Revised 08-01-2016

Robert W. Sheckles, Inc.
4608 Wedgewood Blvd.
Frederick, MD 21703
(301) 663-4248

SAFETY POLICY STATEMENT

This Policy is to provide a guideline for maintaining a safe work environment. Job Safety is of the highest priority in the construction workplace. It is imperative that all employees adhere to the guidelines set out in this policy. It is also of vital importance that any infractions to our safety guidelines be reported immediately to the proper authority in order that appropriate action may be taken. Job site management and Safety Representatives are authorized to strictly enforce this policy. We urge all employees to support this program so that we may continue to provide a safe workplace. We encourage any suggestions that may improve our program and the safety of our employees. Thanks for your participation and support.

SAFETY GOALS

Quarterly Goals Every 3 months, R.W. Sheckles will strive to meet the following goals:

- 0 days of lost work time due to accidents
- Less than $5,000 in accident claim losses
- Less than 3 injuries requiring medical attention
- No MOSH or OSHA violations
- 100% participation in weekly toolbox meetings

Each three months that **all of the above** companywide goals are met, all employees whom have not received a written safety violation will receive the safety award. This award will change each period. Employees with less than three months of service will receive prorated award. (Quarters: March-May, June-August, September-November, December-February)

Annual Goals During each program year (March 1st – Feb. 28th), R.W. Sheckles will strive to meet the following goals:

- 0 days of lost work time due to accidents
- Less than $20,000 in accident claim losses
- Less than 9 injuries requiring medical attention
- No MOSH or OSHA violations
- 100% participation in weekly toolbox meetings

Each year that all of the above **companywide** goals are met, each employee will receive 8 hours of paid time off (PTO). (Time off must be scheduled in advance) For employees with less than one year of service, PTO to be pro-rated per months worked.

If the company experiences an accident with lost work time but meets all of the other goals then a sliding scale with be implemented for the PTO bonus as follows:

- **1 accident with days of lost work time = 6 hours of PTO**
- **2 accidents with days of lost work time = 4 hours of PTO**
- **3 accidents with days of lost work time = 2 hours of PTO**
- **4 or more accidents with days of lost work time = 0 hours of PTO**

Progress labels for safety goals will be included with each paycheck.

Annual Employee Review - Each March (beginning March 2017), every employee will receive an annual review statement. This document will show total hours worked, any written citations received, accidents, areas of

improvement from previous year, areas that need attention, etc. This document will be included with your paycheck. An employee has the right to request a meeting in person to review this information.

A **Safety Committee** will be formed to assist management with the company safety. This committee will consist of 7 members. A company officer will head the committee and the other members will include a project manager, a foreman, a bricklayer, a forklift operator, a mason tender, and a newer hire. This committee will meet once a month and discuss policies, review jobsite safety inspections, review accident and injury reports (personal information will be omitted from the reports) and discuss any employee suggestions and/or complaints brought to them. This committee will occasionally meet on a jobsite and conduct an unannounced inspection. The goals is for a member to serve at least one year. The committee member's names will be posted in the office and reminders will be distributed periodically to all employees. Employees will be encouraged to discuss safety concerns and make suggestions to any committee member to be discussed at the next meeting.

Safety Enforcement is an important part of this Safety Policy. Although the majority of employees cooperate and maintain safe and healthy work environments, there are a minority of employees who will inadvertently, or through carelessness, violate Company Safety Policy resulting in unsafe conditions for themselves and other employees around them. Employees at all levels must be disciplined for knowingly and willfully violating Company Safety Policy. Written citations can be issued by Management, Project Managers, Foreman, Chesapeake Regional Safety Council and Builder's Mutual.

Jobsite Inspections will be conducted weekly by the Project Management Team. There will still be monthly surprise inspections by Chespeake Regional Safety Council and Builder's Mutual Insurance Company. Any infraction by an individual employee will result in a written safety violation to that employee and his/her foreman. (A Foreman will not be issued a citation for the employee's infraction if the foreman has previously issued written citations to that employee for the same type of violation.) Employees will receive citations for violation of company safety policy. If an employee is found in violation of Company Safety Policy, the following action plan will be followed:

1. First Violation - Employee counseled and written notice documentation forward to employee's personnel file and copy in their next paycheck with the following:
    a. Description of violated policy and/or unsafe act.
    b. Date and time of violated policy and /or unsafe act.
    c. Signature of Supervisor
2. *Second Violation* for Repeat Offense– loss of one hour of pay.
3. *Third Violation* for Repeat Offense– loss of two hours of pay.
4. *Fourth Violation* – at company discretion; a day off without pay or Notification of Termination.

If an employee is found to be missing any PPE during the inspections by the Project Managers, it will be replaced immediately at the employee's cost. The deduction will be taken from your paycheck as follows: safety glasses $3.00, hard hat $10.00, and safety vests $10.00. Employees are reminded they can still turn in their old PPE for new ones at no charge.

Knowingly and willfully violating the safety policy; carelessness regarding safety to you or another employee; or other major and serious violations, may result in the immediate suspension or termination. The Management, or its authorized representative, may, at their sole discretion, reserve the right to suspend or terminate any employee, at any time, for serious violations of the safety rules and policy. The Management, or its authorized representative, also reserves the right to review, and, if necessary, change the disciplinary action of any employee when appropriate.

Safety Program - Robert W. Sheckles, Inc. has a strict policy with regard to safety.

This policy is for the protection of all employees and subcontractors who are involved in any projects of the company. Should any employee or subcontractor of Robert W. Sheckles, Inc. be found not to be observing Robert W. Sheckles, Inc. Safety Policies, they shall be guilty of a major violation of policy and shall be subject to

severe disciplinary action. Severe disciplinary action may include suspension, dismissal, or any other penalty appropriate under the circumstances.

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the proper authority.

Management along with on site Foreman shall insist on employees observing and obeying every rule, regulation and order, as is necessary to the safe conduct of the work, and shall take such action as is necessary to insure conformance.

Project Foreman and/or Project Safety Representative shall be responsible for inspecting work areas daily for both unsafe physical conditions, including methods and processes, and the unsafe actions of employees and subcontractors. Should any Project Foreman or Project Safety Representative deem any work to be unsafe or that safety procedures are deficient in any way, all work affected by such deficiency shall immediately cease until such deficiency is corrected, and a Deficiency Report shall immediately be submitted to Robert W. Sheckles, Inc. office for investigation.

"Toolbox" safety meetings shall be conducted on each job site weekly. These "Toolbox" safety meetings shall include all employees at the site. Employees will be required to sign an attendance sheet. ATTENDANCE IS MANDATORY.

Robert W. Sheckles, Inc. has a strict policy which prohibits substance abuse or impairment by substance abuse. A violation of this policy will lead to severe disciplinary actions, which will include suspension, dismissal, and/or any other penalty appropriate under the circumstances.

"Impairment" means that an employee or subcontractor's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

Any employee or subcontractor of Robert W. Sheckles, Inc. who is taking prescription drugs is under a duty to report this to the job site Foreman. This policy is for the protection of the employee or subcontractor and for safety purposes in the event of an adverse reaction to the drug while at work, and to prevent the employees or subcontractors from being falsely accused of taking an illegal substance.

POSSESSION of alcohol and/or illegal drugs while on the job, in a company vehicle, on company property or on a jobsite is strictly prohibited and is cause for severe disciplinary action which will include suspension, dismissal, and/or any other penalty appropriate under the circumstances.

Robert W Sheckles, Inc.'s formal substance abuse policy is attached.

Robert W. Sheckles, Inc. - General Safety Policy

WHY SAFETY? Accidents do happen, but with foresight and a reasonable degree of care there are few that cannot be prevented. Your safety record is a reflection of your attitude towards your work. Do you care enough to do the job right? To do the job carefully? Increased insurance and medical costs decrease the corporation profit; decreased profits mean there is less money to support wage increases. Your personal safety record is one of the factors considered at salary review time. Are you costing the company unnecessary expense, or is your safety attitude resulting in zero hours of lost time? The bottom line is that SAFETY PAYS!!

ACCIDENTS & INJURIES

ACCIDENT PREVENTION IS EVERYBODY'S JOB, and is an important part of job safety.

Be on the alert for unsafe conditions that may cause an accident and either correct them or report them to your supervisor.

LEARN TO LIFT CORRECTLY - Bend knees and keep back erect. Get help for heavy loads.

ALL Trash accumulated from eating and drinking must be place in proper trash containers. Trucks are to be cleaned of trash daily.

Examples of unsafe conditions include:

- Tripping hazards
- Poorly stacked materials
- Safeguards missing from machinery
- Liquid spills
- Fire hazards resulting for poor housekeeping

If an accident occurs, all injuries shall be reported to the jobsite Foreman immediately. If necessary, arrangements will be made for first aid treatment.

- A report will immediately be made to the office. Foremen are required to complete written report.
- Accidents must be reported to your foreman immediately, whether or not you wish to seek treatment.
- Employees who wish to seek treatment for minor injuries (including back injuries) are to request a form from the office first before going to CorpOHS for treatment.
- No forms or permission is needed in a life-threatening injury – just call 911.
- If an employee waits too long after an accident to notify his supervisor and/or seeks treatment not authorized by the employer, the worker's compensation claim department may refuse to compensate you for your claim.
- All accidents will follow the guidelines of the drug and alcohol policy which is attached.

JOBSITES & COMPANY TRUCKS

According to Maryland law there will be **NO SMOKING IN COMPANY VEHICLES** or inside any building that is completed or under construction. No exceptions. Smoking is only allowed on the outside of a building.

LISTENING TO RADIOS/CD PLAYERS IS PROHIBITED ON JOBSITES. Your work deserves your full attention.

FIRST AID KITS, FIRE EXTINGUISHERS, AND SDS SHEETS ARE LOCATED IN TRUCKS. If these items are used please notify your supervisor so we may replace these items immediately.

The following shall be provided at each job site:

- A properly stocked First Aid Kit
- A portable fire extinguisher
- Posted phone numbers of nearest receiving hospital and ambulance service
- Clear directions to the nearest emergency center
- Cool, potable water shall be provided at each job site.
- Sanitary facilities shall be available for all workers.

Housekeeping

- Storage areas shall be kept clean of accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- All crating, boxes, scrap and debris of all kinds shall be kept clear of work areas and disposed of in an appropriate place.
- Any trash generate from lunch/break must be disposed of properly.

Material Storage on Site

- All material stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent slipping, falling, or collapse.
- Materials shall not be stored on scaffolding in excess of supplies needed for immediate operation.
- Bagged Material shall be stacked by stepping back the layers and cross-keying the bags at least every 10 bags high.

Material Storage on Site

- Brick cannot be stacked higher than 7 feet.
- When loose brick cube is 4 feet high it shall be tapered back 2 inches for every foot above 4 feet
- Concrete masonry units (block) when stacked higher than 6 feet shall be tapered back ½ blocks per tier above the 6 foot level.
- Lumber shall not exceed 20 feet in height. If being done manually shall not exceed 16 feet in height.

Gasoline Handling

- Fueling Areas
  - Fire Extinguisher must be within 75 feet of refueling areas.
- Transfers Of Gasoline (Refueling Equipment)
  - Areas where gasoline is being transferred in quantities greater than 5 gallons shall be separated from operations by a 25 foot distance or by construction having a fire resistance of at least one hour.
- Transporting Gasoline
  - Any vehicle transporting gasoline must have a fire extinguisher on board.
- Gasoline Storage
  - Label the container and only store gas in an approved safety can.

Confined Spaces - No unauthorized workers shall enter manholes, underground vaults, chambers, silos, or other similar places unless specifically trained and certified in confined space entry. No workers shall enter these areas if they are not ventilated, unless such area has been tested and determined to have adequate oxygen, no atmospheric hazards and contain no flammable or toxic gases or vapors.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PERSONAL PROTECTIVE EQUIPMENT MUST BE WORN BY ALL EMPLOYEES AS REQUIRED. On employee's first day of work he/she will receive a safety kit which includes a hard hat, safety glasses, high visibility safety vest, and earplugs. If any of these items are damaged due to normal conditions they will be replaced (we require you to return damaged item) however; if these items are lost or damaged due to misuse they will be replaced and the employee will be charged the cost of the item. Disposable dust masks will be provided on all jobsites.

WEAR WORK BOOTS AND WORK CLOTHES SUITABLE FOR THE JOB. Do not wear loose clothes or dangling jewelry around moving equipment. Do not wear soft soled shoes (no sneakers). Long pants and high-visibility shirts/vests must be worn at all times.

HARD HATS, HIGH VISIBILITY SHIRTS or VESTS AND SAFETY GLASSES MUST BE WORN AT ALL TIMES – NO EXCEPTIONS!
The following is a list of personal protective equipment required for specific tasks:

Mixing mortar or cement / handling sand
- Safety glasses
- Disposable dust mask (highly recommended)
- Use gloves to prevent prolonged exposure to wet cement

Sawing concrete masonry units / brick / rebar
- Safety glasses
- Dust mask (highly recommended; not necessary for rebar)
- Ear plugs as needed for prolonged sawing

Pouring concrete / grout
- Safety glasses
- Gloves

Gasoline handling
- Safety glasses

Washdown
- Safety glasses

Equipment

- All workers are responsible for making sure that all guards and other protective devices are in the proper place and adjusted properly before operating any equipment. All deficiencies will be reported to the Foreman or Safety Representative.
- DO NOT RIDE ON OR GET UNDER LOADS that are being carried by material hoists, cranes, or excavation equipment. Never ride on rolling scaffold or staging.
- KEEP ALERT AROUND MOVING EQUIPMENT. Be sure you know what is behind your vehicle before backing up. Get out and look if necessary.

Electrical Tools

- ALL ELECTRICAL DEVICES, POWER TOOLS, ETC. MUST BE PROPERLY GROUNDED.
- All electrical tools must be properly grounded.
- All plugs must have three prong ends to ensure proper grounding and must be inserted in a matching outlet.
- All temporary electrical outlets shall be gfi type. All electrical cords must be ul listed and properly grounded
- You cannot force a plug into an outlet which does not match.
- Never Break Off The Third Prong To Make A Plug Fit Into An Outlet!

Mixers

- Do not touch any moving parts.
- Do not remove any guards from equipment.
- Do not insert any foreign objects into mixer - shovel, shovel handle, masonry, hoe, etc. - can result in serious injury.
- Close the guard after you start the motor!

Gas cut-off saws or table saws

- Do not touch any moving parts.
- Do not remove any guards from equipment.
- Only use saws for purpose for which they were intended
- Using a saw with a wood cutting blade to cut brick could result in serious injury - pieces of the blade could break-off causing injury to the operator or bystanders.

Forklifts

- **ONLY TRAINED AND AUTHORIZED PERSONS ARE ALLOWED TO OPERATE FORKLIFT TRUCKS.** See attached forklift training for more information.
- Operator must wear his/her seatbelt.
- Forks are to be lowered to the ground, the emergency brake set, and engine turned off before exiting the forklift.
- Back-up beeper must be operational to run this equipment.
- Employees are not allowed to ride on loads or forks of lifts.

Electrical Lines

Any vehicle or mechanical equipment capable of having parts of its structure elevated (forklift, dump truck, block truck, etc.) shall be operated so that a clearance of ten feet is maintained near energized overhead lines rated 50kV or less.

If equipment becomes in contact with lines -do not try to re-enter equipment if off the equipment -do not come in contact with the equipment at all

If a worker is exposed to an electrical, source, do not try and pull him free with your hands or any object that will conduct electricity.

SCAFFOLDING

- Employees are reminded not to enter upon scaffolding that has not been inspected and tagged by the competent person on site. A GREEN tag means the scaffold has been inspected and is ready for use. A RED tag means only employees erecting and/or dismantling the scaffolding may enter under the direct supervision of the competent person onsite.
- **ANY EMPLOYEE UTILIZING THE BASKET ATTACHMENT ON THE FORKLIFT WILL FOLLOW THE FALL PROTECTION PROGRAM AND UTILIZE THE SAFETY HARNESS FALL ARREST SYSTEM.**
- **KEEP TOOLS AND MATERIALS AWAY FROM THE EDGE OF SCAFFOLDS OR FLOOR OPENINGS** where they can be knocked off onto men working below.
- **MAKE SURE LADDERS ARE IN GOOD CONDITION, FIRMLY PLACED AND SECURED, HAVE BOTH HANDS FREE OF TOOLS OR MATERIALS, AND ALWAYS FACE THE LADDER WHEN GOING UP AND DOWN.** Use a rope or other hoist machine to lift tools and materials.
- **USE REQUIRED SCAFFOLDING GUARDRAILS AND TOE BOARDS ON ALL OPEN SIDES AND ENDS WHERE A FALL HAZARD EXISTS OVER 10 FEET.** (SEE SCAFFOLDING SAFETY REGULATIONS FOR FULL REQUIREMENTS FOR ERECTION, USE & DISMANTLING REQUIREMENTS).

Competent Person

- capable of identifying existing and predictable hazards in workplace
- has authority to take prompt corrective measures to eliminate hazards
- be knowledgeable about structural integrity of scaffolding
- be knowledgeable about degree of maintenance needed to maintain scaffolding
- be able to evaluate the effects of potentially damage-causing occurrences such as a dropped load or a truck backing into the scaffolding
- must be knowledge about the requirements of standards
- A COMPETENT PERSON IS REQUIRED TO SUPERVISE AND DIRECT ALL SCAFFOLD ERECTION MOVING, ALTERATION, OR DISMANTLING ACTIVITIES (competent person my be onsite and directly supervising the work)
- competent person is expected to determine the feasibility and safety of the means of access for erectors/dismantlers based on a site-specific analysis of worksite conditions
- for erection and dismantling competent person must determine the feasibility and safety of providing fall protection
- competent person is required to inspect the scaffold and its components for visible defects prior to each shift and after any occurrence which could affect its integrity
- during high winds or storms – work from scaffold is prohibited unless a competent person has determined that it is safe and that employees on scaffolding are protected by a personal fall arrest system or wind screens
- must know the capacity requirement for scaffolding – maximum intending load
- All RWS Foreman, Project Managers and Harry Cole are certified as competent persons

Every Day Use – Visible Inspection by competent person prior to see:

- that it is assembled correctly and is level and plumb
- screwjacks are in firm contact with the mud sills
- bracing is in place and connected
- all working platforms are fully planked
- guardrails, midrails, and toeboards are in place
- safe access is provided
- ladder is use must be tied off
- that there are no overhead obstructions or electrical lines within 10’ of scaffolding