Inc. employees must abide by the terms of this Notice. Any questions about this notice or the requirements of the Drug-Free Workplace Act of 1988 or Executive Order No. 90-5 should be addressed to the President. An employee undergoing prescribed medical treatment with any drug which may alter his/her physical or mental ability must report this treatment to their Supervisor, who will report to the Safety Officer. The Safety Officer will determine whether a temporary change in the employee's job assignment during the period of treatment is warranted.

R.L. MCCOY, INC. POLICY ON HARASSMENT

Consistent with our policy of Equal Employment Opportunity, harassment in the workplace based on a person's race, sex, religion, national origin, age, [height, weight, marital status] or disability will not be tolerated concerning employees or applicants for employment. It is the policy of R.L. McCoy, Inc. to promote and maintain a work environment which all employees are treated with respect and decency. One aspect of our policy requiring some clarification is the prohibition of any form of sexual harassment in the workplace. The following describes the type of conduct that is prohibited as well as the complaint provisions to investigate and remedy any problems that may arise.

No form of discriminatory or disrespectful conduct by or towards any employee will be tolerated. Sexual harassment is among the forms of prohibited conduct. Sexual harassment is illegal. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development.

Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. Sexual harassment also includes when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures in the workplace, sexually explicit or offensive jokes, or physical assault.

Any employee who feels that he/she is a victim of sexual harassment, including but not limited to, any of the conduct listed previously, by any Supervisor, management official, other employee, customer, client or any other person in connection with employment at R.L. McCoy, Inc. should bring the matter to the immediate attention of the Corporate Office. If that would prove to be uncomfortable, an employee may directly contact any other member of management. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action taken if warranted.

After an investigation, any employee determined to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment. Violation of this policy is extremely serious and may constitute cause for termination. If you have questions regarding interpretation of this policy or wish to clarify your right, please contact the EEO Officer or the President at the Corporate Office.

R.L. MCCOY, INC. POLICY ON RELIGION

It is policy of this Company to comply with EEO requirements as established by The Executive Order, title 41, Part 60-50, Guidelines on discrimination because of religion or national origin. R.L. McCoy, Inc. will insure that members of various religious and ethnic groups, primarily but not exclusively of Eastern, Middle and Southern European Ancestry, such as Jews, Catholics, Italians, Greeks and other job levels because of discrimination based upon their religion and/or national origin.

As part of our obligation, we will make reasonable accommodations to the religious observances and practices of an employee or prospective employee who regularly observes Friday evening and Saturday, or some other day of the week, as his Sabbath. Also, who observes certain religious holidays during the year and who is conscientiously opposed to performing work or engaging in similar activity on such days, when accommodation can be made without undue hardship on the conduct of the employer's business R.L. McCoy, Inc. reserves the right for supporting documentation.

POLICY ON SUBCONTRACTORS RESPONSIBILITIES

Any sub-contractors on our job site need to follow the safety provisions in the safety section of this manual. R.L. McCoy, Inc. will supply a copy for them. If requested R.L. McCoy, Inc. will incorporate any contractors/sub contractor's safety policies/guidelines per job. Our sub contractor's will provide a Specific Safety Plan and MSDS for any materials brought in. Sub-contractors are to supply R.L. McCoy with their Weekly Tool Box Talks, their safety manual and their Project Specific Safety Plan. Sub-contractors are required to designate their own onsite safety representative per job site. All Sub contractors have to sign and comply with R.L. McCoy's Subcontractor Agreement.

The safety representative must have completed the 10 hour OSHA Construction Training. The sub-contractor will let our job crew know where their MSDS are posted per job site, which needs to be a central location for everyone. The Occupation Safety and Health Act of 1970, and all controls and regulations pertaining to the environment, are a part of all Subcontract Agreements. Safety is our priority and any subcontractors on any of our jobs are to follow are safety policies. The subcontractor shall comply in all material respects with all applicable laws, rules, regulations, and orders of any governmental authority. The subcontractor agrees to comply with all wage agreements entered into by the contractor and union.

Section 6 **Conflict of Interest**

Employees shall avoid outside employment, activities, investments, and other interests that involve obligations which may compete with or be in conflict with the interests of the Company. A conflict of interest can arise in dealings with anyone that R.L. McCoy, Inc. transacts business; i.e., customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contact and make agreements.

Conflicts of interest should be avoided and may include the following examples:

- Working for any group mentioned above for personal gain.
- Engaging in a part-time activity for profit or gain in any field in which the Company is engaged.
- Borrowing from, or lending money to, individuals representing organizations with which business dealings are conducted.

PERSONAL CONDUCT

The Company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, customers and the Company. Employees should always use good judgment and discretion in carrying out the Company's business. The highest standards of ethical conduct should always be used by employees of R.L. McCoy, Inc. Improper conduct by and between employees and/or by and between employees and business associates on the Company's premises or adversely affecting Company work will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action including termination of employment.

CONFIDENTIALITY

R.L. McCoy, Inc. is engaged in a business which requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the Company (either in written or electronic form) about any matter pertaining to the conduct of the Company's business which may compromise a customer or the Company to outsiders without the President's approval. Any employee who compromises information may be subject to termination of employment. Information learned about customers, co-workers or suppliers and/or vendors in the course of business is confidential. Such information must not be given to outside persons and/or unauthorized other employees without proper authorization from the President. All Company records must always be treated as confidential. Information that is used exclusively by the Company such as computer programs, pricing information, marketing data, acquisition plans, and engineering design information are proprietary (that is, such information constitutes the property of the Company). Proprietary information must be disclosed or used for any purpose other than for Company business. Non-public proprietary information belonging to other companies must not deliberately be obtained by the Company or its employees. New employees should not disclose confidential proprietary information belonging to his/her former employer, nor should employees seek to obtain such information from new employees. Misappropriation of proprietary information could subject the Company to criminal fines and penalties and individual employees to incarceration. Financial information, budgets, forecasts, and pricing must not be disclosed except to the extent required in the conduct of Company business or unless the information has been made public by the Company. Employees are not to discuss each other's pay and/or benefits with each other or others outside the Company. As part of the Company's efforts to maintain confidential information, employees must comply with our Business Ethics and Conflict of Interest Policies. These Policies ensure that the Company and its employees will continue to receive the benefits of proprietary information belonging to the Company. At termination of employment, all confidential information held by an employee is to be returned to the Company. Breaking any of these Confidential Policy's is grounds for termination.

BRIBES, KICK-BACKS AND OTHER ILLEGAL PAYMENTS

Bribes, kick-backs and other illegal payments to or from any individual with which we conduct business (in any form and for any purpose) are prohibited. Certain types of rebates to the Company from suppliers (but not to or from an individual employee) are legitimate to correct commercial inequity if done within government trade regulations.

ACCEPTING GIFTS

Normally a gift to an individual from an outside source is considered the property of the Company unless management makes an exception. It is the policy of R.L. McCoy, Inc. that no employee shall receive any excessive gift or unusual entertainment, loan, or other favor from any outside source (including customers and suppliers) without approval from management. Any employee who fails to abide by this policy may be subject to disciplinary action including immediate termination of employment.

COMPRESSED CYLINDERS/GUAGES/HOSES

Keep oxygen and gas cylinders in an upright position and secured in OSHA approved racks. Always secure the cylinders when in storage or in use. Caps should be kept on tanks and valves closed when not in use. Keep tanks free from oil and grease. Bulk storage is stored separately from others; any fuel gas cylinders are to be stored separate from oxygen. All gases, oxygen have to be stored in a well-ventilated area at least 20 feet from combustible materials, away from any heat source or electrical wiring and/or a 5 feet tall fire proof wall defined by ANSI standards. Cylinders are to be kept away from stairs and elevators. They need to be stored on a level, fireproof floor, and secured upright by chain or cable. Gases are separated by OSHA approved barrier and/or chains. Oxygen and Acetylene equipment can be extremely dangerous, unless you are qualified to handle it leave for Supervisor. The Supervisors are trained and familiar in proper settings applications for gauges how to monitor regular, hazards, and proper handling techniques. Oxygen and fuel gas pressure regulators, including their related gauges, shall be in proper working order while in use. Check gauges for damage before each use, securely fasten gauge to cylinder, and check for leaks. All Supervisors are trained on proper use, storage and handling they will train and inform the employees that need to know. Each gas has its own specific hazards, and you have to check the MSDS to make sure you are following the precautions required to use a particular gas safely. The most common hazards with compressed gases are fire, explosion, and release of toxic gases. Make sure the valve is in the off position before releasing unwanted pressure. Open valves by hand. Each cylinder should be marked with its identity. Cylinder labeling is done before hand by the manufacturer if not contact manufacturer immediately. Supplier does the certified testing. When handling cylinders you are to have the proper PPE on, all cylinder movement should be done with material handling equipment.

Oxygen and fuel gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used. When parallel sections of oxygen and fuel gas hose are taped together, not more than 4 inches out of 12 inches shall be covered by tape. All hose in use, carrying acetylene, oxygen, natural or manufactured fuel gas, or any gas substance which may ignite or enter into combustion, or be in any way harmful to employees, shall be inspected at the beginning of each working shift. Defective hose shall be removed from service. Hose which shows evidence of severe wear or damage shall be tested to twice the normal pressure to which it is subject, but in no case less than 300 p.s.i. Defective hose or hose in doubtful condition shall not be used. Hose couplings shall be of the type that cannot be unlocked or disconnected by means of a straight pull without rotary motion. Boxes used for the storage of gas hoses shall be ventilated. Hoses, cables, and other equipment shall be kept clear of passageways, ladders and stairs. Do not disconnect air hoses and compressors until hose line has been bled. Compressed air hoses should never be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations, with pressures kept as low as possible for doing the job. All equipment is inspected daily or prior to use and recorded on equipment inspection log. All defective equipment is to be tagged and not used until repaired or replaced and kept away from ignition sources. Logs and tags are reviewed by mechanic for repairs.

LOCK OUT/TAG OUT Policy/Procedures

Reference Standard: 1910.147

Purpose

To prevent the activation of equipment when it is installed, repaired, or being adjusted and to control hazardous energy sources by means of lockout/tag out procedures.

Scope

This policy applies to valves, switches, and other mechanical or electrical equipment while installation, maintenance, or repair work is in progress.

Definitions:

Affected Employee- An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. The affected employee is not trained or authorized to lockout equipment.

Authorized Employee- A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing, servicing, or maintenance covered under this section.

Energy Isolating Device- A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy.

Energy Source- Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout- The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensures that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device-

A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds. Only locks supplied by R.L. McCoy are to be used for program compliance.

Servicing and/or Maintenance- Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. The activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Tag out- The placement of a tag out device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed.

Tag out Device- A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled, may not be operated until the tag out device is removed. Only tags supplied by R.L. McCoy are to be used for program compliance.

Responsibilities:

The Safety Director and/or the Supervisor of the job will survey field operations to determine if workers are required to perform tasks that may expose them to hazards associated with energized equipment.

The Safety Director will establish an energy control and training program that includes written procedures for the control of potentially hazardous energy when employees are engaged in maintenance and/or servicing activities.

The Safety Director will ensure that employee training has been accomplished; written certification will show employer names and dates of training.

The Safety Director and/or the Supervisor will ensure that before any employee performs any servicing or maintenance on a machine or equipment, the machine or equipment is isolated and rendered inoperative.

Procedures:

General Requirements

The program procedures must clearly outline the scope, purpose, authorization, rules, and techniques to be used for the control of hazardous energy and the methods of compliance including:

A specific statement of the intended use of the procedures

Steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy

Steps for the placement, removal, and transfer of lockout or tag out devices and the responsibility for them

Requirements for testing a machine or equipment to determine and verify the effectiveness of lockout/tag out devices, and other energy control measures.

The energy control program must include procedures for conducting periodic inspections of the program (at least annually), to ensure that it meets the standard's requirements.

Locks and tags supplied by R.L. McCoy are not to be used for any other purpose than program compliance.

All equipment must be locked out or tagged out to protect against accidental or inadvertent operation which such operation could cause injury to personnel. No attempt

will be made to operate any switch, valve, or other energy isolating device when it is locked or tagged out.

Failure to follow all appropriate lockout procedures will result in disciplinary action.

Lockout/Tag out Equipment Specifications:

Equipment will provided by R.L. McCoy or the owner on which site company employee's work.

Lockout and tag out devices will be singularly identified.

Lockout and tag out devices will not be used for any other purpose.

Durable lockout and tag out devices will be capable of withstanding the environment to which they are exposed for the maximum amount of time that exposure is expected.

Standardized lockout and tag out devices will be standardized within the facility in at least one of the following criteria: color, shape or size. And in the case of tag out devices, print and format will be standardized.

Substantial lockout devices will be substantial enough to prevent removal without the use of excessive force or unusual techniques. Tag out devices, including their means

of attachment will be substantial enough to prevent inadvertent or accident removal.

Tag out device attachment means will be of a non-usable type, attachable by hand,

self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least

equivalent to a one-piece, all environment-tolerant nylon cable tie.

Identifiable lockout and tag out devices will indicate the identity of the employee applying the device.

Lockout/Tag out Procedures:

Application

STEP 1: Preparation

Lockout and tag out procedures should only be carried out by “authorized employees”

Before implementing the lockout/tag out procedure, authorized employees must fully understand:

- The type and magnitude of the energy to be controlled,
- The methods of controlling the hazardous energy,
- The means of controlling the hazardous energy.

STEP 2: Notification

Authorized employees must notify all affected personnel before the application of lockout or tag out devices. Authorized employees must tell workers that the energy control procedure is going to be used and the reasons why.

STEP 3: Shutdown

Equipment must be shut down in an orderly manner. An orderly shutdown may be achieved by simply turning off the equipment. All parts of the operation must be considered when the equipment is part of a production or manufacturing process. An orderly shutdown will avoid increased hazards when the equipment is de-energized.

STEP 4: Isolation

All energy isolating devices must be located. The energy isolating devices must be operated so that the equipment is completely isolated from the energy source. All devices will be in the “safe” or “off” position when this process is complete.

STEP 5: Application of Locks and Tags

Single-point Lockout/Tag out

Locks and/or tags must be attached to the energy isolating device so the device is held in the “safe” or “off” position.

Separate locks or tags must be used for each authorized employee.

Jobs requiring several employees to lockout energy sources will use multi-lock adapters or follow the multi-point lockout procedure.

Tags must be securely attached to the energy isolating device so that they cannot be accidentally detached during use.

If a tag is unable to be attached directly to the energy isolating device, it must be placed as close as possible.

The tag must be placed in a position that will be immediately obvious to anyone attempting to operate the device.

Multi-point Lockout/Tag out

Jobs requiring multi-point lockout/tag out, where several locations or energy sources must be locked/tagged out will require the use of a lockbox.

A lock set will be used to lock out each multi-point location.

The key from the lock set is then placed in a lockbox.

Each authorized employee must then place their individual lock on the box.

STEP 6: Control Stored and Residual Energy

All stored or residual energy Relieve must be disconnected and restrained. Hazardous energy can be found in springs, elevated machine members, capacitors, rotating flywheels, hydraulic systems, air, gas, steam, and water pressure. This energy must be dissipated or restrained. Some common methods to restrain or dissipate stored energy are repositioning, blocking, and bleeding down systems.

STEP 7: Verification

Employees must ensure that all personnel are in a safe location.

Employees must verify that the equipment is properly isolated and all hazardous energy is safely controlled.

Push buttons and other controls must be operated to verify isolation.

Circuits with electrical meters must be checked.

Springs, pressure gauges, location of moving parts and other sources of stored energy must be inspected.

Operating controls must be returned to the “neutral” or “off” position after the test. Once the energy is isolated and safely controlled, maintenance and service activities may proceed.

WARNING: Some machinery and equipment can re-accumulate stored energy even after the system has been de-energized. If there is a possibility of stored energy building to a hazardous level, verification must be continued until maintenance or service is completed or until the possibility of accumulation no longer exists.

Extended Work Requirements:

If the job requiring lockout will last beyond one shift, special provisions must be made to ensure the integrity of the lockout. The foreman for the employees being relieved must physically show the locations of the lockout to the relieving foreman. Each new employee must then apply their lock following single or multi-point procedures.

Release of Energy Controls

STEP 1: Inspection

The work area must be inspected.

All non-essential items such as tools, parts, and cleaning supplies must be removed.

All machine and equipment components must be ready for operation.

All affected employees must be safely positioned or removed.

STEP 2: Notification

All affected employees must be notified that the lockout/tag out devices is being removed.

STEP 3: Remove Locks and Tags

Lockout and tag out devices should only be removed by the authorized employee who applied them.

If the authorized employee who applied the lockout or tag out device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented, and incorporated into the employer’s energy control program. The employer must demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it.

Training Requirements:

General Training

Lockout tag out training is required for all R.L. McCoy employees who are authorized to apply locks when needed or are affected by an equipment lockout.

Authorized employees must be trained to recognize:

Applicable hazardous energy sources

The type and magnitude of the energy present in the workplace

The methods and means necessary for energy isolation and control

All other affected employees must be instructed about the energy control procedure.

Training should emphasize that any attempts to restart or re-energize machines or equipment that are locked or tagged out is prohibited.

The Safety Director will document that employee training is accomplished, along with written certification to indicate employee names or dates of training.

Tags:

Employees must be trained in the limitations of tags when tags out systems are used. Training must convey the following information:

Tags are essentially warnings affixed to energy isolating devices, and do not physically restrain energy controls as do locks.

Tags that are attached to an energy isolation means may only be removed by an authorized person.

Tags must never be bypassed, ignored, or otherwise defeated.

Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations may be in the area in order to be effective.

Tags must be made of materials that will withstand the environmental conditions encountered in the workplace.

Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

Tags must be securely attached to an energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

All workers are supplied with hearing protection this is part of their PPE supplies. We supply OSHA approved ear plugs and ear muffs. Visitors or other contractors are supplied with ear protection and/or other PPE when entering a restricted area. Noise levels are evaluated by the Safety Director when new equipment is purchased and/or when set up is changed from original. Safety Director approves area that was restricted because of noise level. When in doubt the Safety Director will decide if noise level is high enough to be a restricted area. The Safety Director and/or the job Supervisor have the designated responsibility to administer the program and all recordkeeping of. Employee notification is designated by the restricted areas. If unsure seek your Supervisor. At the annual safety awareness program meeting hearing conservation is discussed. No work is consistent over a four hour period.

Section 7

Rules to Help Us All

It is the policy of R.L. McCoy, Inc. to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the Company, its employees, and its customers. Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. These rules are guidelines only and are not all inclusive. Disciplinary action may include, but is not limited to: verbal reprimand, written notice, and suspension from work without pay, and immediate termination of employment. Authorized management reserves the right to terminate or discipline any employee as the Company, in its discretion, considers necessary in individual circumstances.

In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue nor will benefits be recoverable during the suspension period. All Supervisors will play an active role in ensuring rules, policies, and procedures are followed. Consequences are based on the severity and/or the frequency of infraction. Management will review disciplinary trends annually and use that information to improve training policies and procedures. Disciplinary action will come from the President and/or the person he gives the authority to. All discipline is documented on Company form and kept in employees file in the Corporate Office.

EXAMPLES OF MISCONDUCT

The following are only examples of misconduct for which an employee may be subject to discipline and these examples do not constitute a complete list of the circumstances for which discipline will be warranted.

- Falsification of any records or reports pertaining to absence from work, claims pertaining to injuries occurring on Company premises, claims for any benefits provided by the Company, communications or records are including personnel and production records.
- Disclosing confidential information to outsiders.
- Gambling or fighting on job sites or Company property.
- Unethical conduct or serious conflicts of interest.
- Concealing defective work.
- Stealing the Company's property, a customer's property or the property of any employee; hiding, concealing or misappropriation of Company property or the property of other employees or customers; sabotage or willful damage to Company property, or the property of other employees or customers.
- Unauthorized use or sale of any Company-owned property, salvage material or equipment.
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale or use of marijuana or illegal drugs or chemicals or consumption of alcohol while working on job sites, in the Office or in Company vehicles.
- Gross negligence or willful acts in the performance of duties resulting in damage to Company property or injury to others.
- Gross insubordination - a willful and deliberate refusal to follow reasonable orders by a member of management.
- Willfully misusing Company property.
- Violation of the Company's equal opportunity or sexual harassment policies.
- Serious safety violation resulting in injury to you or another.
- Not following a reasonable order or failure to perform work assigned or to comply with work and safety rules.
- Violation of Company policies.
- Misuse of Company equipment.

- Gaining unauthorized access to Company records.
- Speeding or reckless driving or unauthorized use of Company vehicle.
- Use of threatening, profane or abusive language.
- Demonstration of lack of courtesy towards other employees, customers or vendors.
- Not completing assignment up to the quality required by the Company.
- Failure to report personal injury resulting from an on-the-job work situation.
- Fighting or provoking a fight.
- Horseplay of any kind, including throwing material at others.
- Failure to comply with medical requirements.

If any employee violates the safety policy you will be given a written warning. A second violation may result in a suspension or termination. A third violation will result in termination. All disciplinary activity is noted in the employees personnel file and kept at the Corporate Office.

RESPIRATORY PROTECTION

When hired among policies, procedures, you will be given approved respiratory protection equipment and proper training from a Supervisor. Each employee that requires a respirator will be provided one with replacement parts, cartridges and filters. Any project where respiratory protection is needed all crew must be knowledgeable of respiratory protection equipment, including manufacturer recommendations and instructions for the proper use, inspection and maintenance. Any job site that requires a respirator; it shall be an approved respirator, properly fitted and on at all times during the course of the assignment.

Respirator cleaning, inspection, storage and maintenance are part of the user's responsibility. The site Supervisor must be capable of identifying existing and potential respiratory hazards and has the authority to take prompt corrective action to protect workers from those hazards.

Respiratory Protection program is a part of our Annual Safety Review Meeting. At that time discussion for any changes and/or updates are discussed and put in action.

Dust masks are available for voluntary use, supply with job Supervisor. Some job sites dust masks are mandatory. All protection the Supervisor will show you how to properly use.

Any employee needing medical assistance, the Supervisor will call or take you. The designated facility will stay in contact with the Corporate Office. Any injuries the Supervisor is responsible for a documented report for the Safety Director, and upper management to evaluate and decide on what if any corrective measures.

It is essential to follow the Hazard Communication Program of R.L. McCoy, Inc. in order to identify all chemical hazards prior to the commencement of work. A review of all MSDS for the project will be necessary to check for potential air contaminants where respiratory protection may be required. Air sampling may be conducted to define personal exposures associated with potentially hazardous operations and follow up air sampling shall be conducted when conditions change. Documentation of all air sampling shall be maintained at the Corporate Office.

The Safety Directors are responsible for the respiratory program, the Supervisors are responsible for proper training, and assuring equipment is properly working, and being an active part of the annual review meeting.

WEEKLY TOOL BOX TALKS

Every job site is required to have weekly tool box talk safety meetings. All crew are required to attend and participate in safety issues and concerns. The Supervisor will conduct these meetings. Original copy of signature topics attendance records are given to the Safety Director to keep on file at the Corporate Office. Tool box talks will also cover other Company safety policies and procedures; we will attempt to have the weekly tool box talk on site specific concerns for that week. Weekly; Supervisors have a meeting, on updates, policies, procedures, safety, and/or training.

CONFINED SPACE ENTRY

Employees are not allowed to enter a confined space. All employees are instructed to never enter a confined space.

EQUIPMENT

All equipment is purchased through the President. The President along with the Safety Directors and head mechanic use the safe to work processes including the JHA form before purchases is completed. To ensure adequate procedures are established the Safety Director and/or head mechanic will review new/used equipment purchases and operating training with Supervisors. The Supervisor will train their crew before operating new equipment. Certification training will be required of some equipment. All of R.L. McCoy operators are certified trained union operators. All equipment is inspected daily, weekly, and/or annually and documented. The operator is responsible for daily checklist to be logged on his daily task record that is turned in with his timesheet. All documentation is turned in to the Safety Directors/certified mechanic all upper management and kept on file for review of corrective actions to take place.

Section 8
Safety/Health (Pgs. 50 to 105)

R.L. McCoy, Inc. is committed to the safety of its employees, its property and equipment. To this end, we will utilize a safety program in our daily activities. A safety budget for jobs is built into our annual safety budget. All budgets are elevated at the Annual Safety Review Meeting. At the annual safety meeting the safety budget is elevated for changes effecting the upcoming year and addressing all other safety issues. It is necessary that the Company establish safety rules and regulations and responsibilities to be observed by all employees at all times. Thomas Black is the Corporate Safety Director; he is based out of the Corporate Office. Gary Brown is the Indianapolis Office Safety Director. Both Safety Directors responsibilities will but not limited to establish and maintain a safe and healthful environment for all employees. They along with the Supervisors will ensure that all workers follow the Company's safety rules and established procedures. In addition, they will instruct workers on the hazards of the job, how to work safely according to operating procedures.

Any safety improvement suggestions, concerns and/or hazards you may have please contact the Corporate Office and/or your Safety Director. As with anything if you don't feel comfortable talking to a Safety Director and/or Supervisor contact the Corporate Office and talk to the President. Any employee who disregards any Company safety rule and/or regulation is subject to disciplinary action including termination of employment. A written project site specific safety plan will be done per job if requested. Written work place hazard assessments take place for all jobs; this is done by the job Supervisor on a Company JHA form. All Supervisors are trained to be trainers in all areas. Each job will have a designated onsite safety representative. The Company's safety policies/ procedures training and new hire orientation is part of new hire orientation to all employees prior to starting work.

Any Contractor or sub contactors on our job site need to follow the safety provisions in the safety section of this manual. If requested supply them with a copy. An occupational medical facility is designated for each job site. The posting of medical facility information is in each job site trailer bulletin board and/or with the job Supervisor. 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 or you are asked to do something you feel unsafe the employee should inform their Safety Director. All actions taken will be documented, and changes will be related to the Supervisors to rely to all workers. Report all accidents, injuries and unsafe conditions to your Supervisor.
- All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time. Learn the safe way to do your job before you start. Employees' decisions should always be guided by the Company's commitment to safety. Keep your work place clean; good housekeeping promotes safe and efficient work.
- 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. All safety hazards and/or concerns should be told immediately to your Supervisor and/or the Safety Director.
- If you have not been trained or don't have experiences doing a task do not attempt to do it until you have been properly trained. Let the Supervisor know you are not trained in that job. Same with a job you feel unsafe doing. Let management know immediately.
- Required Jobsite Tool Box Safety meetings or talks are every Friday a.m. or before. At this time all employees are required to attend and participate in safety issues of the past week and the following upcoming work projects. Weekly Toolbox talks will be given to contractors of jobs as requested.
- Documented self-inspections are completed on all equipment before the equipment is used. Job site inspections are given to the Office, and then given to the mechanic for any issues needed corrected.
- Emergency response procedures for each jobsite are explained to every employee before they are sent to any jobsite. Telephone 911 and then call Corporate Office with all the pertinent information for filing all proper paperwork.

It is management's responsibility to see that every employee at R.L. McCoy, Inc. is provided with safe working conditions, all safety regulations are observed and employees are to 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 Safety Director and/or Supervisor immediately.

It has been, and shall continue to be our intention and goal to provide the safest possible work environment for our employees and to take practical steps necessary to prevent injury to our personnel. Accidents result in the unnecessary loss of health, time and productivity. Also, loss of materials, machinery, and money and in most cases, accidents could be prevented. Annually the Company's goal progress, safety performance, responsibilities and safety budget is evaluated by the President, Safety Directors and safety committee. They use investigation reports, accident/incident reports, JHA forms, daily/weekly inspection sheets, new laws, updates and along with other documentation to evaluate any changes needed for the following year. All Supervisors and the President have to attend the OSHA 10 hour Course Certification. The Safety Director has received the OSHA 30 hour training. All jobs will have a designated safety representative with OSHA 10 hour course on job site. All Supervisors and Safety Directors receive ongoing training for them and to train their crew.

The single most important and effective person in our effort to reduce on the job injuries is you, the employee. We need your help in eliminating unsafe conditions and acts. Remember the negligence of a fellow employee could result in an injury to you. Therefore, we request that all employees immediately report any unsafe conditions and acts. Remember the negligence of a fellow employee could result in an injury to you. Therefore, we request that all employees immediately report any unsafe condition(s) and/or procedure(s) to their Supervisors. All safety issues will be documented. Become aware of the hazards that led to injury and waste. Think about your own safety and well-being, as well as that of your fellow employees and your Company.

SAFETY IS EVERYONE'S RESPONSIBILITY

All Supervisors will take an active role in training and safety procedures and ensuring that all employees are up to date with policies and up to date current procedures. All employees performing work for this Company shall realize that doing the job safely is as much a part of job performance as technical knowledge. Safety rules and laws are for the protection of the worker and for his/her own welfare. Compliance with the safety requirements and laws is mandatory on the part of all employees. In the interest of employee safety, therefore, we have instructed all Supervisory personnel to look for, record, and correct all unsafe conditions and/or acts performed by persons under their supervision.

Project managers and Supervisors must realize it is their responsibility as representatives of management to make certain safe precautions are followed. A complete knowledge of the Safety and Health regulations for Construction and Occupational Safety and Health Procedure is necessary. If requested R.L. McCoy, Inc. will incorporate any contractor's safety policies/guidelines per job.

SAFETY & HEALTH GOALS/INTENTIONS

The following is not a complete list of safety and health rules and these rules are not intended as a substitute for common sense and good judgment. Failure to follow these precautions could result in injury.

Hard hats will be worn on the job when working under heavy objects which may be dropped or fall accidentally. Wear PPE and/or use the buddy system.

- Hard-toed shoes will be worn when working on jobs where heavy objects may fall.
- First aid kits are provided on each job. It is the responsibility of Supervisors to see that the kits are on the job and remain well stocked.
- All gasoline shall be stored in approved safety cans. Never use gasoline for cleaning.
- Know where the fire extinguishers are located and know how to use them.
- Extension cords used with portable electric tools and appliances shall be of the three-wire type. Defective cords shall be replaced on the day which they become defective.
- 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.
- Defective materials or tools must be turned in to the Supervisor and not remain on the job. Check all vehicles and equipment before use to assure that they are in proper condition.
- Read all Material Safety Data sheets supplied with hazardous materials and abide by the instructions. Direct any questions to the Supervisor.
- Employees should check with the Supervisor regarding any potentially hazardous material.
- Keep oxygen and gas cylinders in an upright position, secured and separated by 20 ft. or fire wall when not in use. Caps should be kept on tanks not in use. Keep tanks free from oil and grease. Oxygen and Acetylene equipment can be extremely dangerous, unless you are qualified to handle it leave it alone.
- Safety goggles or glasses and hearing protection will be provided by the Company when necessary. These protective devices will be used when breaking out concrete or asphalt, drilling, burning, sawing, grouting, grinding, using a cutting torch, welding, sanding, using chisels, chipping slag, breaking rock, handling hazardous materials and operating loud power tools and machinery. And while otherwise required by your Supervisor.
- Wear clothes suited for the job. This means hard-soled work shoes, shirts and long pants. No loose clothing is permitted. Remove all jewelry before reporting to the job. Finger rings and watches are a constant hazard and all workers are encouraged to remove them while working.
- Practice good housekeeping. Keep work area neat, clean and free from stumbling hazards, grease, etc. Good housekeeping promotes safe and efficient work.
- Learn to lift the correct way. Bend knees, keep back erect, and get help for heavy loads. Do not attempt to lift objects that are too heavy to lift alone.
- No scuffling or horseplay on the job, including throwing of materials.
- Do not run. Keep firm footing and proper balance at all times.
- Keep materials out of walkways. Bend down and remove protruding nails.
- Do not throw anything from a height. Be careful with tools when working overhead, making sure they cannot fall.
- 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. Hand tools such as hammers, chisels, punches should be inspected for faulty handles or mushroomed heads prior to the start of each job. Cables, ropes, sheaves, shackles, booms, lifting equipment etc. shall be checked each day. Worn or frayed items are to be replaced or repaired at once.
- Do not attempt to operate special machinery or equipment without permission, instructions or knowledge of how to do.
- 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. Compressed air hoses should never be pointed at yourself or anyone else. Compressed air must be used for the prescribed operations, with pressures kept as low as possible for doing the job.
- Field personnel are required to attend all weekly scheduled tool box meetings. Employees must sign their name acknowledging participation at the meeting.
- Special customer requirements for safety, including the governments, 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.
- R.L. McCoy, Inc. has a fall protection program. Each employee is required to read and understand this program. The key to fall protection is prevention, if any employee witnesses or discovers an unsafe procedure or notices a deficiency they must stop all work and report this to the Supervisor and/or call the Corporate Office immediately. All defective equipment is to be tagged for repair do not use until Supervisor confirms it has been repaired or replaced.
- Employees are to abide in their daily work by all Company safety rules which reflect the Construction Safety Act and the Williams-Steiger and Health Act of 1970, OSHA Company EEO Policy, all of which is in this handbook. Learn the safe way to do your job before you start.
- Concrete burns are constant hazards in construction work, particularly in warm weather. Be sure concrete does not get inside your boots or gloves. Wash off concrete as soon as possible. Concrete Placement with potential hazards of injuries from backing of concrete mixers and burns to eyes and skin will be prevented by back up alarms and flagmen to direct trucks backing up and all personnel wearing PPE at all times.
- Know where fire extinguishers, telephones, telephone numbers, and first aid kits are located and how to use them. Report all accidents, injuries and unsafe conditions to your Supervisor. Material or equipment being transported by truck must be loaded, cinched and flagged in a manner consistent with good loading and transporting practices and the truck shall be driven only by authorized employees holding a valid driver's license. The job site(s) office/trailer and/or gangs box will be set up and maintain IOSHA Standards. All first aid kits will be fully stocked. R.L. McCoy, Inc. conducts routine random drug testing.

ALL ITEMS GET A HAZARD ASSESSMENT BEFORE USE (To ensure the proper PPE to use, done by Supervisor)

ALWAYS WEAR YOUR PPE Failure to follow these precautions could result in personal injury.

Power Tools, Powder Actuated Tools, Hand Tools & Equipment

- 1) Tools and cords are in good working condition.
- 2) Tools need to be properly grounded or double insulated.
- 3) Employee instructed in the use of power/powder tool operations before using, by a competent person. All operators are certified trained before use of all equipment by us or manufacturer. Some manufacturers issue certified cards, kept on file at office.
- 4) Mechanical safeguards are provided and used.
- 5) Be careful with tools when working overhead, making sure they cannot fall.
- 6) Defective tools are not to be used, they are to be tagged and given to Supervisor to get repaired, do not use until Supervisor has confirmed proper fix or replaced with new. Do not use cracked saws. Inspect all tools before using. All equipment is checked daily.
- 7) All tools are to be inspected before use; do not use if defective; tag and give to Supervisor. Make sure tool is clean, free of debris, and that all moving parts operate freely. Make sure all safety devices are in proper working condition. Daily equipment checklist is provided by Supervisor and to be turned back in to him weekly. Mechanic will review and fix any repairs or replace if needed ASAP. The tool has minor service done at least every six months or immediately after making a large number of fastenings. Major service is done at least every year and/or if needed; major service is done by the manufacturer.
- 8) Portable circular saws with a blade greater than 2in. diameter will be equipped with guards above and below the base plate or shoe. The upper guard will cover the saw to the depth of the teeth. When the tool is withdrawn from the work, the lower guard will automatically return to the cover position.
- 9) Hand-held circular saws having a blade greater than 2in. diameter without a holding means will be equipped with a pressure switch or control that will shut off when the pressure is released. Hand held gas chains will have a constant pressure throttle control that will shut off when pressure is released.
- 10) Do not use tools in an explosive or flammable atmosphere.
- 11) All tools shall be used with the correct shield, muzzle guard, double insulated if applies, grounded if applies or attachment.
- 12) Powered drills shall be equipped with a constant pressure switch or control.
- 13) make sure you are wearing the proper personal protected equipment.
- 14) Do not leave tools unattended where they could be available to unauthorized persons.
- 15) Electric cords and the use of hoses for hoisting or lowering tools is not permitted.
- 16) Pneumatic power tools will be secured to the hose or whip by positive means to prevent the tool from becoming disconnected.
- 17) Safety clips or retainers will be securely installed and maintained on impact to prevent attachments from being expelled.
- 18) Do not exceed the manufacturer's safe operating pressure for hoses, pipes, filters, valves and other fittings.
- 19) All fuel powered tools will be stopped while being refueled, serviced or maintained.
- 20) The fluid used in hydraulic powered tools will be fire resistant. Tools shall not be used in an explosive or flammable atmosphere.
- 21) Fasteners shall not be driven into soft materials unless materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the opposite side.
- 22) Fasteners shall not be driven directly into brick or concrete within 3 in. of the unsupported edge or corner, or into steel surfaces within ½ in. of the unsupported edge of corner.
- 23) Fasteners shall not be driven through existing holes unless a positive guide is used to secure accurate alignment.
- 24) No attempt shall be made to drive a fastener into a spalled area caused by an unsatisfactory fastening.

- 25) Fasteners will not be driven into very hard or brittle materials including but not limited to: cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.
- 26) Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.
- 27) Warning signs are to be posted before job starts, supplied by Supervisor.
- 28) Never use a tool unless you have received proper instruction on its safe use. All tools are tested daily prior to loading, this is done by the job Supervisor.
- 29) Always use this tool in strict accordance with the operating instructions and always keep them with the tool.
- 30) Do not point the tool at yourself or anyone else.
- 31) Never cock the tool against your hand or other parts of your body.
- 32) Operator and bystanders must wear appropriate eyewear and hard hats while tool is in use.
- 33) Always use the stabilizer/guard whenever possible.
- 34) Never leave a loaded tool unattended. Always unload the tool before any cleaning of maintenance work, before remedying any defects or malfunctioning, before storing the tool after finishing work, before work breaks and before changing parts.
- 35) Wear ear protection if working in confined areas. Always wear eye protection, and face protection when needed.
- 36) Always inspect tool for proper operation before using. Do not use a tool that is incomplete or does not operate properly.
- 37) Keep arms flexed when operating tool (do not stiff arm). If you feel discomfort, discontinue use.
- 38) Always hold tool perpendicular to work surface and base material when making fastening.
- 39) Always use genuine fasteners, cartridges and spare parts, or those of equivalent quality.
- 40) Do not attempt to pry cartridge from cartridge strip or from tool.
- 41) Always do the following if cartridge misfires or fails to ignite: Keep tool against work surface for 30 seconds, if cartridge still does not ignite, withdraw tool from work surface, taking care that tool is not pointed at user or bystanders, Cycle the tool so that the next cartridge is transported. Use up the remaining cartridges in the strip; remove used cartridge strip and dispose of it in such a way that it can neither be used again nor misused.
- 42) Never fasten through an existing hole, except when otherwise recommended.
- 43) Always keep tool and cartridges locked in a container and in a safe place when not in use.
- 44) Do not make fastenings or use tools in an explosive or flammable atmosphere, except when tool is approved for such use.
- 45) Always consult application guidelines.
- 46) make sure that no one stands behind/below fastening location when making fastenings.
- 47) Do not disassemble tool when it is hot.
- 48) Never exceed the recommended setting frequency (number of fastenings per hour).
- 49) Always remove the cartridge strip during work breaks (<30 seconds).
- 50) Never re-drive fasteners.
- 51) Observe the relevant national regulations, especially those regarding accident prevention.
- 52) Through-shot and ricochet prevention: The piston principle employed results in low fastener velocity and dissipation of excess driving power.
- 53) Contact pressure safety device: The pressure required to overcome the cocking force and movements prevents a loaded tool from being fired if it is not pressed against a firm work surface. The tool can only be fired if the contact pressure safety device is pressed to overcome a movement of 16 mm and a minimum force of 110 N.
- 54) Post warning signs when operating tools.

All Supervisors receive certification on safety, polices, proper procedures on powder actuated tools by our vendor.

Ladders

- 1) No metal ladders are to be used around electrical hazards. Cleats are not over 12 inches on center. Make sure you are using the correct ladder for the job you are doing.
- 2) All training supplied by your job Supervisor including but not limited to: nature of fall hazards/protection, correct way to use a ladder, maximum weight, and proper type to use, ladder/other limitations. Used by a competent persons only. Annually refresher training required.
- 3) Scaffolding needs to be plumb and square to eliminate movement. Wood scaffolds must be of good sound heavy duty lumber, generally two planks wide of not less than 2 "X8" material adequately supported. Guardrails and toe boards must be used. Supervisors are instructed in various uses and applications of OSHA approved ladders. Supervisor approves any use of scaffolding. Scaffolds and their components shall be capable of supporting without failure.
- 4) Protection needs to be taken from falling objects either when working on the ladder or below it. Always wear use the required personal protective equipment and fall protection.
- 5) All ladders/scaffolds/attachments/others must be inspected prior to the start of each job, and should never be painted. Tag any scaffolds not in good shape, damaged, weakened do not use until repaired or replaced. Clean off any debris before using.
- 6) Ladders must be on a firm foundation or hooked to the structure and extended 36 inches above the landing. Employees are not allowed to use a ladder without Supervisor authorization. Do not use if weather is bad.
- 7) Never climb or decent a ladder with anything in your hands or pockets, use a line to lift tools. Put equipment away when done, do not leave out for unauthorized persons.
- 8) Openings in the floor or ground must be railed off and have 4" toe board or covered. Open sided floors must be railed with toe boards. Barriers with warning lights at night must guard excavation. Preventive corrections will be adequate floor coverings with proper markings and or be protected by a guard rail system.
- 9) Trenches more than 6" deep shall be shored, sloped, or a trench shield used and material stored at least 2 feet from the edges.
- 10) Scaffolds footing or anchorage shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects shall not be used to support scaffolds.
- 11) Scaffolds shall be maintained in safe condition. They shall not be altered or moved horizontally while they are in use or occupied. Scaffolds are to be secured to permanent structures.
- 12) Scaffolds are not to be loaded in excess of the load intended. Scaffold should be able to sustain a load of 50 pounds per square foot.
- 13) All platforms shall be secured from movement. Scaffold planks shall extend over their end supports.
- 14) Rope used for suspension shall be capable of supporting a minimum of six times the load. Lean to scaffolds and shore scaffolds are not to be used. Two point suspension scaffolds shall be suspended by wire or fiber ropes.
- 15) Work crew will be protected by a safety lifebelt attached to a lifeline. The lifeline shall be securely attached to substantial members of the structure.

Welding and Cutting

- 1) Operators are certified trained qualified to run equipment in the safe operation and the safe use of the process.
- 2) Goggles, gloves, and proper PPE clothing are worn when operating equipment. Never weld or cut without proper eye protection. Welding helmets and/or hand shields are mandatory for all welders. Flashback arrestors and backflow protective equipment are required in fuel-gas supply systems, oxygen-fuel gas welding and cutting.
- 3) Equipment in operating condition. Daily inspections are done and logged on all welding/cutting supplies and equipment.
- 4) Power cables are protected, proper grounding and in good repair.
- 5) Fire Extinguishing Equipment is nearby the work area, and in working condition. A nearby safe place is designated for each job site. Equipment may consist of pails of water, buckets of sand, hose or portable extinguishers.
- 6) Gas lines protected and in good repair. Gas cylinders chained upright. Compressed gas cylinders will be marked to identify the gas content. Cylinders are too kept away from radiators and other sources of heat. Cylinders inside buildings will be stored in a protected, ventilated dry location and away from combustible materials. Cylinders are to be stored in an upright position. Empty cylinders valves are to be closed same if you are moving a cylinder or done using one. Valve protection caps are to be used and in place. Oxygen and fuel gas cylinders are not to be stored together. Cylinders are to be kept free of oily or greasy substances, and do not touch if your hands have oil or grease on them. Do not drop or roughly handle a cylinder.
No person other than the gas supplier shall attempt to mix gases in a cylinder. No one except the owner of the cylinder or person authorized by him shall refill a cylinder. No one shall use a cylinder's contents for purposes other than those intended by the supplier.
- 7) A designated trained competent fire watch person at all job sites that are cutting and or welding. This person shall only have the duty of fire watch. The person will be in a position to see all hazards that are affected by hot work. Fire watch person has the authority to stop or move any operation that may be hazardous around hot work. They are responsible for stopping all hot work when hazards are recognized.
- 8) If at a height of 6 feet or greater, employee must be tied off.
- 9) Objects to be welded or cut should be moved to a safe location.
If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks, and slag, and to protect the immovable hazards. No welding or cutting shall be done where paints or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.
- 10) Wherever there are floor openings/cracks in the flooring, walls, windows or doorways that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor.
- 11) Before cutting or welding the area is to be inspected. All debris in area is to be cleaned up. Welders should place welding cable and other equipment so that it is clear of passageways, ladders and stairways.
- 12) Combustibles shall be relocated from work area. If cannot be relocated then the combustibles will be properly shielded against ignition. Conveyor systems are to be protected or shut down.
- 13) Cutting/welding on pipes in contact with combustible walls/ceilings/roofs will not be undertaken if the work is close enough to cause ignition.
- 14) The Supervisor shall determine the combustible materials and hazardous areas present or could be present in the work environment.
- 15) All hollow spaces, cavities or containers will be vented so the air or gases can escape before welding or cutting. Oxygen is never used for ventilation. Mechanical ventilation will consist of either general mechanical ventilation systems or local exhaust systems. Ventilation shall produce air changes needed to maintain welding fumes and smoke within safe limits. Local exhaust ventilation will consist of movable hoods placed as close as possible to the work area.
- 16) To stop the possibility of gas escaping through leaks or improperly closed valves, the torch valves should be closed and when the gas torch is not to be used for a period of time.

- 17) Do not breathe fumes. Always discuss with a Supervisor if you are not feeling well after being around hazardous materials. The Supervisor will make sure you get the proper care. All accidents/incidents are logged on Company form. All safety policies are up for review at the annual safety meeting.
- 18) Contaminated air exhausted from a working area will be discharged into the air or otherwise clear of the source of intake air. All air replacing withdrawn will be clean and respirable.
- 19) Do not weld or cut near flammable liquid gas or compounds. To be welded or cut cannot readily be moved, all movable hazards in the vicinity shall be taken to a safe place. Do not mix air or oxygen with flammable gases, unless approved for the job you're doing.
- 20) We don't have the need for hot work permit, only weld/cut in shop in the designated welding area.
- 21) Cylinders will be stored in a protected, well-ventilated, dry location, at least 20 feet from combustible materials. Cylinders will be stored away from elevators, stairs or gangways, assigned storages places will be located where cylinders will not be knocked over or damaged by passing or falling objects or subject to tampering by unauthorized persons. Cylinders full or empty will not be used as rollers or supports. No damaged or defective cylinder shall be used.
- 22) Oxygen cylinders in storage will be separated from fuel-gas cylinders or combustible materials, a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
- 23) Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.
- 24) When work is finished, cylinders are empty, or when cylinders are moved, the cylinder valve shall be closed. A suitable cylinder truck, chain or other steadying device shall be used to keep cylinders from being knocked over while in use.
- 25) Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators shall be removed and valve protection caps put in place before cylinders are moved.
- 26) Valve protection caps shall be in place and secured. Caps will not be used for lifting cylinders from one vertical position to another. Bars shall not be used under valves or valve protection caps to pry cylinders loose when frozen. Warm, not boiling water shall be used to thaw cylinders loose. When cylinders are transported by powered vehicles, they shall be secured in a vertical position.
- 27) Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dropped, struck, or permitted to strike each other violently.
- 28) When cylinders are hoisted, they shall be secured on a cradle, sling board or pallet. They shall not be hoisted or transported by means of magnets or choker slings.
- 29) Cylinders shall be kept far away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical fire resistant shields shall be provided. Cylinders shall be placed where they cannot become part of an electrical circuit. Electrodes shall not be struck against a cylinder to strike an arc.
- 30) Fuel gas cylinders shall be placed with valve end up whenever they are in use. They shall not be placed in a location where they would be subject to open flame, hot metal, or other sources of artificial heat. Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.
- 31) Employees are to know the safe use of fuel gas. Fuel gas shall not be used from cylinders through torches or other devices which are equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold. Before a regulator is removed from a cylinder valve, the cylinder valve shall always be closed and the gas released from the regulator.
- 32) If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from the work area.

Arc Welding and Cutting

Only manual electrode holders which are specifically designed for arc welding and cutting, and are of a capacity capable of safely handling the maximum rated current required by the electrodes, shall be used. Any current-carrying parts passing through the portion of the holder which the arc welder or cutter grips in his hand, and the outer surfaces of the jaws of the holder, shall be fully insulated against the maximum voltage encountered to ground.

All arc welding and cutting cables shall be of the completely insulated, flexible type, capable of handling the maximum current requirements of the work in progress, taking into account the duty cycle under which the arc welder or cutter is working. Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used, except that cables with standard insulated connectors or with splices whose insulating quality is equal to that of the cable are permitted. When it becomes necessary to connect or splice lengths of cable one to another, substantial insulated connectors of a capacity at least equivalent to that of the cable shall be used. If connections are effected by means of cable lugs, they shall be securely fastened together to give good electrical contact and the exposed metal parts of the lugs shall be completely insulated. Cables in need of repair shall not be used. When a cable, other than the cable lead becomes worn to the extent of exposing shall be protected by means of rubber and friction tape or other equivalent insulation.

A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding or cutting unit which it services. When a single ground return cable services more than one unit, its safe current-carrying capacity shall equal or exceed the total specified maximum output capacities of all units which it services. Pipelines containing gases or flammable liquids, or conduits containing electrical circuits, shall not be used as a ground return. For welding on natural gas pipelines, the technical portions of regulations.

Employers shall instruct employees in the safe means of arc welding and cutting as follows: When electrode holders are too left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects. Hot electrode holders shall not be dipped in water; to do so may expose the arc welder or cutter to electric shock. When the arc welder or cutter has occasion to leave his work or to stop work for any appreciable length of time, or when the arc welding or cutting machine is to be moved, the power supply switch to the equipment shall be opened. Any faulty or defective equipment shall be reported to the Supervisor. Whenever practicable, all arc welding and cutting operations shall be shielded by noncombustible or flameproof screens which will protect employees and other persons working in the vicinity from the direct rays of the arc.

Steel Erection/Crane, Rigging

- 1) Hard hats, safety shoes and gloves are worn. All PPE is to be worn.
- 2) Hoisting apparatus checked prior to use. Before any load is hoisted, see that the load is free of any material, which may loosen and fall out of the sling.
- 3) Ladder access provided. Crane operators must be a certified operator. All operators are trained at the level of a competent person.
- 4) Taglines used for tools to prevent falling. Secure all loose material; at the end of each workday. Inspect all equipment before and during use.
- 5) Possibly falling objects must be in a secure container. Use hand signals with crane operator. Inspections of cranes are done by a hired professional Company.
- 6) If at a height of 6 feet or greater, employee must be tied off. When working 6 feet above any surface while placing and tying steel always wear a safety belt if safety nets or platforms are not provided. Employees are instructed not use any tagged out equipment.
- 7) make sure other workers know of your intentions before signaling the crane operator.
- 8) Never use a hoisting spreader to choke or cradle a load, always use a sling.
- 9) When setting steel see that each piece is securely bolted or clamped before the support line is taken off. Keep your hands and fingers away from the connections where they may be caught or squeezed. For the safe use of all equipment we rely on Supervisors with manufacturer recommendations and OSHA regulations. Supervisors are responsible to ensure servicing gets done and in a proper amount of time.
- 10) When working near suspended loads leave your self-an out. Do not get in a position of being pinned between swinging loads or moving objects. All employees shall be kept clear of loads about to be lifted and of suspended loads. No lifts shall be made on another of the crane's load lines while personnel are suspended on a platform.
- 11) R.L. McCoy, Inc. has a fall protection program all employees are required to read and understand. R.L. McCoy INC. GOAL AND OBJECTIVE IS FOR EVERYONE TO BE SAFE!
Any Suggestions on identifying and/or resolving safety/health issues let your Safety Director know.
- 12) Cranes are inspected daily by certified operator; checklist is given to the certified mechanic to take care of any issues being made aware of. Crane is inspected before and during the use of and is documented. Annual inspections are hired out to an outside professional Company. All documentation is kept at the Corporate Office. Operators and the mechanic attend training all year round. They are made aware of any changes, updates, new equipment procedures etc. Any deficiencies on equipment shall be repaired, or defective parts replaced before continued use.
- 13) All equipment is supplied with a first aid kit fully supplied, and a fire extinguisher. Equipment shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- 14) Combustible and flammable materials shall be removed from the immediate area prior to operations.
- 15) No modifications or additions which affect the capacity or safe operation of the equipment shall be made by the employer without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
- 16) The crane operator shall remain at the controls at all times when the crane engine is running and the platform is occupied. Hoisting of employees shall be promptly discontinued upon indication of any dangerous weather conditions or other impending danger.
- 17) Employees being hoisted shall remain in continuous sight of and in direct communication with the operator or signal person. In those situations where direct visual contact with the operator is not possible, and the use of a signal person would create a greater hazard for the person, direct communication alone such as by radio may be used.
- 18) Except over water, employees occupying the personnel platform shall use a body belt/harness system with lanyard appropriately attached to the lower load block or overhaul ball, or to a structural member within the personnel platform capable of supporting a fall impact for employees using the anchorage.
- 19) Hoisting of employees while the crane is traveling is prohibited, except for portal, tower and locomotive cranes, or where the employer demonstrates that there is no less hazardous way to perform the work. Under any circumstances where a crane would travel while hoisting personnel, the employer shall

implement the following procedures to safeguard employees: Crane travel shall be restricted to a fixed track or runaway; Travel shall be limited to the load radius of the boom used during the lift; and the boom must be parallel to the direction of travel. A complete trial run shall be performed to test the route of travel before employees are allowed to occupy the platform. If travel is done with a rubber tired-carrier, the condition and air pressure of the tires shall be checked. The chart capacity for lifts on rubber shall be used for application of the 50 percent reduction of rated capacity. Outriggers may be partially retracted as necessary for travel.

20) A meeting attended by the crane, signal person (if necessary for the lift), employee(s) to be lifted, and the person responsible for the task to be performed shall be held to review the appropriate requirements. The meeting shall be held prior to the trial lift at each new work location, and shall be repeated for any employees newly assigned to the operation.

Rigging equipment for material handling shall be inspected prior to use on each shift and as necessary during its use to ensure that it is safe. Defective rigging equipment shall be removed from service. Rigging equipment shall not be loaded in excess of its recommended safe working load. Rigging equipment when not in use shall be removed from the immediate work area so as not to present a hazard to employees. Special custom design grabs, hooks, clamps, or other lifting accessories, for such units as modular panels, prefabricated structures and similar materials, shall be marked to indicate the safe working loads and shall be proof-tested prior to use to 125 percent of their rated load. When mounting and/or dismounting always use the Three Point Rule for fall protection: Both feet firmly planted down with two hands on handrail, put one foot on step then you can release one hand after mounted/dismounted Three Point Rule do not apply. All Bridge employees are trained on the Three Point Rule at new hire orientation.

Each day before being used, the sling and all fastenings and attachments shall be inspected for damage or defects by a competent person designated by the employer. Additional inspections shall be performed during sling use, where service conditions warrant. Damaged or defective slings shall be immediately removed from service.

Cranes being used in steel erection activities shall be visually inspected prior to each shift by a competent person; the inspection shall include observation for deficiencies during operation. Including but not limited to the following: All control mechanisms for maladjustments, Control and drive mechanisms for excessive wear of components and contamination by lubricants, water or other foreign matter; Safety devices, including but not limited to boom angle indicators, boom stops, boom kick out devices, anti-two block devices, and load moment indicators where required; Air, hydraulic and other pressurized lines for deterioration or leakage, particularly those which flex in normal operation; Hooks and latches for deformation, chemical damage, cracks, or wear; Wire rope revving for compliance with hoisting equipment manufacturer's specifications; Electrical apparatus for malfunctioning, signs of excessive deterioration, dirt, or moisture accumulation; Hydraulic system for proper fluid level; Tires for proper inflation and condition; Ground conditions around the hoisting equipment for proper support, including ground settling under and around outriggers, ground water accumulation, or similar conditions; The hoisting equipment for level position; and The hoisting equipment for level position after each move and setup.

If any deficiency is identified, an immediate determination shall be made by the competent person as to whether the deficiency constitutes a hazard. If the deficiency is determined to constitute a hazard, the hoisting equipment shall be removed from service until the deficiency has been corrected. The operator shall be responsible for those operations under the operator's direct control. Whenever there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle loads until safety has been assured. A qualified rigger shall inspect the rigging prior to each shift. The headache ball, hook or load shall not be used to transport personnel. Cranes or derricks may be used to hoist employees on a personnel platform when work under this subpart is being conducted. Safety latches on hooks shall not be deactivated or made inoperable except: When a qualified rigger has determined that the hoisting and placing of purlins and single joists can be performed more safely by doing so; or when equivalent protection is provided in a site-specific erection plan.

The employee shall comply with the manufacturer's specifications and limitations to the operation of crane. Attachments used with cranes shall not exceed the capacity, rating, or scope recommended by the

manufacturer. Rated load capacities, and recommended operating speeds, special hazard warnings, or instruction, shall be conspicuously posted on all equipment. Instructions or warnings shall be visible to the operator while he is at his control station.

Hand signals to crane operators shall be those prescribed by the applicable ANSI standard for the type of crane being used. An illustration of the signals shall be posted at the job site.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery, have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines only in accordance with the following: For lines rated 50 kV. Or below, minimum clearance between the lines and any part of the crane shall be 10 feet; for lines rated over 50 kV. Minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for each 1 kV. Over 50 kV., or twice the length of the line insulator, but never less than 10 feet; In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50 kV., and 10 feet for voltages over 50 kV., up to and including 345 kV., and 16 feet for voltages up to and including 750 kV. There will be a person assigned to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

Any overhead wire shall be considered to be energized line unless and until the person owning the line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded. Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages: The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom; and ground jumper cables shall be attached to materials being handled by boom, equipment when electrical charge is induced while working near energized transmitters. Crews will be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.

*****SAFETY PAYS*****

JOB HAZARDOUS-WASTES HAZARD COMMUNICATION PROGRAM

The Environmental Protection Agency has grouped certain chemicals and chemical groups into categories which have been defined as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals (even the air) these chemicals can be hazardous to human health if exposure occurs. The Safety Directors along with the job Supervisors are responsible for job hazard analysis, procedures, administration, and the whole JHA/HAZCOM Program; they are trained and will train all other staff members. Written workplace hazard assessments take place for all jobs, processes or phases of activity. JHA form is to be completed on each site weekly and more often if needed; all documentation is turned into upper management. Any corrective action needed and documented will also go to upper management to ensure action is done and in a timely manner. Hazard Com Program is on all job sites. Prior to bidding work, the completion of a pre-job planning process is used to evaluate any safety issues that are or could be on the job, that is then put into part of the job safety budget. This is done by the President/Safety Director or someone in upper management. From time to time in the normal course of their jobs, employees may handle materials which have been classified as hazardous by the standards of the Occupational Safety and Health Act (OSHA) regulations.

Hazardous materials that are received from our suppliers must have Material Safety Data Sheets (MSDS) or labels which state the chemical ingredients of the contents, precautions to take, and what to do if exposure occurs. Employees are made aware that they may review copies of the hazardous chemical list. Employees that open new material need to ensure MSDS sheets are there if not contact the Corporate Office they will call and get the MSDS sheets immediately. All new MSDS sheets will go in the MSDS binder and/or bulletin board in the job site office trailer or with job Supervisor. Employees working with Hazardous Chemicals may request a copy of the material safety data sheets (MSDS). Requests for material data sheets (MSDS) should be made to the job Supervisor.

The prime contractor will have posted at the job site pertinent information on Hazardous Communication that is not pertinent to our job function but could be located near our employees. If for any reason it is not posted, please make your foreman aware of the situation. MSDS are required for each hazardous chemical that is used. Employees will be instructed on how to control hazardous wastes, what to do if they are exposed to hazardous wastes, where the MSDS Sheets and emergency supplies are kept. Supervisor and/or Safety Director will properly dispose of hazard material. Copies of MSDS sheets are available from your job Supervisor.

All employees are told are known where the emergencies phone numbers and Hazard Communications information is posted. In case of emergency, the job Supervisor will contact the main office for extra MSDS information. Employees are not to touch hazardous waste, which is left to the trained Supervisor. If any employee suspects that the materials or wastes he/she may encounter as an employee are hazardous (whether or not they are being created or used by the Company), he/she should inform their Supervisor immediately. The Supervisor will document all hazards that are reported on a JHA form found during routine inspections, or recognized by other means.

The found hazards will be scheduled for corrective action, and affected employees will be notified. If the hazard review process causes any policy or procedure to change then employees are notified/trained in these changes. As a Company, we are committed to not creating or disposing of hazardous wastes which will contaminate the environment. Whenever possible, we will choose materials which have been judged as non-hazardous and will properly dispose of hazardous materials if used. Also, we will not knowingly dump any wastes into the environment at any time.

R.L. McCoy, Inc. advocates upon the careful and correct use of hazardous chemicals. As a result, R.L. McCoy, Inc. will comply with the requirements of Federal OSHA Standard 1926.59 and ensure that information and training necessary for the safe use, handling, and storage of hazardous chemicals will be provided for and made available to employees. R.L. McCoy, Inc. maintains an inventory list of all known chemicals in use on the worksite. A chemical inventory list is available from the Supervisor. All chemicals on site will be stored in their original or approved containers with a proper label attached.

Workers may dispense chemicals from original containers into unmarked containers in small quantities if for immediate use. Any chemical left after the work shift is completed, must be returned to the original container or label the small container as to its contents, provided, the small container meets OSHA requirements. No unmarked container of any size will be left unattended. The Company will rely on manufactures applied label whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer label has been removed, it will be relabeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

All employees receive comprehensive training to work safely with hazardous chemicals. Including but not limited to:

1. Chemicals-Inventory

Any chemical spills are to be cleaned up immediately with floor dry or a safe absorbent on job site. Chemicals that come in contact with a person flush area with water immediately, get MSDS information on product, take employee to get medical attention, fill out accident/injury form, get any witness statements, return all forms to Corporate Office, inform Supervisor; who will let you know if anything else needs done. The Company maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from your Supervisor. Hazardous chemicals brought onto the worksite by R.L. McCoy, Inc. will be included on the hazardous chemical inventory list.

Methods that may be used to detect a release of hazardous chemical(s) in the workplace:

Physical and health hazards associated with chemicals.

Protective measures to be taken:

Safe work practices, emergency responses and use of personnel protective equipment.

Information of the Hazard Communication Standards including:

2. Labeling and warning systems, an explanation of MSDS Sheets.

Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals. Review of safe work procedures and use of protection equipment will be conducted prior to the start of such tasks. When necessary, areas will be posted to indicate the nature of the hazard involved.

Other on site employers is required to adhere to the provisions of the hazard communication standard.

Information on hazardous chemical known to be present will be exchanged with other employers.

Employers will be responsible for providing necessary information to their employees.

Other on-site employers will be provided a copy of their own Hazard Communication Program of the Company. The Company has posted information for employees on Hazard Communications at the Job sites. This information can be found at the Job site Bulletin Boards and/or Job site Trailers and/or Supervisor's trucks; also at the Corporate Office. Responsibility for the program and training of employees using hazardous materials is given to the Supervisor(s). MSDS sheets are located with all Supervisors, the Safety Director over sees all. MSDS binders and bulletin boards are updated as soon as new material comes in by the job Supervisor.

3. Container Labeling

All chemicals on site will be stored in their original r approved containers with a proper label and attached, except secondary container small quantities for immediate use. Any container not properly labeled should be given to the job Supervisor for labeling or for proper disposal.

Workers may dispense chemicals from the original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or to the job Supervisor for proper disposal.

No unmarked containers or any size are to be left in the work area unattended.

R.L. McCoy, Inc. will rely on manufacturer applied labels on new products whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacture's label has been removed will be relabeled immediately by the job Supervisor.

R.L. McCoy, Inc. will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

4. Employee Training

Employees will be trained to work safely with hazardous chemicals. Employee training will include, but not limited to:

Methods/observations that may be used to detect a release of a hazardous chemical (s) in the workplace.

All staff is told of all known hazardous materials on each job site, before the start of the job.

Physical and health hazards associated with chemicals.

Protective measures are to be taken.

Safe work practices, emergency response and use of personal protective equipment.

Information on Hazardous Communication Standards including but not limited to:

Labeling, warning systems, and explanations of Material Safety Data Sheets.

All Supervisors and Safety Directors receive ongoing training for them and to train their crews.

All employees are required to read and understand the Fall Protection Plan.

The Safety Directors have the responsibility for the administration of the Hazard Communication Program and to insure proper training to the employees.

5. Personal Protective Equipment (PPE)

Required PPE is available and provided by your job Supervisor. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge. Employees are given PPE when hired, if any are damaged or not returned upon leaving the Company you will be charged according out of your last payroll check. PPE is required to be worn and maintained at all times, on all jobs to prevent hazards. Examples of PPE are gloves, eye protection (w/side shields, face shield when required), work boots (hard toe, no sneakers), fall protection (body harness/lanyards), ear plugs, hard hats all are provided by R.L. McCoy, Inc. Work clothing: long pants (no loose fitting/sweat pants), sleeved shirts (no tank tops). Any other PPE needed the employee provides; if not able to contact your Supervisor. When given PPE you are trained on the proper use of, any new PPE or changes in use you will be retrained. Training is done by Supervisor and/or Safety Director.

Any unloading or handling of materials that may have any potential hazard of lifting, lacerations from sharp materials, potential for fingers or toes to be crushed, will be prevented or corrected by using a buddy system and/or wearing PPE at all times. Respiratory equipment, ear plugs, life jackets, and lifelines shall be worn as required. Training on proper use of PPE is provided by your Supervisor. PPE and Self Inspections are responsibility of Safety Directors and Supervisors. Forms and procedures are reevaluated annually to decide of any changes needed or to input new safety updates. Any employee feedback is always welcomed; any cares or concerns give to your Supervisor and/or a Safety Director. The Company needs to know what works and what does not or if there is something else that would make your job easier and safer. PPE protection is supplied if needed by a R.L. McCoy, Inc. Supervisor to visitors or other Company's employees in our work area.

Written job hazard assessments take place for all job sites. Prior to the job beginning the Supervisor and/or Safety Director will assess what PPE is needed on the job site and will assure that the crew has all PPE and have been properly trained. Throughout the job the Supervisor will assess for any changes needed and will ensure those take place properly.

6. Electrical

Before a job starts the Supervisor and/or upper management will inspect the job site on whether any part of an energized electric power circuit is exposed and/or concealed that the work could bring any person or tool into electrical contact with electric power circuit. Upper management will post and maintain proper warning signs where a circuit exists. They will also inform crew of the location of such lines, the hazards involved, and protective measures to be taken. Work activity of Temporary Electrical with a potential hazard of equipment striking lines causing electrocutions will be prevented with all power feeds installed overhead at elevations above 20 feet. Portable metal or conductive ladders shall not be used near energized lines or equipment. Measuring tapes or ropes which are metal or contain conductive strands shall not be used when working on or near energized parts. All hydraulic and pneumatic tools which are used on or around energized lines or equipment shall use non-conducting hoses having adequate strength for the normal operating pressures. All electrical equipment must be grounded. Employees are instructed not to use temporary wiring and only use generator electric with ground fault. Instructions are given to crews to never operate any electrical device in a moist/wet environment and never operate anything without a ground GFI. Three pronged plugs are required on extension cords always use safety guards. Worn or frayed electric cords or cables are not to be used. Extension cords are not to be fastened with staples, nails or suspended by wire. Work areas and walk areas shall be kept clear of cords. Barriers or other ways of guarding will be provided so that the electrical work area is not used as a walkway when an energized part of electrical equipment is used. Proper PPE must be worn at all times while working with electricity including but not limited to body belts with straps/lanyards, hard hats, insulated gloves, rubber boots, and other rubber insulated PPE. Prior to use verify that the protective equipment will provide electrical and mechanical protection.

7. Emergency Response

Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the job Supervisor at once. The Supervisor will call any emergency assistance needed. Clear all people from the spill area.

The foremen or the immediate Supervisor will be responsible for insuring that the proper emergency response actions are taken in leak/spill situations. They will determine the source of the spill or leak and stop if possible without risk. The spilled material will be removed with absorbent.

When an accident/incident occurs all job activities are analyzed and reviewed by the Supervisor and Safety Director.

Each job site office trailer and/or Supervisor has posting of medical facilities, procedures, MSDS, and important phone numbers. Each job site has a designated medical facility location. Each facility provides R.L. McCoy, Inc. with loss data and return to work and restrictions.

8. Hazards of Non-Routine Tasks

Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals before starting of job.

Review of safe work procedures and use of required PPE will be conducted to the start of such tasks. Areas will be posted to indicate the nature of the hazard involved. Non-routine hazards are reviewed annually to make any changes and updates for the use of PPE.

9. Informing Other Employees

Other on site employers is required to adhere to the provisions of the Hazardous Communication Standards. They will be provided with a copy of our Program/Policies.

Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.

Job Hazard Analysis Forms are to be filled out by the job Supervisor and turned into the Safety Director that same day. Job sites are to be checked daily for hazards; any hazards found are to go on the JHA form. Supervisors are trained on how to fill out the JHA form.

All job exposures/hazards will be warned to staff on job before starting. If a new exposure/hazard comes up after the job has started other staff will be immediately notified.

All corrective action/preventive action plans taken are reported to management, effected employees, and safety committee to prevent happening again and to evaluate.

10. Posting

R.L. McCoy, Inc. has posted information for employees at the job site on the Hazardous Communication Standard. This information can be found at the R.L. McCoy, Inc. job office or bulletin board.

11. Responsibility

Responsibility for the training of employees using hazardous materials is given to the job Supervisor. Implementation and documentation (medical recordkeeping) of the HAZCOM Program is the responsibility of upper management. The Safety Director will ensure follow up of anyone infected/exposed to Hepatitis B Vaccination. Job hazard are to be completed on the Supervisor's daily record, which is turned in with their weekly time. The Supervisor is to notify the Safety Director immediately of any concerns. The Supervisor is to daily check for job hazards and weekly fill out Job Hazard Analysis form or as needed and turn in to the Safety Director. The Safety Director will inform the President of any corrective action or preventive action plan needed.

12. Asbestos-Lead Handling-Removal

No pumping job will have asbestos or lead. All employees are instructed to stay away from. R.L. McCoy, Inc. does not do jobs that have lead. All projects that have asbestos containing materials (ACM'S) shall be tested and handled and removed by specially trained individuals.

13. MICCS

All Indianapolis pump operators must have a current MICCS card and negative substance documented in the MICCS data base. Any job that requires MICCS or other additional safety procedures and plans will become part of our policies while on that job site. R.L. McCoy, Inc. follows and incorporates MICCS Substance Abuse guidelines/policies whenever required.

14. Self-Inspection Program

Documented self-inspections are completed on all equipment of R.L. McCoy, Inc. once to twice a year by a certified trained mechanic or hired out to a professional. Job site safety daily and weekly inspections are conducted by the job Supervisor and monthly random by a Safety Director and/or the safety coordinator from our insurance Company. Any problem, and all results found will be documented and reported to the Safety Director then given to the President. Accident investigation policy of R.L. McCoy, Inc. for all personal injuries, property damage or any other emergency situations which all employees are informed during their safety training prior to being on site, are to call for their Supervisor.

The Supervisor will go to the jobsite immediately to access the problems and to fill out all the necessary paperwork for filing. Then the safety coordinator will be called for a further investigation, including any corrective actions needed. All personnel are trained in procedures during orientation. All injured employees/witness statements are part of this process. Corrective actions are to be documented and tracked for completion by the Supervisor, Corporate Office and the Company's insurance Company. All corrective actions will have a time frame to be completed. Immediate action should be taken, if corrective action will take longer that will need to be discussed and approved by the Safety Director.

Supervisors and Safety Directors are trained on how to properly do a job site safety inspection, fill out documentation, and do corrective action in a timely manner. The database of all safety inspections will be a part of the annual safety budget/process meeting. Equipment and procedures are elements of the self-inspection form.

REPORTING INJURIES/INCIDENTS AND ACCIDENTS

When any accident, injury, incident, illness or near misses occurs while an employee is at work, it must be reported to their Supervisor and Corporate Office the same day regardless of the nature or severity. The Supervisor will refer all emergency medical treatment to an authorized medical provider. All personnel are trained on accident/incident reporting procedures. The Company will provide the proper forms for reporting job-related accidents, injuries and illnesses. Any employee failing to report such occurrences will be subject to disciplinary action. The Supervisor is responsible for making sure the reports get filled out and turned in to the Corporate Office that day.

All Supervisors have the Company form to use; the completed form is to be turned into the Corporate Office; upper management that same day. The purpose of our reporting procedures is so we can find the cause, analyze what was going on and around when the accident/incident occurred and take immediate corrective measures. The Supervisor and/or the Safety Director will investigate the accident/incident the same day of the accident/incident for analysis. The previous and current JHA forms will be looked at along with that day's form to analysis if anything was missed or not previously corrected properly. Both the Supervisors and the Safety Directors are trained on the proper way to investigate an accident and/or incident, and get on going, updated training. Injured employee and witness statements are taken immediately. Job site or on Company property accidents will be followed by a drug/alcohol test. 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 their Supervisor and 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.

Any incident of over exposure or spill of a hazardous chemical/substance must be reported to the Supervisor at once. The Supervisor will be responsible for insuring that proper emergency response action is taken. All injured employees who go the hospital/clinic and are provided with medical assistance will be given a drug and alcohol test. Your Supervisor will inform you of the nearest clinic/hospital to go to. All incidents/accidents are documented on a Company form and kept on file at the Corporate Office. All data base information is kept at the Corporate Office to track and sort trends.

Any corrective action needed taken will be done and documented. After any accident/incident and near misses the corrective action form is used in the very next safety meeting or if needed an emergency safety meeting is scheduled sooner. In the meeting what occurred is discussed, what could have been done differently, how to prevent from happening again, lessons to be learned and any immediate changes. The meeting will consist of anyone involved, Supervisors, Safety Directors, and upper management. Any accident/incident document statements from witnesses, injured, take pictures, and contact your Safety Director and/or Supervisor immediately.

CRISIS MANAGEMENT PROCEDURES AND PLAN (EAP)

Personnel's Responsibilities

Emergency checklist and training is given to all Supervisors and Safety Directors to ensure proper procedures are followed and passed on to employees. Part of training includes but not limited to the proper use of fire extinguishers, emergency phone number lists. Training is part of new hire orientation, annually and more often if needed. Before the start of a new job specific EAP procedures/equipment are developed and documented.

Supervisors are to fill out EAP form and ensure plan is ready before job starts and crew is aware of plan. Annually the program is reviewed for improvements and any changes/updates are documented and passed on to crews. A mock drill is conducted on jobsites twice a year conducted by the job Supervisor and/or Safety Director. When an emergency is about to or already occurring the job Supervisor will blow the air horn three (3) times all on site are to report to the Supervisor's truck and/or the evacuation place for that job site.

The Shop-Office Evacuation is as follows:

Fire: All employees shall exit the area immediately, following the office or shop evacuation plan that is posted in each room, thru the closet exit. All employees will go directly to the employee parking lot (if safe there) for a head count. Emergency crews will be called from the employee parking lot using a cell phone.

Tornado: All employees shall meet in the conference room, close the door, get on the floor (under the table), and cover your head until storm passes.

When it is safe to return the person in charge will give the verbal all clear to return to work.

The following are procedures that we utilize in a crisis situation. No person is allowed to make any statements to the newspaper, television media, or Government Officials.

Supervisor to blow air-horn three (3) times to alert everyone one job, that there is an emergency. Everyone on site is to report to the Supervisor's truck and/or the evacuation place for that job site. Then the Supervisor will conduct a head count.

Call for an emergency service, police, fire (911). Investigate the nature and seriousness of any injured persons and stabilize them if necessary.

Call job Supervisor. Secure the area to keep everyone but emergency personnel out.

After help has arrived the Supervisor should start documentation of the events leading up to the injury and photograph anything that was involved; any photographs taken should be given to Supervisor.

Any information that is to be given to any persons the person will give concerning the accident designated by the President of R.L. McCoy, Inc.

Press and non-emergency personnel

- a. Identify yourself to the media.
- b. State that the incident is under investigation.
- c. Identify who the spokesperson will be and that he/she will make a statement as soon as we have accurate information to be passed along.
- d. Identify where they may go to keep them updated.

These steps show that you are willing to work with the press and that you are identifying who will deliver the facts in due time. Make a brief statement to on site workers and tell them you will keep them informed as well.

Universal Procedure/Blood borne Pathogens- Exposure Control Plan

R.L. McCoy Inc. safety goal on Blood borne Pathogens is to identify and control potential hazards associated with exposure to blood or other infectious materials and to comply with OSHA regulations. Anytime you work with people your duties may expose you to body fluids, infected blood, or place you in direct indoor contact with airborne pathogens. This will increase your risk of contracting serious infections, such as Hepatitis B/A, Aids, Tuberculosis, Syphilis, Malaria, Meningitis and other infectious diseases. You can reduce your risk of infections by: understanding the infections, following standard precautions, realizing that you cannot usually tell who is carrying an infection, treating all body fluids or blood as infectious, and handling all sharp objects that may have been in contact with blood as if they were infectious. Hepatitis B is a disease of the liver that is caused by the Hepatitis B Virus. Many people infected with HBV never feel sick, while others get a mild flu-like illness. Other people get jaundice which is yellow skin and eyes, feel very tired, lose their appetites, and have other severe health problems after being infected with HBV. These symptoms can last as long as six months. HBV leads to death in about one in 100 cases. It should be noted that more people die from HBV than from Aids. Tuberculosis is a life threatening disease that is transmitted through the air.

General symptoms may include lethargy, weakness, weight loss, loss of appetite, fever, and/or night sweats. TB is spread most commonly through contact with airborne droplets, direct indoor contact, and exposure to high hazard procedures, saliva, and survival of bacteria outside the body several hours. No vaccine available may be treated with antibiotics. Anthrax is a bacterial, zoonotic disease caused by *Bacillus Anthracis*. The skin form of the disease may be contracted by handling contaminated hair, wool, hides, flesh, blood, or excreta of infected animals and from manufactured products such as bone meal. Infections are introduced through scratches or abrasions to the skin, wounds, inhalation of spores, eating insufficiently cooked infected meat or from flies. The spores are very stable and may remain viable for many years in soil and water. After an incubation period of 1-7 days, the onset of anthrax is gradual and may include fever, malaise, fatigue, cough, and/or mild chest discomfort then severe respiratory distress then death within 24 hrs. A vaccine is available. Hepatitis B injection is one, then second one 30 days later, third one 6 months from the first one, then 30 days after the third shot you have blood draw to confirm injections worked.

Training in the so-called "universal procedure" rules was designed to prevent transmission of dangerous communicable disease, including Aids, HBV and HIV through blood or other body fluids. These requirements apply only if the exposure to blood or body fluids is of magnitude that has been demonstrated epidemiological to transmit a dangerous communicable disease. All first aid kits shall be stocked with a minimum of two pairs of dorma thin gloves at each job site. There shall be a CPR micro shield clear mouth barrier in each CPR kit and every person that has been trained in CPR is given the micro shield to carry as personnel equipment. PPE is to be worn to protect against hazards. Any employee whose job functions include the potential hazard of exposure to infectious materials should get a Hepatitis B Vaccination. Employees shall avoid contact with infectious materials at all times, and Supervisors shall use PPE whenever contact is possible. You can be exposed to HBV and/or HIV if you have direct contact with infected blood or other body fluids in one or more ways: being stuck with infected needles or other sharps, having infected blood or other body fluids splashed into the mouth, eyes, or nose or onto skin that is cut, scratched, or has sores, rashes, or other skin conditions, being bitten by a human, and saliva carrying HBV may be infectious. If an employee is injured, but is able to issue First Aid treatment to him or herself, then the Supervisor shall instruct the individual on how to do so without coming in contact with the injured employee. All first responders (Supervisors, Safety Directors, and Upper Mgt.) will get the Hepatitis B shots or have a declination waiver in their file at the Corporate Office. All new Supervisors, or anyone promoted to an upper management position will be offered the Hepa B vaccinations.

If an employee is injured and the Supervisor must make physical contact, then all universal precautions must be followed to prevent exposure. All PPE will be located at each jobsite in Blood borne Pathogen Kits. These kits will remain stocked at all times to help prevent occupational exposure. The kits include eye goggles, a one-way resuscitation device, a gown and cap, impervious rubber gloves, red biohazard bags and antimicrobial, antiseptic and disinfectant towelettes. Use well fitting, disposable, latex or vinyl gloves.

Before putting on gloves make sure they have no holes, cracks or tears, change gloves if they become torn or dirty and between handling different people. Use utility gloves when working around broken glass or other sharps. Remove gloves by grasping the cuffs and pulling them inside out. Dispose of latex gloves in identifiable medical-waste containers. Wash hands after removal.

Also, if the emergency medical care provider is exposed to blood or bodily fluids while providing emergency medical care they must fill out a notice from prescribed by the State Board of Health and submit to the emergency medical service facility receiving the patient within 24 hours after the patient is submitted to the facility. A copy also goes to the employer. If an employee suffers a cut or puncture wound on the job and bleeds onto the sharp object or that injured him/her, that object would meet the definition of "infectious waste" that would have to be properly cleaned or disposed of, 10 part of water to one part of bleach. Any one, who has potentially been exposed to infectious materials, will thoroughly wash all exposed body parts with soap and water for at least 5 minutes immediately after the emergency responders take over. Hand cleanser will be in all Company vehicles or in toolboxes for use when restrooms are not available for washing purposes.

Direct contact with a virus does not always mean that you will become infected: though the more you are exposed to infected blood or other body fluids, the more likely you are to become infected. For HBV and HIV, the risk of infection from splashed or infected blood into the mouth, eyes, or nose is lower risk than being stuck with a needle. You are unlikely to catch HBV or TB through casual, everyday contact, such as touching or shaking hands with an infected person, or from contact with drinking fountains, telephones, toilets, or other surfaces. HIV cannot be caught by casual contact. In an emergency when you cannot identify body fluids or tell whether they contain blood, treat all body fluids as potentially infectious. Use respiratory protocols when dealing with airborne pathogens. Cover all cuts and scratches on skin prior to coming to work. The following procedures will be used for cleaning and decontamination of body fluids: PPE will be worn during decontamination, the contaminated area will be cleaned using the provided bleach packet, all infectious materials will be carefully placed in the provided red biohazard bag, containers will be capable of closing, and labeled with the Biohazard symbol or solid red, containers will be taken to a hospital for proper disposal. Areas that contain blood or any other potentially infectious body fluid will be barricaded off until the area can be cleaned and decontaminated by the Supervisor. The spill should be cleaned before returning to regular duties. Any incident that involves potential exposure to infectious materials must be reported to the Safety Director immediately. Employees who have been exposed to body fluids will be required to visit the Designated Occupational Health Center for a medical evaluation. The physician may warrant that a post-exposure treatment (booster shot), Hepatitis B vaccination and/or a follow-up evaluation are needed. All recommendations made by the physician will be followed. Wash hands and other skin surfaces thoroughly with soap and running water immediately after contact with blood or other body fluids or after contact with a patient. When running water is not available, waterless hand wash substitute should be used. As soon as possible you still need to properly wash with running water. Clean your clothes; put clothes in a bag or container that does not leak. Use a second bag if needed.

Contact your Supervisor and the Safety Director immediately. Supervisors must determine the appropriate universal precautions to use prior to issuing treatment in order to protect themselves from possible risks of exposure. They are also responsible for communicating all hazards to employee's whether an exposure situation exists or not. All kits, postings are with Supervisors and/or job office trailers. Exposure Control Plan is given to all Supervisors. Exposure Control Plan is part of the Annual Safety Review Meeting to make any changes and/or updates, these are then passed on to all employees. Supervisors will train crew on proper use of kits and all Blood borne Pathogen procedures and policies.

Supervisors will be trained by the Safety Director and addition training. Safety Directors and Supervisors are certified trained in first aid and blood borne pathogens. Employees are instructed not to perform medical treatment or expose themselves to possible infection during new hire orientation. Safety/Health/ECP Program will be reviewed at least once a year to revise and/or update procedures by the Safety Committee. Documentation and medical records involving exposure incidents, along with all Accident Investigation reports will be taken into consideration during this evaluation. If you have any

concerns, suggestions or if you are not clear of proper procedures please give them to your Safety Director or Supervisor.

All documentation associated with occupational exposure incidents will be maintained for at least 15 years after the employee ends their employment. This documentation includes but not limited to: Employee name and Social Security Number, Hepatitis B Vaccination records, medical examination results, the health professional's written opinion, and all information provided to the health professional. Training records will be maintained for at least 5 years from the date it was conducted. This documentation includes but not limited to: Names and job titles of attendants, name and qualifications of person conducting training, date of training, and content of training. All documentation will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.

Man lifts, Scissor lifts, Fork lifts

- 1) All PPE is to be worn.
- 2) Only certified trained operators are to operate heavy equipment, machinery.
- 3) R.L. McCoy's Fall Protection Policies, guidelines are in this handbook, all operators are to be fully trained. All training is done by Supervisors, Safety Directors and/or outside professional training programs. Everyone is trained when hired during orientation, ongoing updated and refresher training goes on throughout the year. Any new equipment everyone is trained before using.
- 4) When working near suspended loads leave yourself an out. Do not get in a position of being pinned between loads or moving objects.
- 5) Forklift trucks are susceptible to tip over. Failure to wear the seatbelt increases the risk of injury. Seatbelts are to be worn.
- 6) All equipment/machinery not working or unsafe is to be tagged, and not used until fixed or replaced. The Supervisor is to make equipment/machinery unusable. Inform Supervisor and/or mechanic of tagged equipment.
- 7) All equipment/machinery is inspected before use and documented on Company form. All inspection forms are turned into the office. Any repairs needed are documented on a corrective action form. The mechanic will get documentation of repairs.
- 8) The landing space shall be free from obstruction and kept clear at all times. The landing surfaces at the entrances and exits to the man lift shall be constructed and maintained as to provide safe footing at all times.
- 9) All floor openings for a given man lift shall be uniform in size and shall be approximately circular, and each shall be located vertically above the opening below it.
- 10) Emergency landings shall be accessible from both the up and down rungs of the man lift and shall give access to the ladder required. Landings shall be completely enclosed with a standard railing and toe board.
- 11) The entrances and exits at all floor landings affording access to the man lift shall be guarded by a maze or a handrail equipped with self-closing gates.
- 12) If gates are used they shall open outward and be self-closing. Corners of gates shall be rounded.
- 13) The floor opening at each landing shall be guarded on sides not used for entrance or exit by a wall, railing, and toe board or by panels of wire mesh of required strength.
- 14) At the bottom landing the clear area shall be not smaller than the area enclosed by the guardrails on the floors above.
- 15) Man lift rails shall be secured in such a manner to avoid spreading, misalignment and vibration.
- 16) Closed handholds are attached to the belt.
- 17) Two separate automatic stop devices are provided to cut off power and apply brake when a loaded step passes the upper terminal landing.
- 18) Man lifts have a manual reset device; you will not be able to reset the device from any step or platform. Man lifts also have an emergency stop device.

FALL PROTECTION PROGRAM

(Pages 74 to 94)

R.L. McCoy, Inc. is committed to a goal of 100% fall protection from all recognized hazards on their job sites. All employees exposed to a potential free fall, greater than 6 feet are required to be protected from falling in accordance with OSHA Standard 29 CFR Part 1926, Subpart M. This 6-foot requirement applies to all openings, leading edges, work platforms (including scaffolds), and structures under construction. Emphasis is also placed on recognizing and providing ground levels fall protection and protection from falling object from overhead.

An analysis of all job sites will be performed by the superintendent to determine which tasks are required to be done at elevations above ground level and what potential fall hazard is to employees. On bridge construction the following potential fall hazards are generally a constant potential and are hereby considered to be on all job sites involving bridges:

1. Setting and wrecking of elevated forms and columns, stems, crash walls, caps, and diaphragms.
2. Placing and or finishing of concrete on columns stem walls, caps, and diaphragms.
3. Setting and or wrecking overhang jacks on bridge decks.
4. Layout of pedestals and or caps for bearing assemblies.
5. Forming of deck/stay in place forms.
6. Removal of diaphragms from columns, stems, and caps.
7. Removal of bridge decks, partial or complete, including the beams.
8. Any work that would place employees on top of beams i.e. layout, or stud connection etc.
9. Setting concrete members and or steel beam members.
10. Any use of scaffolds, man baskets and lifts of any kind,

The superintendent will determine additional potential fall hazard areas besides those listed above. This will be done for any type of construction activity before work begins.

Three Methods of Protection will be used to protect workers from fall hazards.

1. **Elimination**-eliminating the fall hazard before there is any employee exposed will be the first and primary means of preventing falls. Safety will be designed into the process.
2. **Prevention**-the second method used will be preventing falls when there is a fall hazard on the project that cannot be eliminated. The use of lifts, cables, belts and harnesses that restrict access to the fall are some means that can be used to add preventive measures.
3. **Control**-control of the fall is the third method used to protect employees in a fall hazard. If the potential fall is eminent the employee is required to use personal fall protection equipment. This is a condition of employment. The equipment may include; horizontal cable system with shock absorbing lanyards, and a body belts or harnesses, retractable lift line systems, and/or rope grab systems.

The administration and responsibility of implementing the fall protection program is assigned to the superintendent and or foreman of the project. He/she will familiarize themselves with this fall protection program and Subpart M of OSHA standards on fall protection. All employees that will be exposed to potential fall hazards will be trained by the superintendent or foreman before going to work in these areas. Training will cover the need for and the use of fall prevention and protection methods to include elimination, prevention, and control. Education will also cover the following areas:

1. The nature of fall hazards in the work area.
2. Correct procedures for erecting, maintaining, disassembling, and inspecting of the fall protection system being used to include:
 - a. Understanding of how the equipment/device works.
 - b. How to inspect it before each use.
 - c. How to see it properly.
 - d. How to keep it clean and properly store it.
1. Correct procedures for protecting employees below the overhead work areas.
2. Role of all employees in fall protection program.

3. Standards in Subpart M.
4. Inspection and maintenance procedures also apply.

SUPPLEMENT TO THE ABOVE FALL PROTECTION PROGRAM

This supplement addresses the use of the other than conventional fall protection systems during the setting of concrete beams and/or the erection of steel beam members. The supplement is excerpts that apply to this type of work and were obtained from the "Federal Register", dated Tuesday August 9, 1994, pages 40747-40751.

1. Conventional fall protection systems are infeasible and creates a greater hazard during the initial setting of concrete beam members and the initial connecting of steel beam members for the following reasons;
 - a. Personnel assigned to these duties are specifically trained to do this type of work and are trained to recognize the fall hazards.
 - b. Personal fall arrest systems will not reduce possible hazards to workers and will create offsetting hazards during their time of setting concrete beams and or erecting steel.
 - c. It is necessary for these employees to be able to move freely without encumbrance in order to guide the beam sections into position without having the lifelines attached which will restrict the employee's ability to move about at the point of erection.
 - d. If personal is attached to a lifeline in these instances, part of their attention must be diverted from their main task of positioning a member weighing several tons to the task of avoiding tripping over lanyards. This would result in more fall potential than from not using such a device.
 - e. Employees tied to a lifeline can be trapped and crushed by moving structural members if the employee becomes restrained by the lanyard or retractable lifeline and cannot get out of the path of the moving load. The connector or setter may immediately have to move a considerable distance to avoid injury. If tied off the employee could be trapped.
 - f. These conditions cause a greater risk of injury if the connector or setter is tied to the structure for this specific erection sequence and procedure.

2. The following safeguards will be used during the construction activities involving the setting and/or connecting of beams.
 - a. The competent person on the job site will determine when and where a designated erector cannot use a personal fall arrest system.
 - b. If personal fall protection is not used the setting or a safety monitor at all times during the erection process will monitor connecting of the beams.
 - c. If deemed feasible and safe by the competent person, scaffolding, man baskets, or other the setters and or connectors in the erection of concrete and steel beams will use means.

ALL EMPLOYEES SHALL SIGN A WRITTEN CERTIFICATION RECORD VERIFYING THAT THEY HAVE RECEIVED THE ABOVE TRAINING AND THAT THEY ARE KNOWLEDGEABLE IN THE SUBPART M FALL PROTECTION STANDARD AND THE ABOVE FALL PROTECTION PROGRAM OF R.L. MCCOY, INC. SUBPART M WILL BE AVAILABLE TO ALL EMPLOYEES WITH THEIR FOREMAN ON THE JOB SITE.

The certificate of training will be kept at the home office and retained for the duration of the employee's employment.

S1926.500-SCOPE; APPLICATION, AND DEFINITIONS APPLICABLE TO THIS SUBPART.

A. SCOPE AND APPLICATION

1. This subpart sets forth requirements and criteria for fall protection in construction workplaces covered under 29 CFR part 1926. **EXCEPTION:** The provisions of this subpart do not apply when employees are making an inspection, investigation, or assessment of workplace conditions prior to the actual start of construction work or after all construction work has been completed.
2. Section 1926.501 sets forth these workplaces, conditions, and circumstances for which fall protection shall be provided except as follows:
 - a. Requirements relating to fall protection for employees working on scaffolds are provided in subpart L of this part.
 - b. Requirements relating to fall protection for employees working on certain cranes and derricks are provided in section N of this part.
 - c. Requirements relating to fall protection for employees performing steel erection work in building are provided in subpart R of this part.
 - d. Requirements relating to fall protection for employees working on certain types of equipment used in tunneling operations are provided in subpart S of this part.
 - e. Requirements relating to fall protection for employees engaged in the construction of electrical transmission and distribution lines and equipment are provided in subpart V of this part.
 - f. Requirements relating to fall protection for employees working on stairways and ladders are provided in subpart X of this part.
3. Section 1926.502 sets forth the requirements for the installation, construction, and proper use of fall protection required by part 1926, except as follows:
 - a. Performance requirements for guardrail systems used on scaffolds and performance requirements for falling object protection used on scaffolds are provided in subpart L of this part.
 - b. Performance requirements for stairway, stair rail systems, and handrails are provided in subpart X of this part.
 - c. Additional performance requirements for personal climbing equipment, lineman's body belts, safety straps, and lanyards are reviewed in subpart V of this part.
1. Section 1926.503 sets forth requirements for training in the installation and use of fall protection systems.

A. DEFINITIONS

1. **Anchorage**-a secure point of attachment for lifelines, lanyards or deceleration devices.
2. **Body belt (safety belt)**-a strap with means of both for securing at the waste and for attaching it to a lanyard, lifeline or deceleration device.
3. **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 personal fall arrest system.
4. **Buckle**-a device for holding the body belt or body harness closed around the employee's body.
5. **Connector**-a device that is used to couple parts of the personal fall arrest system and positioning device system together. It may be an independent component of part of the system, such as a carabineer, or in may be integral component of part of the system (such as a buckle or Dee-ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).
6. **Controlled access zone (CAZ)**=an area in which certain work may take place without the use of the guardrail systems, personal fall arrest systems, or safety net system and access to the zone in controlled (example-overhead brick laying).

7. **Dangerous equipment** (such as pickling or galvanized tanks, degreasing units, machinery, electrical equipment, and other units), which, as a result of form or function, may be hazardous to employees who fall onto or into such equipment.
8. **Deceleration device**-any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines, etc. which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on an employee during fall arrest.
9. **Deceleration distance**- the additional vertical distance falling employee travels, before snapping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.
10. **Equivalent**-means alternative designs, materials, or methods to protect against a hazard which the employer can demonstrate will provide an equal or greater degree of safety for employees than methods, materials or design specifies in the standard.
11. **Failure**-load refusal, breakage, or separation of component parts, load refusal is the point where the ultimate strength is exceeded.
12. **Free fall**-the act of falling before a personal fall arrest system begins to apply force to arrest the fall.
13. **Free fall distance**-the vertical displacement of the fall arrest attachment point on the employee's body belt or harness between onset of the fall and just before the system begins to apply force to arrest the fall. The distance excludes deceleration distance, and lifeline/lanyard elongation, but includes deceleration device slide distance or self-retracting lifeline/lanyard extensions before they operate and fall arrest forces occur.
14. **Guardrail system**-a barrier erected to prevent employees from falling to lower levels.
15. **Hole**-a gap or void 2 inches (5.1cm) or more in its least dimension, in a floor, roof, or other working/working surfaces.
16. **Infeasible**-it is impossible to perform the construction work using a conventional fall protection system (i.e. guardrail system, safety net system, or personal fall arrest system) or that it is technologically impossible to use any one of these systems to provide fall protection.
17. **Lanyard**-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 deceleration device, lifeline, or anchorage.
18. **Leading edge**-edge of a floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side edge" during periods when it is not actively and continuously under construction.
19. **Lifeline**-a component consisting of flexible line for construction to an anchorage at one end to hang vertically (vertical lifeline) or for connection to anchorage's at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.
20. **Low slope roof**-a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).
21. **Lower levels**-those areas or surfaces to which an employee can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavation, pits, tanks, material, water, equipment, structures, or portions thereof.
22. **Mechanical equipment**-all motor or human propelled-wheeled equipment use for roofing work, except wheelbarrows and mop carts.
23. **Opening**-a gap or void 20 inches (76-cm) or more high and 18 inches (48cm) or more wide, in a wall or partition, through which employees can fall to a lower level.
24. **Overhead bricklaying and related work**-the process of laying bricks and masonry units such that the surface of the wall to be joints is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work

includes mason tending and electrical installation incorporated into the brick wall during the overhead bricklaying process.

25. **Personal fall arrest system**-a system used to arrest an employee in a fall from a working level. It consists of an anchorage, connections, a body belt or harness and may include a lanyard, deceleration device, lifeline, or suitable combinations or these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.
26. **Positioning device system**-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.
27. **Rope grab**-a deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of internal locking, cam/level locking or both.
28. **Roof**-the exterior surface on the top of a building. This does not include floors or formworks, which, because a building has not been completed, temporarily become the top surface of a building.
29. **Roofing work**-the hoisting, storage, application, and removal of roofing materials and equipment, including related insulation, sheet metal, vapor barrier work, but not including the construction of the roof deck.
30. **Safety monitoring system**-safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.
31. **Self-restricting lifeline/lanyard**-a deceleration device containing a drum-wound line, which can be slowly extracted from, a retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.
32. **Snap hook**-a connector comprised or hook shaped with normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snap hooks are generally one of two types:
 - a. The locking type with self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection; or
 - b. The non-locking type with self-closing keeper that remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snap hook as part of a personal fall arrest system and positioning device is prohibited.
1. **Steep roof**-a roof having a slope of greater than 4 in 12 (vertical to horizontal).
2. **Toe board**-a low protective barrier that will prevent the fall of materials and equipment to lower levels and provides protection from falls of personnel.
3. **Unprotected sides and edges**-any side or edge (except at entrances to point of access) of a walking/working surface, e.g. floor, ramp, roof, or runway where there is no wall or guardrail system at least 39 inches (1 meter) high.
4. **Walking/working surface**-any surface whether horizontal or vertical on which an employee walks or works, including, but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.
5. **Warning line system**-a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.
6. **Work area**-which portion of a walking/working surface where job duties are being performed.

1926.501

DUTY TO HAVE FALL PROTECTION

A. General

1. This section sets forth requirements for employers to provide fall protection systems. All fall protection required by this section shall conform to the criteria set forth in 192.502 of this subpart.
2. The employer shall determine if the walking/working surfaces on which its' employees are to work having the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

A. Unprotected sides and edges

1. Each employee on a walking/working surface with an unprotected side or edge which is 6 feet (1.8m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety nets, or personal fall arrest systems.

2. Leading Edges

- a. Each employee who is constructing a leading edge 6 feet or more above lower levels shall be protected from falling by guardrail, safety nets, or personal fall protection systems. Exception: when the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan, which meets the requirements of paragraph (k) 1926.502. Note-there is a presumption that is feasible and will not create a greater hazard to implement at least one of the above listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan that complies with 1926.502. (k) For particular workplace situation, in lieu of implementation any kind of those systems.
- b. Each employee on walking/working surface 6 feet or more above a lower level where leading edges are under construction, but who is not engaged in the leading edge work, shall be protected from falling by guardrail, safety net, or personal fall arrest systems. If guardrail system is chosen to provide the fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

1. **Hoist area**-each employee is in a hoist area shall be protected from falling 6 feet or more to lower levels by guardrail, safety nets, or personal fall arrest systems. If guardrail systems or portions thereof, are removed to facilitate the hoisting operation, and an employee must lean through the access opening or out over the edge or the access opening (to receive or guide equipment and materials, for example), the employee shall be protected from fall hazards by a personal fall arrest system.

2. Holes-

- a. Each employee on walking/working surfaces shall be protected from falling through holes (including skylights) more than 6 feet above a lower level, by personal fall arrest systems, covers, or guardrail systems erected around such holes.
- b. Each employee on a walking/working surface shall be protected from tripping in or stepping on or through holes (including skylights) by covers.
- c. Each employee on walking/working surface shall be protected from objects falling through holes (including skylights) by covers.

1. **Formwork and Reinforcing Steel**-each employee on the face of formwork or reinforcing steel shall be protected from falling 6 feet or more to lower levels by personal fall arrest systems, safety nets, or positioning device systems.

2. **Ramps, Runways, and other Walkways**-each employee on ramps, runways, or other walkways shall be protected from falling 6 feet or more to lower levels by guardrail systems.
3. **Excavations-**
 - a. Each employee at the edge of an excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barrier.
 - b. Each employee at the edge of a well, pit, or shaft and similar excavations 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades, or covers.
1. **Dangerous Equipment-**
 - a. Each employee 6 feet or more above dangerous equipment shall be protected from fall hazards by guardrail systems, personal fall arrest systems, or safety net systems.
 - b. Each employee less than 6 feet above dangerous equipment shall be protected from falling into or onto the dangerous equipment by guardrail systems or by equipment's guards.
1. **Overhead Bricklaying and Related Work-**
 - a. Except as otherwise provided in paragraph (b) of this section, each employee performing overhead bricklaying and related work 6 feet or more above lower levels, shall be from falling by guardrail, safety net, personal fall arrest systems, or shall work in a controlled access zone.
 - b. Each employee reaching more than 10 inches below the level of walking/working surface on which he or she are working shall be protected from falling by guardrail, safety net, or personal fall arrest system.
 - c. Note-subpart 1 regulates Bricklaying operations performed on scaffolds-Scaffolds of this part.
1. **Roofing Work on Low-Slope Roofs-**except as otherwise provided in paragraph (b) of this section, each employee engaged in roofing activities on low-slope roofs, with unprotected sides and edges of 6 feet or more above lower levels shall be protected from fall by guardrail, safety nets, personal fall arrest systems, or combination of warning line and safety monitoring systems. Or, on roof 50 feet or less in width, the use of safety monitoring system alone (without the warning line system) is permitted.
2. **Steep roofs-**each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems with toe boards, safety nets, or personal fall arrest systems.
3. **Precast Concrete erection-**each employee engaged in the erection of precast concrete members (including but not limited to the erection of wall panels, columns, beams, and floor and roof tees) and related operations such as grouting of precast concrete members, who is 6 feet or more above a lower levels shall be protected from falling by guardrail, safety nets, or personal fall arrest systems, unless another provision in paragraph (b) of this section provides for an alternative fall protection measure. Exception: when the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan, which meets the requirements of paragraph (k) 1926.502
 Note-There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan, which complies with 1926.502 (k) for particular workplace situation, in lieu or implementing any of those systems.

4. **Residential construction**-each employee engaged in residential construction activities 6 feet (1.8 meter) or more above lower levels shall be protected by guardrail systems, safety nets, or personal fall arrest system unless another provision in paragraph (b) of this section provides for an alternative fall protection measures. Exception: When the employer can demonstrate that it is infeasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan that meets the requirements of paragraph (k) of 1926.502. Note-There is a presumption that it is feasible and will not create a greater hazard to implement at least one of the above listed fall protection systems. Accordingly, the employer has the burden of establishing that it is appropriate to implement a fall protection plan that complies with 1926.502 (k) for a particular workplace situation, in lieu of implementing any of those systems.
5. **Wall Openings**-each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet (1.8m) or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches (1.0m) above the walking/working surface, shall be protected from falling by the use of guardrail system, safety net system, or personal fall arrest system.
6. **Walking/Working Surface Not Otherwise Addressed**-except as provided in 1926.500 (a) or in 1926.501 (b) (1) through (b) (14), each employee on a walking/working surface 6 feet (1.8m) or more above lower levels shall be protected from falling the guardrail system, safety net system, or personal fall arrest system. (c) Protection from Falling Objects. When employee is exposed to falling objects, the employer shall have each employee wear a hard hat and shall implement one of the following measures:
 7. Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels; or
 8. Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally misplaced; or
 9. Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally misplaced.

FALL PROTECTION SYSTEMS CRITERIAL AND PRACTICES

General

1. Fall protection systems required by this part shall comply with the applicable provisions of this section.
2. Employers shall provide and install all fall protection systems required by this subpart for an employee, and shall comply with all other pertinent requirements of this subpart before that employee begins the work that necessitates the fall protection.

GUARDRAIL SYSTEMS

Guardrail systems and their use shall comply with the following provisions:

1. Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches (1.1m) plus or minus 3 inches (8cm) above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria of this paragraph.
Note- When employees are using stilts, the top edge height of the top rail, or equivalent member, shall be increased an amount equal to the height of the stilts.
2. Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate vertical members shall be installed between the top edge of the guardrail system and the walking/working surface of the guardrail system when there is no wall or parapet wall at least 21 inches (53cm) high.
 - a. Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.
 - b. Screens, and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
 - c. Intermediate members (such as balusters), when used between posts, shall not be more than 19 inches (48cm).
 - d. Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches (0.5m) wide.
1. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890N) applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.
2. When 200 pound (890 N) test load specified in paragraph (b) (3) of this section is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches (1.0m) above the walking/working level. Guardrail system components selected and constructed in accordance with the Appendix B to subpart M of this part will be deemed to meet this requirement.
3. Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of 150 pounds (666N) applied in any downward direction.
4. When guardrail systems are used around holes, which are used as points of access (such as ladder ways), they shall be provided with gate, or be so offset that a person cannot walk directly into the hole.
5. Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.
6. Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure that it continues to meet the strength requirements of paragraph (b) (3) of this section.

SAFETY NET SYSTEMS

Safety net systems and their use shall comply with the following provisions:

1. Safety nets shall be installed as close as practicable under the walking/working surface on which employees are working, but in no case more than 30 feet (9,1m) below such level. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed.
2. Safety nets shall extend outward from the outermost projection of the work surface as follows:
 - a. Vertical distance from working level to horizontal plane of net.
 - b. Minimum required horizontal distance of outer edge of the net from the edge of the working surface.

- | | |
|-------------------------------------|---------|
| c. Up to 5 feet. | 8 feet |
| d. More than 5 feet, up to 10 feet. | 10 feet |
| e. More than 10 feet. | 13 feet |
1. Safety nets shall be installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to an impact force equal to the drop test specified in paragraph @ (4) of this section.
 2. Safety nets and their installations shall be capable of absorbing an impact force equal to that produced by the drop test specified in paragraph @ (4) (a) of this section.
 - a. Except as provided in paragraph @ (4) (b) of this section, safety nets and safety net installations shall be drop tested at the jobsite after initial installation and before being used as a fall protection system, whenever relocated, after major repair, and at 6 month intervals if left in one place. The drop test shall consist of a 400 pound (180 kg) bag of sand 30+/- 2 inches (76 +/- 5cm) in diameter dropped into the net from the highest walking/working surface at which employees are exposed to fall hazards, but not from less than 42 inches (1.1 m) above that level.
 - b. When the employer can demonstrate that it is unreasonable to perform the drop test required by the paragraph above, the employer (or designated competent person) shall certify that the net and net installation is in compliance with the provisions of paragraph @ (4) (a) of this section by preparing a certification record prior to the net being used as a fall protection system. The certification record must include an identification of the net and net installation for which the certification record is being prepared; the date that it was determined that the identified net and net installation were in compliance with paragraph (c) (3) of this section and the signature of the person making the determination and certification. The most recent certification record for each net and net installation shall be available at the jobsite for inspection.
 1. Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence, which could affect the integrity of the safety net system.
 2. Materials, scrap piece, equipment, and tools, which have fallen into the safety net, shall be removed as soon as possible from the net.
 3. The maximum size of each safety net mesh opening shall not exceed 36 square inches (230 square cm) not to be longer than 6 inches (15 cm) on any side, and the opening, measured center to center of mesh ropes or webbing, shall not be longer than 6 inches (15cm). All mesh crossing shall be secured to prevent enlargement of the mesh opening.
 4. Each safety net (or section of it) shall have a border rope for webbing with a minimum breaking strength of 5000 pounds (22.2 KN).
 5. Connections between safety net panels shall be as strong as integral net components and shall be spaced not more than 6 inches (15 cm) apart.

PERSONAL FALL ARREST SYSTEMS

Personal fall arrest systems and their use shall comply with the provisions set forth below. Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system. Note: The use of a body belt in positioning device is acceptable and is regulated under body belt positioning of this section.

1. Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
2. Connectors shall have a corrosion resistant finish, and all surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
3. Dee-rings and snap hooks shall have a minimum tensile strength of 5000 pounds (22.2 kN).
4. Dee-rings and snap hooks shall be proof tested to minimum tensile load of 3600 pounds (16Kn) without cracking, breaking; or taking permanent deformation.

5. Snap hooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member. Effective January 1, 1998 only locking type snap hook hooks shall be used.
6. Unless the snap hook is a locking type and designed for the following connections, snap hooks shall not be engaged:
 - a. Directly to webbing, rope, or wire rope
 - b. To each other
 - c. To a Dee-ring to which another snap hook or other connector is attached
 - d. To a horizontal lifeline
 - e. To any object, which is incompatibly shaped or dimensioned in relation to the snap, hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself.
1. On suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
2. Horizontal lifelines shall be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
3. Lanyards and vertical lifelines shall have a minimum breaking strength of 500 pounds (22.2 kN).
4. Except:
 - a. As provided in paragraph (d) (10) (b) of this section, when vertical lifelines are used, each employee shall be attached to a separate lifeline.
 - b. During the construction of elevator shafts, two employees may be attached to the same lifeline in the hoist way, provided both employees are working atop a false car that is equipped with guardrail; the strength of the lifeline in 10000 pounds (44.4 kN), 5000 pounds per employee attached; and all other criteria specified in this paragraph for lifelines have been met.
1. Lifelines shall be protected against being cut or abraded.
2. Self-restricting lifelines and lanyards which automatically limit free fall distance to 2 feet (0.61m) or less shall be capable of sustaining a minimum tensile load of 3000 pounds (13.3 kN) applied to the device with the lifeline or lanyard in the fully extended position.
3. Self-restricting lifelines and lanyards which do not limit free fall a distance to 2 feet (0.61m) or less, rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5000 pounds (22.2 kN) applied to the device with the lifeline or lanyard in the fully extended position.
4. Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harness shall be made from synthetic fibers.
5. Anchorages used for attachment of personal fall arrest equipment shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5000 pounds (22.2 kN) per employee attached, or shall be designed, installed, and used as follows;
 - a. As part of a complete personal fall arrest system which maintains a safety factor of at least two.
 - b. Under the supervision of a qualified person.
1. Personal fall arrest systems, when stopping a fall shall;
 - a. Limit maximum arresting force on an employee to 900 pounds (4kN) when used with a body belt.
 - b. Limit maximum arresting force on an employee to 1800 pounds (8kN) when used with a body harness.
 - c. Be rigged such that an employee can neither free fall more than 6 feet (1.8m), nor contact any lower level.

- d. Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet (1.07m) and
 - e. Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet (1.8m) or the free fall distance permitted by the system, whichever is less. Note: If the personal fall arrest system meets the criteria and protocols contained in Appendix C to Subpart M, and if the system is being used by an employee having a combined person and tool weight of less than 300 pounds (140kg) the system will be considered to be in compliance with the provisions of paragraph (d) (16) of this section. If the system is used by an employee having a combined tool and body weight of 310 pounds (140 kg) or more, then the employer must appropriately modify the criteria and protocols of the Appendix to provide proper protection for such heavier weights, or the system will not be deemed to be in compliance with the requirement of paragraph (d) (16) of this section.
1. The attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
 2. Body belts, harnesses and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.
 3. Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by competent person to be undamaged and suitable for reuse.
 4. The employer shall provide for prompt rescue of employees in the event of a fall or shall assure that employee is able to rescue themselves.
 5. Personal fall arrest systems shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service.
 6. Body belts shall be at least one and five-eighths (1 5/8) inches (4.1 cm) wide.
 7. Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other subparts of the part.
 8. When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

POSITIONING DEVICE SYSTEMS

Positioning device systems and their use shall conform to the following provisions.

1. Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet (0.9 m).
2. Positioning devices shall be secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3000 pounds (13, 3 kN) whichever is greater.
3. Connectors shall be drop forged, pressed or formed steel, or made of equivalent materials.
4. Connectors shall have a corrosion resistant finish and all surfaces and edges shall be smooth to prevent damage to interfacing parts of this system.
5. Connecting assemblies shall have a minimum tensile strength of 5000 pounds (22.2 kN).
6. Dee rings and snap hooks shall be proof tested to a minimum tensile load of 3600 pounds (16kN). Without cracking, breaking, or taking permanent deformation.
7. Snap hooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook, by depression of the snap hook keeper by the connected member. Or shall be locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook keeper by the connected member. As of January 1, 1998, only locking type snap hooks shall be used.

8. Unless the snap hook is a locking type and designed for the following connections, snap hooks shall not be engaged:
 - a. Directly to webbing, rope, or wire rope.
 - b. To each other.
 - c. To a Dee ring to which another snap hook or other connector is attached.
 - d. To any object which is incompatibly shaped or dimensioned in relation to the snap hook such that unintentional disengagement could occur by the connected object being able to depress the snap hook keeper and release itself.
 - e. To a horizontal lifeline.
1. Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration and defective components shall be removed from service.
2. Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials.

WARNING LINE SYSTEMS

Warning line systems (see s 1926.501 (b) (10) and their use shall comply with the following provisions.

1. The warning line shall be erected around all sides of the roof work area.
 - a. When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet (1.8m) from the roof edge.
 - b. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet (1.8m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 6 feet (1.8m) from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet (3.1m) from the roof edge which is perpendicular to the direction of mechanical equipment operations.
 - c. Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
 - d. When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
1. Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
 - a. The rope, wire, or chain shall be flagged at not more than 6-foot (1.8m) intervals with high visibility material.
 - b. The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (0.9m) from the walking/working surface and its highest point is no more than 39 inches (1.0m) from the walking/working surface.
 - c. After being erected, with rope, wire, or chains attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (0.8m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge.
 - d. The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN) and after being attached to the stanchions shall be capable of supporting without breaking, the loads applied to the stanchions as prescribed in paragraph (2) @ of this section.
 - e. The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result slack being taken up in adjacent sections before the stanchion tips over.
1. No employees shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofing work in that area.

2. Mechanical equipment on roofs shall be used or stored only in areas where employees are protected by a warning line system, or personal fall arrest system.

CONTROLLED ACCESS ZONES

Controlled access zones (see S1926.501 (b) (9) and S 1926.502 (k) and their use shall conform to the following provisions.

1. When used to control access to area where leading edges and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.
 - a. When control lines are used, they shall be erected not less than 6 feet (1.8m) nor more than 23 feet (7.7m) from the unprotected or leading edge, except when erecting precast concrete members.
 - b. When erecting precast concrete members, the control line shall be erected not less than 6 feet (1.8m) nor more than 60 feet (18m) or half the length of the member being erected, whichever is less, from the leading edge.
 - c. The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
 - d. The control line shall be connected on each side to a guardrail system or wall.
1. When used to control access to area where overhead bricklaying and related work are taking place:
 - a. The controlled access zone shall be defined by a control line erected not less than 10 feet (3.1m) nor more than 15 feet (4.5m) from the working edge.
 - b. The control line shall extend for a distance sufficient for the controlled access zone to enclose all employees performing overhead bricklaying and related work at the working edge and shall be approximately parallel to the working edge.
 - c. Additional control lines shall be erected at each end to enclose the controlled access zone.
 - d. Only employees engaged in overhead bricklaying or related work shall be permitted in the controlled access zone.
1. Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:
 - a. Each line shall be flanged or otherwise clearly marked at not more than 6 foot (1.8m) intervals with high visibility material.
 - b. Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches (1m) from the walking/working surface. And its highest point is not more than 45 inches (1.3m) from the walking/working surface.
 - c. Each line shall have a minimum braking strength of 200 pounds (0.88kN).
1. On floors and roofs where guardrail systems are in place, but need to be removed to allow overhead bricklaying work or leading edge work to take place, only that portion of the guardrail necessary to accomplish that day's work shall be removed.
2. On floors and roofs where guardrail systems are not in place prior to the beginning of overhead bricklaying operations, controlled access zones shall be enlarged, as necessary, to enclose all points of access, material handling and storage areas.

SAFETY MONITORING SYSTEMS

Safety monitoring systems and their use shall comply with the following provisions.

1. The employer shall designate a competent person to monitor the safety of other employees and the employer shall ensure that the safety monitor complies with the following:
 - a. The safety monitor shall be competent to recognize fall hazards.
 - b. The safety monitor shall warn employee when it appears that the employee is unaware of a fall hazard or is acting in unsafe manner.

- c. The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored.
 - d. The safety monitor shall be close enough to communicate orally with the employee.
 - e. The safety monitor shall not have other responsibilities, which could take the monitor's attention from the monitoring function.
1. Mechanical equipment shall not be used or stored in areas where safety-monitoring systems are being used to monitor employees engaged in roofing operations on low slope roofs.
 2. No employee, other than an employee engaged in roofing roof (on low sloped roofs) or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.
 3. Each employee working in a controlled access zone shall be directed to comply promptly with fall hazard warnings from safety monitors.

Covers: Covers for holes in floors, roofs, and other walking/working surfaces shall meet the following requirements.

1. Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
2. All other covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any time.
3. All covers shall be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees.
4. All covers shall be color-coded or they shall be marked with the "hole" or "cover" to provide warning of the hazard. Note: This provision does not apply to cast iron manhole cover or steel grates used on streets or roadways.

PROTECTION FROM FALLING OBJECTS

Falling object protection shall comply with the following provisions.

1. Toe boards, when used with the following protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.
2. Toe boards shall be capable of withstanding, without failure, a force of at least 50 pounds (222 N) applied in any downward or outward direction at any point along the toe board.
3. Toe boards shall be a minimum of 3 ½ inches (9cm) in vertical height from their top edge to the level of the walking/working surface. They shall have not more than ¼ inch (0.6cm) clearance above the walking/working surface. They shall be solid or have openings not over 1 inch (2.5cm) in greatest dimension.
4. Where tools, equipment, paneling or higher than the top edge of the toe board, paneling or screening shall be erected from the walking/working surface or toe board to the top of the guardrail system's top rail or midrail, for a distance sufficient to protect employees below.
5. Guardrail systems, when used as falling object protection, shall have all openings small enough to prevent passage of potential falling objects.
6. During the performance of overhead bricklaying and related work.
 - a. No materials or equipment except masonry and mortar shall be stored within 4 feet (1.2 m) of the working edge.
 - b. Excess mortar, broken or scattered masonry units, and all other material and debris shall be kept clear from the work area by removal at regular intervals.
1. During the performance of roofing work:
 - a. Materials and equipment shall not be stored within 6 feet (1.8m) of a roof edge unless guardrails are erected at the edge.
 - b. Materials, which are piled, grouped, or stacked near a roof edge, shall be stable and self-supporting.
1. Canopies, when used, as falling object protection, shall be strong enough to prevent collapse and to prevent penetration by any object, which may fall onto the canopy.

FALL PROTECTION PLAN

This option is available only to employees engaged in leading edge work, precast concrete erection work, or residential construction work who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan must conform to the following provisions.

1. The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the leading edge work, precast concrete work, or residential construction work is being performed and the plan must be maintained up to date.
2. A qualified person shall approve any changes to the fall protection plan.
3. A copy of the fall protection plan with all approved changes shall be maintained at the job site.
4. The implementation of the fall protection plan shall be under the supervision of a competent person.
5. The fall protection plan shall document the reasons why the use of conventional fall protection systems (guardrail systems, personal fall arrest systems, or safety net systems) is infeasible or why their use would create a greater hazard.
6. The fall protection plan shall include a written discussion of other measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems. For example: the employer shall discuss the extent to which scaffolds, ladders, or vehicle mounted work platforms can be used to provide a safer working surface and thereby reduce the hazard of falling.
7. The fall protection plan shall identify each location where conventional fall protection methods cannot be used. These locations shall then be classified as controlled access zones and the employer must comply with the criteria.
8. Where no other alternative measure has been implemented, the employer shall implement a safety monitoring system in conformance with the safety monitoring system above.
9. The fall protection plan must include a statement, which provides the name or the other method of identification for each employee who is designated to work in controlled access zones. No other employees may enter controlled access zones.
10. In the event an employee falls, or some other related, serious incident occurs the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g. practices, procedures, or training) and shall implement those changes to prevent similar types of falls and incidents.

TRAINING REQUIREMENTS

The following training provisions supplement and clarify the requirements of S1926.21 regarding the hazards addressed in Subpart M of this part.

A. Training Program

1. The employer shall provide a training program for each employee who might be exposed to fall hazards. The program shall enable each employee to recognize the hazards of falling and shall train each employee in the procedures to be followed in order to minimize these hazards.
2. The employer shall assure that each employee has been trained, as necessary, by a competent person qualified in the following areas:
 - a. The nature of fall hazards in work area.
 - b. The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
 - c. The use and operation of guardrail systems, personal fall arrest systems, safety nets, warning line systems, safety monitoring systems, controlled access zones and other protection to be used.
 - d. The role of each employee in the safety monitoring system when this system is used.
 - e. The limitation of the use of mechanical equipment during the performance of roofing work on low sloped roofs.

- f. The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- g. The role of employees in fall protection plans.
- h. The standards contained in this subpart.

A. Certification of Training.

- 1. The employer shall verify compliance with paragraph (a) of this section by preparing a written certification record. The written certification record shall contain the name or other identification of the employee trained, the date (s) of the training, and the signature of the employer. If the employer relies on training conducted by another employer or completed prior to the effective date of this section, the certification record shall indicate the date the employer determined the prior training was adequate rather than the date of actual training.
- 2. The latest training certification shall be maintained.

A. Retraining.

When the employer has a reason to believe that any affected employee who has already been trained does not have the understanding and skill required by paragraph (a) of this section, the employer should retrain each such employee. Circumstances where retraining is required include but are not limited to, situations where;

- 1. Changes in the workplace render previous training obsolete.
- 2. Changes in the types of fall protection systems or equipment to be used render previous training.
- 3. Inadequacies in an affected employee's knowledge or use of fall protection systems or equipment indicate that the employee has not retained the requisite understanding or skill.

Statement of Company Policy Fall Protection

R.L. McCoy, Inc. is dedicated to the protection of its employees from on the job injuries. All employees of R.L. McCoy have the responsibility to work safely on the job. The purpose of this plan is:

- a. To supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job and;
- b. To ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of erection.

This Fall Protection Plan addresses the use of other than conventional fall protection at a number of areas on the project, as well as identifying specific activities that require non-conventional means of fall protection. These areas include: Connecting activity (point of erection), Leading edge work, and unprotected sides or edges. This plan is designed to enable the jobsite foreman and their employees to recognize the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Each employee will be trained in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the foreman of the concern and the concern addresses before proceeding.

Safety policy and procedure on any one project cannot be administered, implemented, monitored and enforced by any one individual. The total objective of a safe, accident free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project from management down to the last employee. Each employee must understand their value to the company; the costs of accidents, monetary, physical, and emotional; the objective of the safety policy and procedures; and what their individual role is in administering, implementing, monitoring, and compliance of their safety policy and procedures. This allows for a more personal approach to compliance through planning,

training, understanding and cooperative effort, rather than by strict enforcement. If for any reason an unsafe act persists, strict enforcement will be implemented. It will be the responsibility of the job foreman to implement this Fall Protection Plan. The foreman is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The foreman also is responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and follow the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. Any changes to this plan must be approved by the Safety Director.

Fall Protection Systems

Where conventional fall protection is infeasible or creates a greater hazard at the leading edge and during initial connecting activity, we plan to do this work using a safety monitoring system and expose only a minimum number of employees for the time necessary to actually accomplish the job. The maximum number of workers to be monitored by one safety monitor is six. The safety monitor shall be identified by wearing an orange hard hat. The designated erectors/installers will be identified by one of the following methods: a blue arm band, a blue hard hat, or a blue colored vest. Only individuals with the appropriate experience skills, and training will be authorized as designated erectors/installers. All employees that will be working as designated erectors/installers under the safety monitoring systems shall have been trained and instructed in the following areas: Recognition of the fall hazards in the work area (at the leading edge and when making initial connections-point of erection); Avoidance of fall hazards using established work practices which have been made known to the employees; Recognition of unsafe practices or working conditions that could lead to a fall, such as windy conditions; The function, use, and operation of safety monitoring systems, guardrail systems, body belt/harness systems, control zones and other protection to be used; The correct procedure for erecting, maintaining, disassembling and inspecting the system (s) to be used; Knowledge of construction sequence or the erection plan.

A conference will take place prior to starting work involving all members of the erection/installation crew, crane crew and supervisors of any other concerned contractors. This conference will be conducted by the structural member erection supervisor and/or the metal deck installing supervisor in charge of the project. During the pre-work conference, erection procedures and sequences pertinent to this job will be thoroughly discussed and safety practices to be used throughout the project will be specified. Further, all personnel will be informed that the controlled access zones are off limits to all personnel other than those designated as erectors/installers specifically trained to work in that area.

Safety Monitoring Systems

A safety monitoring system means a fall protection system in which a competent person is responsible for recognizing and warning employees of fall hazards. The duties of the safety monitor are to: Warn by voice when approaching the open edge in an unsafe manner; Warn by voice if there is a dangerous situation developing which cannot be seen by another person involved with product placement, such as a member getting out of control; Make the designated erectors aware they are in a dangerous area; Be competent in recognizing fall hazards; Warn employees when they appear to be unaware of a fall hazard or are acting in an unsafe manner; Be on the same walking/working surface as the monitored employees and within visual sighting distance of the monitored employees; Be close enough to communicate orally with the employees; Not allow other responsibilities to encumber monitoring. If the safety monitor becomes too encumbered with other responsibilities, the monitor shall: (1) stop the erection process; and (2) turn over other responsibilities to a designated erector; or (3) turn over the safety monitoring function to another designated, competent person.

Control Zone System

A controlled access zone means an area designated and clearly marked, in which leading edge work may take place without the use of guardrail, safety net or personal fall arrest systems to protect the employees in the area. Control zone systems shall comply with the following provisions: (1) when used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access. When control lines are used, they shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge. (2) The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge. (3) The control line shall be connected on each side to a guardrail system or wall. (4) Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows: (5) each line shall be flagged or otherwise clearly marked at not more than 6 foot intervals with high visibility material. (6) Each line shall be rigged and supported in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches from the walking/working surface. (7) Each line shall have a minimum breaking strength of 200 pounds.

Holes

All openings greater than 12 X 12 in. will have a perimeter guarding or covering. All predetermined holes will have the plywood covers made in the pre-casters' yard and shipped with the member to the jobsite. Prior to cutting holes on the job, proper protection for the hole must be provided to protect the workers. Perimeter guarding or covers will not be removed without the approval of the erection foreman. Pre-cast concrete column erection through the existing deck requires that many holes be provided through this deck. These are to be covered and protected. Except for the opening being currently used to erect a column, all opening protection is to be left undisturbed. The opening being uncovered to erect a column will become part of the point of erection and will be addressed as part of this Fall Protection Plan. This uncovering is to be done at the erection foreman's direction and will only occur immediately prior to "feeding" the column through the opening. Once the end of the column is through the slab opening, there will no longer be a fall hazard at this location.

Implementation of Fall Protection Plan

The structure being erected is a bridge structure consisting of steel or concrete structural members overlain by metal deck flooring.

Structural Members

Employees erecting structural members at a height of 6 to 30' will erect the beam, make initial connections, and final alignment from the stop pier cap. To disconnect the crane from the beam an employee will attach their person fall arrest system to the beam after the beam is in a stable self-supporting position.

Floor Decking

During installation of the metal deck flooring the work deck continuously increases in area as more and more units are being installed. Thus, the unprotected floor perimeter is constantly modified with the leading edge for workers at the leading edge shall be assured by properly constructed and maintained control zone lines not more than 60 ft. away from the leading edge changing location as each member is installed. The fall protection for workers at the leading edge shall be assured by properly constructed and maintained control zone lines not more than 60 ft. away from the leading edge supplemented by a safety monitoring system to ensure the safety of all designated erectors working within the area defined by the control zone lines.

Conventional Fall Protection

Conventional Fall Protection considered for the point of erection or leading edge erection operations.

Personal Fall Arrest Systems

In this particular erection sequence and procedure, personal fall arrest systems requiring body belt/harness systems, lifelines and lanyards will not reduce possible hazards to workers and will create offsetting hazards during their usage at the leading edge of structural member erection and floor deck installation. Leading edge erection and initial connections are conducted by employees who are specifically trained to do this type of work and are trained to recognize the fall hazards. The nature of such work normally exposes the employee to the fall hazard for a short period of time and installation of fall protection systems for a short duration is not feasible because it exposes the installers of the system to the system to the same fall hazard, but for a longer period of time.

1. It is necessary that the employee be able to move freely without encumbrance in order to guide the sections of structural members into their final position without having lifelines attached which will restrict the employee's ability to move about at the point of erection.
 - a. A typical procedure requires 2 or more workers to maneuver around each other as a structural member is positioned to fit into the structure. If they are each attached to a lifeline, part of their attention must be diverted from their main task of positioning a member weighing several tons to the task of avoiding entanglements of their lifelines or avoiding tripping over lanyards. Therefore, if these workers are attached to lanyards, more fall protection would result than from not using such a device. In this specific erection sequence and procedure, retractable lifelines do not solve the problem of two workers becoming tangled. In fact, such a tangle could prevent the lifeline from retracting as the worker moved, thus potentially exposing the worker to a fall greater than 6ft. Also, a worker crossing over the lifeline of another worker can create a hazard because the movement of one person can unbalance the other. In the event of a fall by one person there is a likelihood that the other person will be caused to fall as well.
 - b. Employees tied to a lifeline can be trapped and crushed by moving structural members if the employee becomes restrained by the lanyard or retractable lifeline and cannot get out of the path of the moving load.

1. The sudden movement of a pre-cast concrete member being raised by a crane can be caused by a number of factors. When this happens, a connector may immediately have to move a considerable distance to avoid injury. If a tied off body belt/harness is being used, the connector could be trapped. Therefore, there is a greater risk of injury if the connector is tied to the structure for this specific erection sequence and procedure. When necessary to move away from a retractable device, the worker cannot move at a rate greater than the device locking speed typically 3.5 to 4.5 ft. /sec. When moving toward the cable slack to build up. This slack may cause cable retraction acceleration and cause a worker to lose their balance by applying a higher than normal jerking force on the body when the cable suddenly becomes taut after building up momentum. This slack can also cause damage to the internal spring-loaded drum, uneven coiling of cable on the drum, and possible cable damage. The factors causing sudden movements for this location include:
 - a. **Cranes-** Operator error, site conditions (soft or unstable ground), mechanical failure, structural failure, rigging failure, crane signal/radio communication failure.
 - b. **Weather Conditions-** Wind (strong wind/sudden gusting) particularly a problem with the large surface areas of structural members, snow/rain (visibility), fog (visibility), cold-causing slowed reactions or mechanical problems.
 - c. **Structure/Product Conditions-** Lifting eye failure, bearing failure or slippage, structure shifting, bracing failure, product failure.
 - d. **Human Error-** Incorrect tag line procedure, tag line hang-up, incorrect or misunderstood crane signals, misjudged elevation of member, misjudged speed of member, misjudged angle of member.

Anchorage or special attachment points could be cast into the pre-cast concrete members if sufficient preplanning and consideration of erector's position is done before the members are cast. Any hole or other attachment must be approved by the engineer who designed the member. It is possible that some design restrictions will not allow a member to be weakened by an additional hole; however, it is anticipated that such situations would be the exception, not the rule. Attachment points, other than on the deck surface, will require removal and/or patch these points, requires the employee to be exposed to an additional fall hazard at an unprotected perimeter. The fact that attachment points could be available anywhere on the structure does not eliminate the hazards of using these points for tying off as discussed above. Providing attachment at a point above the walking/working surface would also create fall exposures for employees installing their devices. Final positioning of a structural member requires it to be moved in such a way that it must pass through the area that would be occupied by the lifeline and the lanyards attached to the point above. Resulting entanglements of lifelines and lanyards on a moving member could pull employees from the work surface. Also, the structure is being created and, in most cases, there is no structure above the members being placed.

Other Fall Protection Measures Considered

The following is a list and explanation of other fall protection measures available and an explanation of limitations for use on this particular job site. If during the course of erecting the building the employee sees an area that could be erected more safely by the use of these fall protection measures, the foreman should be notified.

- a. Scaffolds are not used because:
 - 1. The leading edge of the building is constantly changing and the scaffolding would have to be moved at very frequent intervals. Employees erecting and dismantling the scaffolding would be exposed to fall hazards for a greater length of time than they would be merely erecting the pre-cast concrete member.
 - 2. A scaffold tower could interfere with the safe swinging of a load by the crane.
- a. Crane suspended personnel platforms are not used because:
 - 1. A second crane close enough to suspend any employee in the working and erecting area could interfere with the safe swinging of a load by the crane hoisting the product to be erected.

Enforcement

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The jobsite Superintendent, as well as individuals in the Safety and Personnel Departments, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

Accident Investigations

All accidents that result in injury to workers, regardless of their nature, shall be investigated and reported. It is an integral part of any safety program that documentation takes place as soon as possible so that the cause and means of prevention can be identified to prevent a recurrence. In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

Changes to Plan

Any changes to the plan will be approved by the Safety Director. This plan shall be reviewed by a qualified person as the job progresses to determine if additional practices, procedures or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes shall be maintained at the jobsite

Section 9 **Transportation and Travel Expenses**

COMPANY-OWNED/LEASED VEHICLES

As a driver of a Company vehicle, the authorized driver has been given certain privileges. He/she assumes duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures in this handbook. Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. These vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use. Company vehicles may not be used for business activities of other companies. Company vehicles may not be driven out of the United States. All travel in Company vehicles on other than Company business must be authorized in advance by Corporate Office. This includes vehicles that may be leased by the Company as well as those vehicles that are owned by the Company.

The following are specific policies related to Company-owned/leased vehicles:

- Daily records must be kept for all mileage driven.
- Company-owned/leased vehicles will be driven only as needed for jobs during working hours. Vehicles are to be shut down when not driving, do not leave vehicle running when you are not in vehicle.
- Company-owned/leased vehicles will be driven only for transportation to and from destinations as specified.
- Company vehicles in need of service, let the shop mechanic know, so he can get it fixed as soon as possible, or (mechanic) will take it to a service shop. Mechanic will do routine inspections of vehicles. All inspections and work done is documented. Authorized drivers are responsible for the inspections of oil level, tires, exhaust systems, windshield wipers, and antifreeze/water levels.
- Company-owned/leased vehicles will not be driven for private use unless specific arrangements have been made in advance.
- Only the driver assigned to the vehicle is authorized to sign for gasoline, oil, etc.
- All charge receipts must include the [name, address of the vendor,] [the date of purchase] [the number of gallons purchased,] [the amount paid,] [the vehicle ID number,] and [the mileage on the odometer].
- Alcoholic beverages or illegal drugs or chemicals will not be allowed in a Company vehicle at any time.
- No driver who has been drinking alcoholic beverages or is under the influence of drugs or chemicals will be allowed to drive a Company-owned/leased vehicle.
- No one, other than an authorized Company employee, is permitted to operate or ride in a Company-owned/leased vehicle. No more than 3 people may ride in the cab of a truck at one time and seatbelts must be worn. The authorized driver must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal (employee) expense. The driver is responsible for the vehicle, safety of cargo, and passengers. Also defensive driving, physical hazards, occurring vehicle and reporting accidents.
- Vehicles must be kept clean (interior and exterior) at all times free of trash.
- Vehicles must be properly maintained according to the manufacturer's schedule.
- Any employee who misuses a Company-owned/leased vehicle will be subject to dismissal.

- Any damage to a Company-owned/leased vehicle caused by employee carelessness or misjudgment is the responsibility of the employee. This includes insurance deductibles.

MINIMUM DRIVER REQUIREMENT STANDARDS:

No unauthorized drivers are to operate any Company vehicle at any time, and unless authorized by the President, no one is to use a Company vehicle for personal use. Riding- no more than 3 people may ride in the cab of a truck at one time and seatbelts must be worn. Anyone operating a Company vehicle is responsible for the vehicle, safety of cargo, and passengers; also defensive driving, physical hazards, occurring vehicle and reporting accidents. Authorized drivers are responsible for the inspections of oil level, tires, exhaust systems, windshield wipers, and antifreeze/water levels. Keep vehicle free from trash. Driver's age is of at least 18 to operate a pickup or van, and at least 20 to operate big trucks. Driver must have at least 2 years driving experience in like equipment. Previous employers will be checked. Drivers will have additional driver paperwork to fill out when hired. You are not to be on a mobile phone while driving a Company vehicle unless you are using a headset device. Pull over to take a phone call, or wait to return their call when you can safely pull over.

Motor Vehicle Reports (MVR) will be run annually on all drivers to verify that the minimum driver standards are met. The following represents what is a guideline for an unacceptable MVR. Each driver will be considered individually and certain instances may require additional information and/or clarification.

A "Driver" will be classified as an unacceptable driver if the MVR check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations regardless of what type of vehicle the driver was driving:

1. Conviction for an alcohol and/or drug related driving offense,
2. Refusal to submit to a Blood Alcohol Content (BAC) test,
3. Multiple convictions for reckless driving,
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years,
5. Suspension, revocation or administrative restriction within the last three years,
6. Leaving the scene of an accident as defined by state laws,
7. At fault in a fatal accident,
8. Felony committed involving a vehicle,
9. Three or more "Company Vehicle" physical damage claims in any twelve month period.

PERSONAL VEHICLES

Employees may use their personal vehicles on official Company business provided prior approval has been obtained from Corporate Office. A mileage rate based on acceptable and current Internal Revenue Service regulations will be paid to an employee who uses his/her personal vehicle on official Company business. Minimum insurance requirements as specified by the Company's insurance carrier must be in effect at the time the employee's personal vehicle is used and the employee may be required to provide the appropriate proof of insurance deductibles.

TRAVEL EXPENSES

The Company will reimburse an employee for some expenses incurred when he/she is on assignment away from the normal work location. The Company will reimburse the employee for the cost of travel, lodging, meals, or other expenses directly related to accomplishing the assignment. Employees are expected to limit expenses to reasonable amounts.

All business travel must be approved in advance by your Supervisor. Travel and/or business expenses submitted for reimbursement must be accompanied by receipts showing name(s), date(s), business discussed, amount(s) and the account to be charged. Questions concerning the proper procedure for making travel arrangements or reservations, the types and amounts of expenses that will be reimbursed, personal travel and traveling with companions, use of credit cards, or the completion of expense reports should be directed to your Supervisor.

If an employee attends a job-related class/seminar that requires an overnight stay, reimbursement for lodging and/or meal expenses will be made with the approval of the President. Receipts are required at the time the reimbursement is requested, payment is made on the next a/p check run. Any cost to attend a pre-approved seminar will be paid directly by the Company before the employee attends. If the employee fails to attend a seminar, the cost to attend the seminar or any cancellation fee incurred will be at the expense of the employee. Employees requesting educational assistance must discuss with the President.

EXPENSE RECORDS

All expense records (including gasoline credit card receipts) must be turned in weekly. Documentation for all expenses is required. Any item that is not accompanied by a receipt will not be approved.

Section 10 Employee Concerns

R.L. McCoy, Inc. believes in open communication. If an employee has a suggestion or concern, management wants to know about it. In most cases, an employee will get satisfaction by discussing the matter with his/her Supervisor. However, the Company recognizes that not all complaints will be satisfactorily resolved between an employee and his/her Supervisor. For complaints which cannot be resolved informally between an employee and his/her Supervisor, the following procedure has been established to ensure a fair and impartial review. All complaints will be given prompt and objective consideration in an atmosphere of mutual assistance.

Time periods specified may be extended at the discretion of the management person reviewing a particular complaint if extenuating circumstances justify a longer period. This complaint reporting procedure does not apply directly to complaints of harassment which are more specifically discussed in Section 5 - Work Policies and Regulations.

Step 1: The employee must present his/her complaint to your Supervisor who will make a thorough inquiry into the facts and circumstances of the complaint and will make every effort to resolve the matter promptly and fairly within a half working day of receiving the complaint.

Step 2: If an employee is dissatisfied with the decision of the Supervisor, the employee may submit a written report to the next management level within one working day of receiving the decision of the Supervisor. If further review is required, the higher management level will conduct the appropriate investigations and hearings and advise the employee of the findings and of any change in the earlier decision. Regardless of the time limits established, the filing of a complaint will not be accepted after an employee has been terminated from employment.

Step 3: At any time within one working day following receipt of the decision reached in Step 2 or within one working day after the employee's termination date, the employee may submit a written request for further review of his/her complaint to the President of R.L. McCoy, Inc.. The personnel actions taken previously will be reviewed and a final decision will be made.

General Project Specific Plan

This is a general Site Specific Plan; additions will be made per job site that is needed. All policies and procedures are elevated annually for improvements. Non-compliance with the plan will result in disciplinary action. Any disciplinary action is done and documented by upper management.

Safety Responsibilities- Safety professional for Project and or Contract. If there is an urgent project/contract specific safety concern, contact the people below. These individuals are not dedicated full time to one job; but oversee all in their area.

Columbia City Pumping- Thomas Black (Safety Director)

Office 260-625-3443 Cell phone 260-434-4002

Indianapolis Pumping- Gary Brown (Safety Director)

Office 317-544-0000 Cell phone 317-442-7401

Bridge/Misc. Work- John Deathe (General Foreman)

Office 260-625-3443 Cell Phone 260-609-6538

Or contact your immediate Supervisor

Your immediate Supervisor of the job is dedicated full-time for that job/project. The Safety Directors oversee pumping projects/jobs. Your Supervisor and/or Safety Directors are responsible for the safety on the project and implementation of the project/contract Specific Plan. Upper management, President, Supervisors and Safety Directors have the authority for implementing the provisions of this program. Supervisors are responsible for implementing and maintaining the program in their work areas and for answering crew's questions about the program. R.L. McCoy, Inc. will monitor the hazards/risks and exposures in accordance with this Safety Plan. The plan addresses the various hazards/risks and exposures, and the checklists will bring any concerns or violations to the attention of the staff for correction. Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazard. R.L. McCoy, Inc. is a company that is committed to protecting employees, customers and the general public on all our projects. Senior management is responsible to support, implement and monitor the safety, health and risk management process. The Safety Directors will establish and maintain a safe and healthful environment. They will ensure that all workers follow the Company's Safety Policies and procedures. R.L. McCoy has professional mechanics that follow-up to assure all vehicles are inspected and maintained properly. Immediate action will be taken to eliminate any deficiencies.

Training- All employees must comply with safety, health, and risk management requirements. We always are working towards continuous improvement. Safety Directors have completed the 30 hour OSHA Certification Course and all Supervisors have completed the 10-hour OSHA Certification Course. Indianapolis crews must have a current MICCS card and a negative substance screen documented in the MICCS data base. All pump operators are American Concrete Pumping Association (ACPA) Certified and Union Certified. All R.L. McCoy employees go through our Safety Orientation Program and any required contractors safety program prior to beginning work. R.L. McCoy employees attend weekly tool box talk's lead by their job supervisor, provided by Indiana Constructors, Inc. Supervisors attend weekly safety meetings to keep them updated and to go over with their crew lead by the Safety Director and/or upper management. Topics discussed in meetings cover site-specific safety concerns or issues incorporating any safety news flashes or near miss follow-up information. All training and safety updates are documented sign in sheets and kept at the Corporate Office. R.L. McCoy, Inc. does ongoing training and specialty training is provided on an as needed basis. If required R.L. McCoy employees will attend contractor/owner training-safety meetings.

Safety Inspections- R.L. McCoy has; as used daily, weekly, and monthly safety inspections and checklists. These forms consist of identification and evaluation of work place hazards and any other effective methods to identify and evaluate workplace hazards. These forms are turned into the

Corporate Office weekly and kept on file. Any problems inform upper management and log on a corrective action plan form and all findings are fixed, replaced, and/or looked further into to improve. Corrective Action form is given to upper management to implement immediate action. We also will use a contractor's inspection form; if required. Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner: If possible when observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering employee (s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and all such actions taken and dates are completed shall be documented on the appropriate forms. All jobs get a pre-job inspection by upper management to identify specific daily tasks to be performed, the hazards associated with each task, and the means, which will be used to eliminate or mitigate the hazards, are documented and kept at the Corporate Office; this information and actions to avoid the hazards are given to all crew that will be on that job site our employee's and any others. Jobs also get periodic inspections we use the same job inspection form.

Hazard Identification- Mandatory Personal Protective Equipment: Gloves, Eye Protection, Work Boots, Ear Protection (if needed), Fall Protection, vests and Hard Hats. Any unloading of materials throughout the duration of the job that may have any potential hazard of lifting, lacerations from sharp materials and potential for fingers or toes to be crushed, will be prevented or corrected by using a buddy system and/or wearing PPE at all times. Personnel will be trained in the proper use and application of PPE.

Work activity of temporary electrical with a potential hazard of equipment striking lines causing electrocution will be prevented with all power feeds installed overhead at elevations above 20 feet.

Work activity of concrete placement with potential hazards of injuries from backing of concrete mixers and burns to eyes and skin will be prevented by back up alarms and flagmen to direct trucks backing up and all personnel wearing PPE at all times. Work activity of working around floor openings with potential hazard of tripping, falling, or loss of balance or rock, debris, or dust entering excavation. Preventive or corrective measures will include all area surrounding excavating will be clean of debris and material, spoils remaining 2 feet from edge of excavation, slope to be 1 ½: 1 a ladder present at all times within 25' of employees, with all employees wearing PPE at all times.

Workers will utilize daily safe plans for hazard pre-planning prior to every work task, and workers will utilize a Safe to Work Permit for all work activities. No work will begin without both of these plans. Daily Safety Plans will be filled out and covered with each work crew prior to each shift, in addition to the Safe to Work Permits. All workers are trained in the use of power tools, ladders, personal protective equipment, safety hazards and protection. Housekeeping will be performed during tasks. Workers will use mechanical means when possible, and the "buddy system" will be used for loads over 50 lbs. All employees will review the 9-point safety plan and sign attendance sheet before any work begin.

Job Hazard Analysis
Examples of Common Hazards & Control Measures

Hazard: Proper use of hand signals; controlling truck traffic.

Hazard Type: Injury and/or accident/incident to person (s), equipment and/or property.

Corrective Action Plan: Prior to each pour R.L. McCoy's employees will ensure proper hand signals are understood between the laborers, the operator and all others on job site needed to know. Flagman and radio communication are put in place when needed. Use flagger at gates, be sure back up alarms are working before start of work. When exiting jobsite upon completion of pour; utilize flagger to stop traffic and keep bystanders clear.

Hazard: Pipeline Assembly for Concrete Pumping; pipeline assembled correctly.

Hazard Type: Injury and/or accident/incident to person (s), equipment and/or property.

Corrective Action Plan: All pipe line will be pinned. Any accessories attached to the end of the boom will be secured with straps and pins required by the manufacturers safety manual. If concrete plug is in pipeline; observe proper ACPA safety procedures to safely remove plug. Clean up pump, pipeline and hose; wear safety glasses, and wash off concrete ASAP. Wear barrier cream, knee pads as needed.

Hazard: When done pumping chance of air entrapment; when the hopper is emptied of concrete and the air is sucked into the pump.

Hazard Type: Injury and/or accident/incident to person (s), equipment and/or property.

Corrective Action Plan: The pump is shut off immediately. All people are cleared the distance of the hose away from the pipeline, the pump is turned back on until the air has cleared the line.

Hazard: Job site safety; preventing job hazards, unsafe job site and/or surroundings.

Hazard Type: Injury and/or accident/incident to person (s), equipment and/or property.

Corrective Action Plan: Initial pre-pour inspections of the jobsite will be performed by the Safety Manger to ensure that R.L. McCoy can safely perform on site. Prior to job starting a pre-job meeting takes place to ensure that everyone is aware of safety policies, procedures and any specific job requirements. Employees will alert supervisor to any hazard encountered that presents danger to employee safety. Determination will then be made to avoid or eliminate the hazard.

Hazard: Chemicals; chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream. A chemical that when exposed to heat ignition source results in combustion or a chemical that when comes into contact with metal or other materials, damages the materials.

Hazard Type: Injury, combustion, burn, illness, disease or death. Person (s) burn, fire, explosion, temperatures acids and bases.

Corrective Action Plan: All crew members are trained about personal protective equipment and all members use and wear PPE. Check MSDS and/or OSHA for chemical hazard information. The amount of chemical exposure is critical exposure is critical in determining hazardous effects. Usually, the lower a chemical's flash point and boiling point, the more flammable the chemical.

Hazard: Debris/Housekeeping; power lines, walkways, overhead obstructions.

Hazard Type: Injury and/or accident/incident to person (s), equipment and/or property; power lines falling, debris blocking walkways; stairways, slips and trips.

Corrective Action Plan: Make sure the concrete pump is staged in a location that is free from overhead obstructions such as trees, steel or power lines. Assure ground stability, Pre-plan for the accessibility and departure for the ready mix truck. Safe and proper concrete clean up procedures are followed upon completion of each pour. A pre-job walk through is done. R.L. McCoy employees are to report any hazardous or unsafe conditions immediately to their supervisor. Maintain good housekeeping practices. Proper PPE will be worn to match the task performed. Material will be stacked properly. Aisles will be maintained. Scrap material will be removed from the jobsite as soon as possible.

Hazard: Explosion; compressed gas/oxygen cylinder, boiler. Sudden and violent release of a large amount of gas, energy due to a significant pressure difference.

Hazard Type: Rupture, injury and or accident/incident to person (s), equipment and/or property.

Corrective Action Plan: All cylinders are to be in an upright position and secured in ranks. Caps should be kept on tanks when not in use. Keep tanks free of oil and grease. Bulk storage is stored separately from others. Gases are separated by barriers and/or chains. Make sure the valve is in the off position before releasing unwanted pressure.

Hazard: Electrical; shock, Short Circuit, fire, Static/ESD, loss of power.

Hazard Type: Contact with exposed conductors or a device that is incorrectly or inadvertently grounded. Use of electrical power that results in overheating, arcing to the point of combustion and or ignition of flammables, or electrical component damage. The moving or rubbing of wool, nylon, other synthetic fibers, and flowing liquids can generate static electricity.

Corrective Action Plan: Work activity of temporary electrical with a potential hazard of equipment striking lines causing electrocutions will be prevented will all power feeds installed overhead at elevations above 20 feet. All electrical equipment must be grounded. Crews are instructed not to use temporary wiring and only use generator electric with a ground fault. Crews are to never operate any electrical device in a moist/wet environment or anything without a ground GFI. Three pronged plugs are required on extension cords, and safety guards are to be always used.

Hazard: Fall Protection

Hazard Type: Conditions that result in falls (impacts) from height or traditional walking surfaces; ground level and falling objects from overhead.

Hazard Description: All openings, leafing edges, work platforms (including scaffolds), and structures under construction.

Corrective Action Plan: An analysis of all job sites will be performed by the supervisor to determine which tasks are required to be done at elevations above ground level and what potential fall hazard is to employees. Employees are to use lifts, cables, belts and harness to restrict access to the fall. Employees are to use lifts, cables, belts and harness to restrict access to the fall. Employees are to use their personal protective equipment. Crews are fully trained on all the fall protection safety devices.

Hazard: Mechanical Failure; equipment that exceeds designed capacity or is inadequately maintained; mechanical/vibration.

Hazard Type: Skin, muscle, or body parts exposed to crushing, caught-between, cutting, tearing, shearing items or equipment. Vibration that can cause damage to nerve endings, or material fatigue that results in a safety-critical failure.

Corrective Action Plan: Any tool and/or machine that are not working properly are to be tagged and further disabled until repaired or replaced. Crews are to inform their supervisor of non-working equipment. Service will be done by our certified mechanic or hired out to a professional. Crews are to always wear their PPE. All tools will be inspected prior to use and used per manufactures recommendations.

Hazard: Setting up concrete pump, outrigger pads, boom

Hazard Type: Injury and or accident/incident to person (s), equipment and or property.

Corrective Action Plan: Use barricading as necessary; do not create a pinch point for pedestrians at outrigger. Never stand between concrete delivery truck and concrete pump. When placing outrigger pads; pay attention to your footing, only set-up on firm foundation. Extending and operating boom; keep minimum 27" clearance from power-lines, install insulated protective blankets and/or install flagging.

Hazard: Clamp hose section to main boom hose

Hazard Type: Injury and/or accident incident to person (s), equipment and or property.

Corrective Action Plan: Keep hands free of pinch point in clamp. Use proper lifting techniques, install hose safety strap.

Hazard: Prime Pump

Hazard Type: Injury and/or accident-incident to person (s), equipment and /or property.

Corrective Action Plan: Wear safety glasses, wash off concrete ASAP. Wear barrier cream, knee pads as needed. Wear gloves and rubber over boots.

Hazard: Climb on and off pump

Hazard Type: Injury and/or accident/incident to person (s), equipment and/or property.

Corrective Action Plan: Use 3 Point Rule. Use handles, and wipe up oil.

Hazard: Personal Protective Equipment (PPE)

Hazard Type: Injury and/or accident, incident to person (s), equipment and/or property.

Corrective Action Plan: All workers are required to wear hard hats, safety glasses, safety shoes and the proper gloves for jobs. When necessary wear appropriate hearing protection while operating equipment or in areas where decibel level exceeds the permissible exposure limit. If working in confined space all employees will follow all owners, State and Federal confined space procedures while working in confined spaces.

Hazard: Excavation and Underground work

Hazard Type: Injury, accident or incident to person (s), equipment or property.

Corrective Action Plan: All employees will follow all OSHA, and contractor requirements on work performed in excavations. All excavations 4 feet or greater shall be overseen by a competent person as designated by OSHA. All excavations 5 feet or greater in depth shall be protected by an adequate protection system. A trenching permit must be completed and reviewed with affected party daily before entering excavation. The permit must be completed by a designated competent person. All excavations greater than 4 feet in depth must be treated as confined space and permit required confined space procedures must be followed. All excavations greater in 4 feet in depth must have a ladder or equivalent means of egress within 25 feet of lateral travel to the employee at all times. All open excavations must be guarded against unauthorized entry.

Hazard: Demolition

Hazard Type: Injury or damage to a person, equipment or property.

Corrective Action Plan: Employees involved in demolition work will ensure that other contractor employees will not be exposed to falling material, dusts, trip hazards, etc. Proper signage and barricades shall be posted at the perimeter of the demolition area.

Hazard: Brick/Block Laying

Hazard Type: Injury to people, equipment or property.

Corrective Action Plan: Scaffolding will be erected and maintained properly. Material will be handled and store properly. Areas around and under brick/block will be barricaded to prevent unauthorized employee from entering the area. Proper PPE will be worn to protect against mortar burns. Proper precautions will be taken around mortar mixers.

Hazard: Scaffold Erection

Hazard Type: Injury and or incident to person (s), equipment, and or property.

Corrective Action Plan: Scaffolding will be erected, modified, and dismantle by a competent personnel. Scaffolding will be tagged properly and inspected before each job task.

Hazard: Fork Trucks

Hazard Type: Injury and or accident/incident to person (s), equipment and or property.

Corrective Action Plan: Fork trucks will be operated by trained personnel only. Fork trucks will be inspected before each task, and the inspection checklist shall be maintained by the operator. Refueling will be done properly using equipment designed to prevent fuel spilling. In the event of a spill, proper notification procedures will be followed.

Hazard: Welding and Cutting

Hazard Type: Injury and or accident, incident to person (s), equipment and or property.

Corrective Action Plan: Welding and cutting equipment will be inspected before each use. Fire extinguishers will be present for each welding and cutting operation. Compressed gas cylinders will be secured upright at all times. Regulators will be removed at the end of the shift, and protective caps will be installed. Flashback arrestors will be present on each cutting torch. Welding leads will be maintained properly. Used electrodes will be controlled as to not present any housekeeping incidents.

Postings and Documentation- Material Safety Data Sheets, law posters and the Hazard Communication Program will be located in all equipment, shop and/or office trailer. A qualified employee shall verify that all in-coming containers received for use are clearly and properly labeled. A qualified employee will be responsible for obtaining and maintaining MSDS for the company. If product/material comes in without MSDS do not use until manufacturer has faxed MSDS. MSDS and labeling are part of the new hire orientation program. Workers Comp Laws posters are posted in shop and/or office areas. Posting of OSHA posters and OSHA 300 logs are located in the shop area or the office.

R.L. McCoy, Inc. employees will follow the established emergency procedures for the job they are working on, which includes the rally points for fire and severe weather and the shelter in place locations. Radios/phones and intercom system (if available) will be used to notify employees of an emergency. All employees are instructed how to handle an emergency during their site orientation and will periodically cover these procedures in toolbox talks throughout the year. Employees will follow the established emergency procedures for the job site in which they are working, which includes the rally points for fire and severe weather and the shelter in place locations. The sign in sheet on the Safe to Work Permit will be used to determine the head count in the event of an emergency. The Emergency Action Plan for the project will be utilized in conjunction with the Safe to Work Permit. A documented headcount will be turned into the General Contractor to ensure everyone is accounted for. Radios, telephones will be used to communicate results. Each job has a Safe to Work Permit and located on the permit is the location for all emergency evacuation and how to contact security and personnel of any emergency. Each job site will perform evacuations according to the site they are working on or the evacuation process will be determined by the coordinator and then conveyed to the workers. All employees are instructed how to handle an emergency in site orientation and is periodically gone over in toolbox talk meetings. R.L. McCoy personnel on site will follow directions by contractor and/or their supervisor in the event of an evacuation. A fire extinguisher and first aid kit is provided in all equipment and at the shops.

Injury, Accidents- In the event serious injury or illness occurs they are to taken immediately to the nearest Emergency Medical center, by ambulance if necessary. For minor injuries, the employee will be taken to the nearest required medical treatment facility. All injuries or illnesses will be reported immediately to the onsite supervisor and Corporate Office. If the injury is the result of an on-site accident, then an Accident Report Form is filled out immediately and submitted to all appropriate personnel and maintained on file. All incidents/accidents are investigated and put in a corrective action plan, kept on file at the Corporate Office. If R.L. McCoy, Inc. employee is involved in an accident or injury a drug and alcohol test is to be done ASAP.

Reward/Recognition- R.L. McCoy has a monthly and annual reward, recognition program. The employee has to be in compliance with the company's safety policies and company procedures.

Communication- All employees receive written communication of all policies, procedures, emergency response, safety regulations, ongoing training, etc., upon hire, new job assignments, new substances, process, procedures or equipment are introduced. Ongoing training consist of written, Video/DVD/ and class room education. Employees are required to read, understand and sign all documentation. All documentation is kept at the Corporate Office. If an employee does not understand they are to talk to the supervisor and or upper management for explanation. If needed; we will provide bilingual assistance. Employees attend any project site –specific orientations that they may work on, also any contractor/owner required job meetings. The Safe to Work Permits will designate project specific required safety information. The daily safety plans will cover the work for each job task the employees will perform, and identify safety items needed to complete the assigned work. Any changes or new safety information is conveyed to workers during the daily safety plan review each day. If there is an accident we conduct a review with all employees not just the ones involved in the incident during our weekly tool box talks. Safe to Work Permits also will note if there are any changes in the job itself, this is signed off on every day by the workers who will read it prior to commencement it is done prior to work in our shop area by the safety coordinator or the supervisor. If non-English speaking employees are employed an interpreter will be provided.

R.L. McCoy, Inc.
Acknowledgment of [Receipt and] Understanding
Read and Sign Immediately

Keep: Employee Copy

I understand and agree that:

- The statements contained in the Information Handbook for Employees of R.L. McCoy, Inc. are intended to serve as general information concerning R.L. McCoy, Inc. and its existing policies, procedures, practices of employment and employee benefits.
- Nothing contained in the Information Handbook for Employees of R.L. McCoy, Inc. is intended to create (nor shall be construed as creating) a contract of employment (express or implied) or guarantee employment for a definite or indefinite term.
- From time to time R.L. McCoy, Inc. may need to clarify, amend and/or supplement the information contained in the Information Handbook for Employees of R.L. McCoy, Inc. and that the Company will inform me when changes occur.
- As part of my New Hire Orientation I have received and reviewed a copy of the Information Handbook for Employees of R.L. McCoy, Inc., including all policies and procedures. I have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability.

Employee's Name Printed _____

Employee's Signature _____

Date Signed _____

Supervisor _____

**** KEEP EMPLOYEE COPY****
(This page)

R.L. McCoy, Inc.
Acknowledgment of [Receipt and] Understanding
Read and Sign Immediately

Return: Corporate Office Copy

I understand and agree that:

- The statements contained in the Information Handbook for Employees of R.L. McCoy, Inc. are intended to serve as general information concerning R.L. McCoy, Inc. and its existing policies, procedures, practices of employment and employee benefits.
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Employee's Name Printed _____

Employee's Signature _____

Date Signed _____

Supervisor _____

**** TURN IN TO CORPORATE OFFICE WITH NEW HIRE PAPERWORK****
(This page)

