

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Publication No. SAFETY_110121.DOC



Signal Finders, LLC Corporate Safety Policy Drug Free Workplace Effective: 01/21/2011

Publication No.: SAFETY_110121.DOC

**Combined Corporate Safety and
Drug Free Workplace & Testing Policy.
Approved: Jan 2, 2011**

Correspondence Address:
265 South Federal Highway #324
Deerfield Beach, Florida 33441 (US)

Phone: 954-406-0064

TABLE OF CONTENTS

General Safety Policies and Procedures Written Plan	5
General Company Safety Philosophy Statement	5
Types of Written Safety Plans In Place	6
- Accident Reporting and Investigation Plan (Vehicle)	8
- Bloodborne Pathogens	11
- Compressed Gases	14
- Confined Spaces, including Tunnels, & Shafts	16
- Control of Hazardous Energy (Lock-out / Tag-out)	18
- Cranes, Rigging, Material Handling, - Forklifts & Powered Industrial Trucks	23
- Demolition & Blasting, Hazardous Substances	28
- Diving & Barge Safety (Working near water)	29
- Driver & Vehicle Safety (Fleet Safety)	31
- Electrical Safety Plan, including Assured Grounding Program	32
- Emergency Response Plan	36
- Ergonomics Plan	37
- Excavation, Heavy & Mechanized Equipment	38
- Fall Protection	39
- Fire Prevention – Extinguishers	42
- First Aid / Medical Surveillance	45
- General Jobsite Safety	46
- Hazard Awareness & Assessment	48
- Emergency Response Plan	56
- Hazard Communication	61

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Publication No. SAFETY_110121.DOC

- Housekeeping	66
- Jobsite Inspection Checklist	67
- Ladders & Stairways	68
- Masonry, including Particulate Matter	70
- Personal Protective Equipment (PPE)	72
- Tools, including Powder Actuated Hand Tools	74
- Scaffolding Safety	76
- Signs & Barricades, including Flagger Operations	80
- Welding & Cutting Safety	81
- Workplace Security Plan, including Firearm Policy	82
Drug Free Workplace Company Policy	83

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

BASIC INFORMATION

Company	Signal Finders, LLC
Incorporation Status	A Florida Limited Liability Company
Correspondence Address	Safety Plan Administrator
	265 S. Federal Hwy #324
	Deerfield Beach, FL 33441-4161
Phone	954-406-0064
Operating Manager	Michael P. Millard
	mike@signalfinders.com
Vice-Operating Manager	Richard E. Berkebile
	rich@signalfinders.com
Entity Status	Self-Certified Small Business
	Non-Minority Owned

GENERAL SAFETY POLICIES AND PROCEDURES WRITTEN PLAN

Many companies involved in telecommunications construction have written safety plans for individual safety topics, but few have an umbrella plan to summarize overall safety. This safety policy states Signal Finders' overall view of safety and the tenets of the safety program for our various work sites.

In order to establish and organize good safety policies and procedures, this General Safety Policies and Procedures Written Plan summarizes information regarding safety policies and procedures at this company. The Project Manager for our site is responsible for implementing and maintaining this plan. The plan is kept at our corporate office located at 265 S. Federal Hwy, Suite 324, Deerfield Beach, FL 33441 and with the Project Manager.

General Company Safety Philosophy Statement

This general company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at this company.

The company will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Act (OSHA),
- The EPA (Environmental Protection Agency),
- The DOT (Department of Transportation), and
- All other applicable federal, state, and local safety and health regulations.

In addition, our corporate safety philosophy includes the following vision statements:

- The company will comply with appropriate safety and security laws and regulations such as those established by OSHA, EPA, DOT, and all other applicable federal, state, and local safety and health regulations. We believe that the safety of employees is of utmost importance, along with quality, production, environmental protection, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy:
 - All injuries and accidents are preventable through establishment and compliance with safe work procedures.
 - The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level.

- Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.
- Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.

Types of Written Safety Plans in Place

Because we care about our employees and strive to provide a safe work place, we have put into place a number of written safety plans. These written plans provide guidance and direction for the specific safety issues they cover when they apply. The topics covered in written safety plans at this company include the following and can be found in our safety and health manual:

- Accident Reporting and Investigation Plan
- Bloodborne Pathogens Program
- Compressed Gases
- Confined Spaces, including Tunnels and Shafts
- Control of Hazardous Energy (Lock-out Tag-out)
- Cranes, Rigging, Material, Forklifts, and Powered Industrial Trucks
- Demolition, Blasting and Hazardous Substances
- Diving and Barge Safety
- Driver and Vehicle / Fleet Safety
- Electrical Safety Plan
- Emergency Response Plan
- Ergonomics Program
- Excavation, Heavy & Mechanized Equipment
- Fall Protection
- Fire Prevention, Extinguishers
- First Aid / Medical Surveillance
- General Plant Safety
- Hazard Assessment
- Hazard Communication
- Housekeeping
- Jobsite Inspection Checklist
- Ladders and Stairways



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

- Masonry – including Particulate Exposure
- Personal Protective Equipment
- Powder Actuated Hand Tools (including Tools, general)
- Scaffolding Safety
- Signs and Barricades, including Flagger Operations
- Welding and Cutting Safety
- Workplace Security Plan, including Firearm Policy

[Remainder of page intentionally blank.]

Accident Reporting and Investigation Plan (Vehicle)

WHAT TO DO IN CASE OF A VEHICLE ACCIDENT

- Stop at once and investigate
- Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.
- Assist injured persons. Don't move them unless absolutely necessary. Summon ambulance if needed.
- Get help. Use nearby phone or send reliable passer-by. Notify police as instructed. Give location and nature of accident accurately.
- Identify yourself and company. Show license and registration on request.
- BE COURTEOUS. Make no statement about accident except to police or Signal Finders representative. UNDER NO CIRCUMSTANCE SHOULD THE DRIVER ADMIT FAULT.
- Complete an Event/Incident Report BEFORE YOU LEAVE THE SCENE.
- In case of serious injury, report the incident immediately to your supervisor, safety director, or company operating manager.
- Take pictures of the accident scene, if possible.
- The Safety Director must be notified in writing within 24 hours of all accidents.

ACCIDENT REPORTING AND INVESTIGATION

- Report all accidents to your supervisor immediately.
- The supervisor is to submit a report to the Safety Director within 24 hours.
- The supervisor or safety director will conduct an initial investigation immediately.
- A meeting will be scheduled with the driver to review the facts of the investigation.
- All accident investigations will be reviewed by the executive safety committee to determine the cause of the accident and to prevent recurrence.
- The safety director shall report all accidents to the supervisor, project manager, area manager and the Operating Manager in a loss report quarterly.

DRIVER MOTIVATION

Signal Finders, LLC recognizes that our employees are required to operate vehicles for a significant number of hours in changing weather and traffic conditions. This contributes to the potential for personal injury, as well as expensive equipment and property damage. To reduce the potential for an accident, safe and defensive driving habits must be utilized at all times. Proper maintenance and protection of our equipment must be ensured.

DRIVER SELECTION CRITERIA

It is a privilege, not a right, to drive a vehicle for Signal Finders, LLC.

Before anyone is allowed to drive a company vehicle or their personal vehicle for company business, a current three-year motor vehicle record (MVR) must be obtained. Driving records (MVRs) will be reviewed at least annually on all designated drivers. It is the responsibility of the immediate supervisor to ensure that only authorized employees are allowed to operate a company vehicle, or a personal vehicle for company business.

a. General criteria

- Minimum age of 18 years old for non-CDL drivers and 21 years old for CDL drivers.
- Valid driver's license.
- An MVR that meets company MVR criteria.
- Must pass company drug-screening requirements.
- CDL drivers must meet commercial driver qualification requirements.
- CDL drivers required to transport placarded hazardous materials must have a valid hazardous material endorsement with their license.
- CDL drivers must pass a road test as a condition of employment.

b. MVR evaluation guidelines (minimum requirements)

- No major violations in the past three years.
- Maximum of two moving violations in the past three years in combination with one at-fault accident.
- Maximum of three moving violations in the past three years with no at-fault accidents.
- Maximum of two at-fault accidents in the past five years with no moving violations.

A major violation is defined as:

- Leaving the scene of an accident.
- Reckless driving.
- Speeding over 25 mph of posted limit.
- Driving under the influence of alcohol or drugs.
- Driving under suspension or revocation.
- Fleeing a police officer.
- Vehicle theft.
- Use of vehicle in drug trafficking, reckless homicide, unlawful use of weapons, or any other criminal-type conviction.
- Conspiracy/misrepresentation of identity in the last three years.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

In addition, CDL drivers and driver applicants will be disqualified to drive a commercial vehicle per DOT standards:

- Until mandatory driver qualification requirements are achieved.
- Driver committed a violation of an "Out of Service" order.
- Driver refused to be tested (for alcohol or drugs) by state or jurisdiction.

[Remainder of page intentionally blank.]

Bloodborne Pathogens Program

BLOODBORNE PATHOGEN PROGRAM OCCUPATIONAL EXPOSURES

In keeping with Signal Finders' belief that our employees are our most valuable assets, and in order to protect their health, safety, and welfare, we have prepared this "Exposure To Bloodborne Pathogens" safety policy.

Trained first-aid persons of Signal Finders, affected by this policy, are to strictly comply with all program procedures. Failure to comply will be grounds for termination. A copy of this Written "Exposure To Bloodborne Pathogen" Plan will be kept in the main office and will be available for inspection by our employees during our normal business hours.

I. EXPOSURE CONTROL PLAN

All provisions of the Exposure Control Plan become effective immediately. Signal Finders has determined that rendering first aid is the task most likely to expose an employee to infection through blood borne pathogens. All employees assigned the task of giving first aid will be subject to the Exposure Control Procedures set forth in the Bloodborne Pathogen Policy. All incidents of exposure to blood or other body fluids are to be promptly reported to the Corporate Safety Director for evaluation and follow-up if necessary. This plan will be reviewed and updated annually.

II. METHODS OF COMPLIANCE

All designated first aid personnel will take precautions to minimize their exposure to blood and body fluids. The first aid giver will wash his hands and wear gloves before giving first aid. Where practical, Signal Finders will provide hand-washing facilities. Affected personnel will be issued disposable personal protective equipment to include aprons, goggles, shoe covers, gloves, and facemasks. The personal protective equipment must be worn in cases of moderate to severe blood loss. Efforts should be made to prevent splashing or spraying of blood. Using disposable personal protective equipment will eliminate the need for a written schedule for cleaning. The first aid giver should wash his hands after each incident. All body fluids must be treated as if infectious.

III. CLEAN-UP PROCEDURES

Each job site (or work vehicle) shall have a Bloodborne pathogen kit which contains a protective gown, cap, eye shield, mask, gloves, a red bio-hazard bag and towel wipe. In the event of spilled blood other body fluids, clean-up shall be as follows:

- A. Open the BP kit and put on gown, cap, goggle, mask and gloves.
- B. Open the box containing the bio-hazard bag, towel and wipe.
- C. Clean and dry the area with one wipe.
- D. Remove the gloves.

- E. Place all used items into the red bio-hazard bag along with the gloves.
- F. Tie the bag.
- G. Contact the local E.P.A. office for disposal instructions.
- H. If you have any questions contact the safety director for assistance.
- I. If any surfaces are contaminated with blood or other infectious materials, it must be cleansed with a 1:10 percent bleach solution.
- J. Equipment used for decontamination (mops, etc.) must be soaked in a 1:10 percent bleach solution for 24 hours and then rinsed before being reused.

IV. HEPATITIS B VACCINATION

Signal Finders will make Hepatitis B vaccinations available to all affected employees within ten (10) days of assignment or exposure. The vaccinations will be offered at no cost and be given at a reasonable time and place, under the supervision of a licensed physician or licensed health care professional and according to the latest recommendations of the U.S. Public Health Service (USPHS). Employees must sign a declination form if they choose not to be vaccinated; they may opt to be vaccinated later at no cost. Employees will be offered booster doses if they are recommended by the USPHS.

V. POST EXPOSURE EVALUATION AND FOLLOW-UP

In the event of an exposure incident, the first aid giver must notify the Corporate Safety Director. If warranted, follow-up will include:

- A. A confidential medical evaluation documenting the circumstances of exposure;
- B. Identifying and testing the source individual, if feasible;
- C. Testing the exposed employee's blood, if he/she consents;
- D. Post-exposure prophylaxis;
- E. Consultation and evaluation of reported illnesses.

Health care professionals will be provided with specified information to facilitate the evaluation on the need for Hepatitis B vaccination following the exposure. Signal Finders will require a written opinion from health care facility or physician. All diagnoses will remain confidential. Any laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

VI. HAZARDOUS WASTE DISPOSAL

Signal Finders will use red bag containers for any contaminated waste. No other labelling is required. All waste will be disposed of in compliance with DER and EPA regulations.

VII. TRAINING

Training on Bloodborne Pathogens shall be included with First Aid Training. Records will be maintained at Signal Finders' Deerfield Beach, Florida Office.

VIII. BLOODBORNE PATHOGEN KITS

A bloodborne pathogen kit shall be stationed on each job site in a visible area with a copy of this program. The contents are: EYE SHIELD, CAP & GOWN, CLEANSING

TOWELLETE, MASK, DISPOSABLE GLOVES, BIOHAZARDOUS WASTE DISPOSAL BAG, AND PLASTIC CASE. Used items must be replaced immediately. Contact the safety director. The safety seal should be kept intact until needed.

IX. INFORMATION AND TRAINING

Signal Finders will provide training to all affected personnel which includes the following:

- A. Making accessible a copy of the regulatory text of the standard and an explanation of its content;
- B. A general discussion of bloodborne diseases and their transmission;
- C. Our exposure control plan;
- D. Work practice controls;
- E. Disposable personal protective equipment;
- F. Hepatitis B vaccine;
- G. Response to emergencies involving blood;
- H. How to handle exposure incidents; and
- I. Post-exposure evaluation and follow-up instructions.

The trainer will be knowledgeable in the subject matter and there will be an opportunity for questions and answers.

X. RECORD KEEPING

Signal Finders will maintain medical records for affected employees for the duration of employment plus 30 years. Employee records will be confidential and will include;

- A. Name and social security number;
- B. Hepatitis B vaccination status (including dates),
- C. Results of any examinations;
- D. Medical testing and follow-up procedures;
- E. A copy of the health care professional's written opinion; and
- F. A copy of information provided to the health care professional.

Training records will be maintained for three (3) years and must include dates, a summary of training, trainer's name and qualifications, names and job titles of all persons attending the training sessions.

Medical records will be available to affected employees and anyone they choose with written permission. Employee medical records will not be available to Signal Finders, LLC. Disposal of records must be in accordance with OSHA's standard covering access to records, and other governing federal, state or local regulation.

Compressed Gases

COMPRESSED AIR, USE OF

Check hoses and couplings daily before use. Use only hoses designed to handle compressed air. Provide all hose couplings with a positive locking device. Secure Chicago-type fittings with wire or clips.

Never crimp, couple or uncouple pressurized hose. Shut off all valves and bleed down pressure. Compressed air used for cleaning purposes must not exceed 30 psi, and then only in conjunction with effective monogoggles or a face shield over approved safety glasses. Exceptions to 30 psi are only for small scale cleaning operations. The use of compressed air to clean off yourself or other workers is **NOT** allowed.

Make sure all hoses exceeding ½ inch ID have a safety device at the source of supply or branch line to reduce the pressure in case of hose failure.

COMPRESSED GAS CYLINDERS INSPECTION

Prior to use and daily when in use, Cylinders shall be checked for dents, arc burns, hot spots, cuts, corrosion, pitting, etc. Cylinders found to be in poor condition shall be taken to an open area, shall have the pressure relieved and be tagged out.

Cylinder connections shall be checked for leaks with a leak detecting solution or soapy water.

STORAGE/PLACEMENT

Put valve protection caps FULLY in place before compressed gas cylinders are transported, moved or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved.

Oxygen and acetylene must not be stored within 25 feet of each other unless they are securely attached and in use or separated by a suitable fireproof barrier.

Compressed gas cylinders shall be secured in an upright position at all times. Keep cylinders at a safe distance, or shield from welding or cutting operations and placed where they cannot become part of an electrical circuit. Cylinders shall not be located beneath welding or burning operations. Cylinders shall not be located near doorways or in situations where an electrical extension cord could cause the cylinder to fall.

SAFE HANDLING

Secure all compressed gas cylinders upright to an adequate support while they are in storage, transit, or use. Do not drop cylinders or permit anything to strike against them.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Keep oil and grease away from oxygen regulator, hoses, and fittings. Do not store wrenches, dies cutters or other grease coated tools in the same compartment with oxygen equipment.

Before connecting regulators to cylinders, carefully “crack open” the cylinder valve to blow out any foreign particles. Close the valve. After the regulator is connected, ensure that the second stage of the regulator is closed. Stand to one side and open the valve slowly. Employees shall not stand in front of the cylinder gauges while opening the valves.

Open valves on all fuel gases except acetylene (propane, Mapp, natural gas, etc.) completely to backseat valve and prevent leaking. Acetylene valves should be opened *one-quarter turn only*.

On-site disposition of cylinders or valves found to be leaking shall be determined by the Competent Person. Permissible options include: a) evacuation of the area and contact of local emergency responders (Fire Dept, etc.), or b) the removal (if safe to do so) of the leaking cylinder to a secured, unpopulated area at a safe distance from the work site and all persons and property. Cylinders so removed shall not be left unmonitored.

Follow Hot Work Procedures for Burning and Welding (Gas).

[Remainder of page intentionally blank.]

Confined Spaces, including Tunnels and Shafts

CONFINED AREA ENTRY PROCEDURE POLICY

Confined spaces for the purpose of this policy refer to tanks, pits, sewers, boilers, ductwork, tunnels, shafts, chests, etc., or any space that is 4 feet or more in depth, has limited access/entry and might contain hazardous gases, vapors, dusts, fumes and/or an oxygen deficient atmosphere.

Additionally, this policy shall refer to structures such as communication, radio and television broadcast towers that present extremely limited ingress and egress (due to altitude).

The job site superintendent will have the responsibility of assuring this policy is followed or will appoint a designee. The supervisor will be referred to as the "entry supervisor"

The entry supervisor should:

- be experienced and familiar with confined space entry. (See Confined Space Entry Program)
- lockout all equipment in accordance with the "LOCK/TAG/TRY" procedure outlined in this manual. This includes blanking or locking out all valves, the lockout of all pumps, the lockout of all mechanical devices and the lockout of power to any device which would affect the safe operation of the job at hand. (See Lock/Tag/Try Program)

The entry supervisor has the following responsibilities:

- Verify the area is as clean as possible.
- Be aware of substances which might be encountered and notify the employees who will enter the confined area. (Including radiofrequency energy.)
- Verify that lockout has occurred with respect to all devices and lines are blanked or locked out.
- Assure all needed equipment is on the site and that the area has been purged and is continuously ventilated with mechanical ventilation.
- Check all personal protective equipment for proper operation, i.e., lifelines, harnesses, respirators, monitors, etc.
- Assure that all rescue procedures are in place and necessary emergency equipment is on hand which includes Scott Air Pac's/airline respirator, communication device, harnesses, etc
- Make arrangements for the area to be tested for hazardous gases and oxygen deficiencies.
- Appoint a lookout/attendant who can view the entire work area from his post. If this is not possible, appoint more than one lookout/attendant.
- Ensure that the attendant and all entrants are properly trained in accordance with the "Confined Space Entry Program".

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

**A CONFINED SPACE ENTRY PERMIT MUST BE FULLY COMPLETED
PRIOR TO ENTERING A “PERMIT-REQUIRED” CONFINED SPACE.**

The lookout/attendant has the following responsibilities:

- The lookout (s) has **ONLY ONE** responsibility - To view the operation and be ready to respond should a mishap occur or an unsafe condition develop.
- If a mishap were to occur, the lookout is to summon help and wait for the help to arrive.
- Should an unsafe condition develop, order all entrants out of confined space until safe conditions have been restored.
- Be trained thoroughly in the company Confined Space Entry Program.

All entrants in a confined space:

- Must wear a safety harness with lifeline attached.
- Be trained in the requirements of the company Confined Space Entry Program.
- If continuous monitoring is required, a monitor should be worn by at least one employee who will enter the confined space. If a toxic gas or oxygen deficiency alarm sounds, the area is to be evacuated and re-tested. When the air checks clear, re-entry may be made.
- Adhere to all company procedures regarding confined space entry and use protective equipment issued.
- Be ready to evacuate immediately should any unsafe condition develop or upon instructions by the attendant/lookout.

[Remainder of page intentionally blank.]

Control of Hazardous Energy (Lock-out Tag-out)

LOCK OUT/TAG OUT POLICY

I. PURPOSE

It is the intent of Signal Finders to establish a program and utilize procedures for affixing appropriate lockout devices, and to otherwise disable machines or equipment to prevent unexpected energizing, start up or release of stored energy in order to prevent injury or death to our employees or others.

II. GENERAL 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 tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

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.

Crew Lock - A set of locks retained by each crew, each set is mastered for that crew. Supervisors are responsible for the use of these keys and locks.

Dead Front Switch - is a switch that has a door or panel over the front of the switch that protects the operator against "live" parts of the switch.

Energized - Connected to an energy source or containing residual or stored energy.

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. Push buttons, selector switches and other control circuit type devices are **not** energy isolating devices.

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

Group Lockout - Multiple employees, multi-crafts or combination of Signal Finders and contractor personnel working on locked out systems.

Live Front Switch - are switches where live parts are exposed to the operator.

Lockout Device - is a device that is attached to a switch or valve that will accommodate several padlocks. If the situation requires still additional padlocks, lockout devices may be used in tandem.

Main Disconnect Switch -The main switch that provides the power to the piece of equipment, and by opening it, the equipment is positively isolated from the power source. While main disconnect switches can be located almost anywhere, they are usually located in a motor control center.

Padlocks - are locks issued to individuals for personal protection. The individual has the only set of keys to the lock -- there are no master keys that will open his lock.

Pipe Blank - is a solid disc that is placed between two flanges in a pipe line to positively interrupt the flow of material inside the pipe.

Qualified Person – A person with the skill and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved.

Start/Stop or On/Off Switch - Switches that are usually located near the equipment they operate. Often there will be two or more such switches located in a circuit such as on the equipment and in the operator's control room.

Tag Out –

Danger Tag - is white with red and black lettering and are used to identify the user. Danger tags will only be used for personal protection. Each tag must be signed and show the user's and supervisor's name. These are only to be removed by the person who locked the equipment EXCEPT as stated elsewhere in this policy.

Warning Tag - Warning tags are orange with black lettering. They are used to alert others of a situation that could result in injury or equipment damage if someone attempted to move, operate or otherwise use a piece of equipment. They may be removed by either the person using them or a qualified person who has corrected the situation. All tags shall identify the user.

III. TRAINING REQUIREMENTS (must be documented)

a. Authorized Employees shall receive initial training in:

- i. Recognition of energy hazards
- ii. Types of control of hazardous energy
- iii. Isolation methods

b. Affected Personnel shall receive training in:

- i. Purpose of energy control plan

ii. Use of the energy control

c. Retraining shall be provided:

- i. Change in job assignment or machines
- ii. A change in the lock, tag, try procedure

IV. GENERAL LOCKOUT/TAGOUT GUIDELINES

- a. All energy isolating devices capable of being locked out shall be locked out. If an energy-isolating device is not capable of being locked out, the energy control program shall utilize a tagout system.
- b. Lockout locks shall be individually keyed and used exclusively for Energy Control. Lockout devices shall identify the employee, and the company.
- c. A lockout device must always be used with a padlock so others may also lockout the same equipment, if necessary.
- d. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.
- e. No employee shall work under the protection of another employee's individual lock. (NO EXCEPTIONS.)
- f. No employee shall work under the lock from a different shift. The on-coming shift should place its lock on the equipment as the out-going shift removes their locks. If a time span between shifts will elapse, a properly completed WARNING TAG shall be in place of the equipment by the out-going shift.
- g. All individual locks must be removed at the end of the shift.
- h. No employee shall remove the lock of another individual except as indicated below:
 - i. The supervisor of the employee will be notified and shall attempt to contact the employee. If the employee cannot be contacted, the job site superintendent will be contacted. He will determine that no danger to the employee is present and personally oversee the removal of the lock.

V. APPLICATION OF CONTROL

- a. Prepare for Shutdown: Ensure authorized employees have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy. A Job Hazard Analysis (JHA) can help in this by sighting the hazards and corrective measures in place.
- b. Machine or Equipment Shutdown: Ensure established procedures are followed to turn off or shut down the equipment.
- c. Isolate the equipment/machine: All energy isolating devices that are needed to control the energy to the machine/equipment shall be physically located and operated in such a manner as to isolate the machine/equipment from the energy source(s). Conductors and parts of electrical equipment that have been deenergized but have not been locked out shall be treated as live parts.
- d. Apply Lockout or Tagout device: Lockout and/or tagout devices shall be affixed to each energy-isolating device by authorized employees. This will include but

not be limited to: electrical process, steam, lube oil, relief system hydraulic, and pneumatic. Small valves (gated or ¼ turn) that cannot be locked out with a lock and chain shall be locked with “lockable covers”.

e. Group Lockboxes -- The supervisor or his designee locks out the power source for the entire crew with a lock issued by the plant representative or a Signal Finders’ lock with the supervisor having the only key to the lock. He places this key inside a group lock box and then locks it with his own individual lock. Any employees working on that machine will also place their individual lock on the lock box.

When the employees finish their work, they remove their individual locks, until only the supervisor's lock is left. The supervisor or his designee then removes his individual lock, retrieves the key to the plant's lock and then removes the crew's lock from the plant lockout device.

f. Electrically Operated Equipment--When working on electrically operated equipment, the Main Disconnect Switch must be opened and locked. Start/Stop or On/Off switches must never be locked out and relied on as protection. If Live Front switches are present, an electrician is the only person authorized to operate them. After the equipment is locked out, one of the Start/Stop switches must be tested to see if the equipment operates. This ensures that the main disconnect switch was opened and while being open that it did open the disconnect inside the switch.

g. Valves -- Where possible, chains are to be used with locks and lockout devices to positively secure the valve. If a valve CANNOT be positively locked out, a blank must be inserted in the line to protect against material flowing through the line. Specifically, pneumatically and hydraulically operated valves must be disconnected by a method that prevents any unexpected change in the valve setting. Blanks must be used where possible. If blanks cannot be used, the supervisor will be notified to ensure the job is performed in the safest manner possible. A DANGER TAG will also be attached to the valve for identification.

h. Subcontractors--All subcontractors of Signal Finders will follow these procedures. The lock color will vary from that which is used by Signal Finders employees.

VI. STORED ENERGY

a. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, depressurized or otherwise rendered safe.

b. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

c. Braces, chain falls, block pens, or other blocking devices must be locked in place by chains and locks or other means to isolate mechanical systems that might bleed down or move. Examples include: Air, Fluid, or other stored pressure. All pressure must be bled off to prevent unexpected movement, but even when systems are bled down, blocking devices must be used.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

VII. VERIFICATION OF ISOLATION

Prior to starting work on the machine or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and de-energizing of the machine/equipment have been accomplished.

VIII. START UP

- a. The work area shall be inspected to ensure that all tools and other nonessential items are removed and to ensure that machine or equipment components are intact.
- b. The work area shall be checked to ensure all employees have been safely positioned or removed.
- c. Notify all affected employees before lockout/tagout devices are removed and again after the devices have been removed.

IX. ANNUAL AUDIT

Signal Finders' Lock, Tag, Try Procedure shall be audited at least once annually to ensure all procedures are being followed. This inspection shall be documented.

[Remainder of page intentionally blank.]

Cranes, Rigging, Material Handling, Forklifts, and Powered Industrial Trucks

LIFTING PROCEDURES TO PREVENT INJURY

Never try to lift more than you can handle safely.

Consider size, shape and weight of the load.

Get help when needed.

To assist in the prevention of muscle strains and back injuries, the following procedures should be followed:

A. GET READY (follow these steps when lifting materials)

1. Wear gloves for protection against cuts and scrapes from rough materials.
2. Protect your feet with a good pair of shoes.
3. Check the item you are lifting for nails, staples, or anything else that might rough up and cut the hands.
4. Tip the item to check if you can handle it alone.
5. If an item is TOO HEAVY, always GET HELP.
6. Know where the item is going and where you are going to put it down. Sudden moves or quick jerks while locating a place to set something down often results in injuries.

B. PICK IT UP

1. Get a firm footing and good balance; have your feet about shoulder width apart, placing one foot alongside the object and one foot behind where possible.
2. If the load is below waist level, bend your knees to get into position.
3. Keep your back as straight as possible.
4. Grip the item firmly with the palms of your hands, not just your fingers.
5. Lift the object to the carrying position, keeping it close to the body.
6. Let the arm and leg muscles do the work. **DO NOT BEND OVER!!!!!!!**

C. PUT IT DOWN

1. If the receiving surface is about waist high, use the edge to take part of the load, then push it forward.
2. If you lower the load to the floor, keep your back as straight as possible, bend your knees and keep the load close to the body.
3. When turning while moving an item, **NEVER TWIST** the body but shift your feet slowly.

CRANES OR DERRICKS (to include boom trucks)

Annual inspection records must be current and on site. Operation of this equipment shall be restricted to properly trained personnel.

The operator's responsibility include:

- Inspect the assigned equipment before each shift.
- Safe operation of each piece of equipment.
- Safety of each lift: NO LIFT MADE UNTIL SAFETY IS ASSURED:
- Determination of equipment capacity.

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions must be conspicuously posted on all equipment. Instructions or warnings must be visible from the operator's station. A copy of the annual inspection must be in the cab to include a load test.

Accessible areas within swing radius of a crane must be barricaded.

All cranes must be equipped with a level, load chart and a fire extinguisher rated at not less than 10-ABC.

Except where electrical distribution and transmission lines have been de-energized and visibly grounded, or where insulating barriers not a part of an attachment to the equipment or machinery have been erected to prevent physical contact with the lines, no part of a crane or its load shall be operated within 15 feet of a line rated to 50 KV or below; 15 feet + 4 inches for each 1 KV over 50 KV for lines rated over 50 KV, or twice the length of the insulator but never less than 15 feet.

Crane outriggers must be levelled and fully extended when making a lift.

For pick and carry operations, consult the manufacturer's operator manual. Tie off the loads to minimize swing. Use a flagman to mind the tag line on the front of the load.

Never use hands or body to guide the load.

Cranes will be inspected before each use by the operator. Any defects must be corrected before use. **Logs of daily crane inspections must be kept with the crane.**

Critical Lift plans are required for all lifts that exceed 85% of the crane's capacity and all tandem lifts. (*See the Critical Lift Procedure in the Site Safety Manual, Section IX*)

Cranes left on site for more than 30 days will have an established, documented, general maintenance procedure. It will be the superintendent's responsibility to ensure this maintenance procedure is followed and documentation is sent to the Equipment Yard. Refer to crane maintenance policy for PM scheduling and further maintenance information. A load should never be raised or swung over people or an occupied building. Make sure at least two wraps of wire rope remain on the drum when the load hook is in the extreme low position.

CRANE AND DERRICK SUSPENDED PERSONNEL PLATFORMS

Crane or derrick suspended personnel platforms may not be used unless the erection, use, and dismantling of conventional means of reaching the work site would be more hazardous or not possible. Equipment used for this purpose must be tested and equipped in strict accordance with OSHA Rule 1926.550 (g). 1926-550 (g) contains the following:

1. The crane should be on firm footing and within 1% of level grade.

2. The total weight of the personnel/equipment shall not exceed 50% of the rated capacity for the crane radius and configuration.
3. The use of machines with live booms is prohibited. (Lowering brake **not** aided with other devices which slow lowering speeds).
4. The personnel platform (man basket) should be designed and inspected by a certified engineer and an anti-two block should be used which is tested daily.
5. All occupants of the man basket must wear a harness and lanyard and be tied off above the headache ball. All suspended personnel platform use must have prior written authorization from the Safety Director.

HIGH REACH (aka Aerial Lifts)

Only trained, authorized personnel shall be allowed to operate high reach lifts. Employees must be trained on the type of lift they will be operating.

Do not operate defective lifts. Tag it out and notify the Rental Company immediately.

Conduct a walk around inspection and a pre-lift function test before each use. Make sure the backup alarm is audible. If the backup alarm is not audible, a spotter must be used.

Employees shall always stand firmly on the floor of the basket when moving and shall not use planks, ladders or other devices to extend the work platform.

Use all required Personal Protective Equipment. Fall Protection must be used in all extended boom lifts.

Guardrails are normally sufficient for scissor lifts, however, many clients require fall protection be used.

Only high reaches meeting the requirements of ANSI "Vehicle Mounted Elevating and Rotating Work Platforms" will be used on Signal Finders jobsites. Do not exceed manufacturer's capacity rating or other specifications.

Do not override any safety features. Do not make any modifications to the aerial lift unless certified in writing by the manufacturer.

Never let another contractor use a Signal Finders owned or leased lift without prior authorization from the supervisor and a signed loan agreement form.

Maintain safe distances from electrical power lines. Maintain a distance of at least ten feet for lines rated 50 kV or less.

Do not use the machine as a ground for welding.

HOISTS, MATERIAL AND PLACEMENT

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions placed on cars and platforms may not be exceeded. Entrances to material hoists will be substantial full width gates or bars. Hoist way doors or gates of personnel hoists will be not less than 6 feet 6 inches high, and be protected with mechanical locks which cannot be operated from the landing side and are accessible only to the person (s) on the car. Provide overhead protective covering on the top of the hoist cage or platform.

MANLIFTS

Client manlifts, personnel carriers, are strictly off-limits to Signal Finders' employees. Do not use client personnel conveyor systems unless trained and authorized to do so.

MATERIAL HOISTS

- Hoists shall be operated only by Authorized operators.
- Rated load capacities, recommended operating speeds and special hazard warnings or instructions placed on cars and platforms shall not be exceeded.
- Over head protective covering shall be provided on the top of the hoist cage or platform.
- Material shall be positioned so it cannot shift and does not extend beyond the cage limit.
- All landings and openings shall be protected to prevent exposure to hands and bodies.
- Hoist brakes shall be capable to stopping and holding 150% of the rated hoisting capacity.

RIGGING EQUIPMENT

Inspect all hooks, shackles, chain-hoists, wire rope beam clamps, and synthetic chokers prior to use and as necessary use to assure their safety. Remove defective rigging equipment from service immediately. This includes broken wires, obvious defects and colored threads visible on nylon.

Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments will not be used. When "U" bolts are used for eye splices, the "U" bolt will be applied so the "U" section is in contact with the dead end of the rope.

Ensure the proper lifting device (chain falls, come-a-longs, chokers, shackles, or clamps) are selected for the task being performed. Never use plate grips, tongs, pipe clamps, etc., as substitutes for beam clamps.

All lifting devices shall have a load rated capacity tag or label. Do not load chain-hoists beyond their rated capacity.

Use tag lines to control loads. Do not leave unsecured and unattended loads suspended and never allow any part of the body below a suspended load.

All lifting hooks must have a properly sized safety latch or are moused, except when using a shake-out hook properly.

Do not exceed the load capacity of the rigging equipment or use it in a manner other than its intended use.

Ensure all areas are properly barricaded when hoisting a load.

Do not use fiber rope, slings, or chokers (manila or synthetics) in or near operations involving corrosive substances.

Do not wrap a load chain around the load.

Use softeners where possible, to obtain a “bite” on the material being rigged.

Use a shackle to hold two (2) or more eyes of a choker on a hook.

Do not use wire rope to hoist equipment after such a rope has been exposed to fire or extreme heat or burned by contact with electricity, or when inspection shows damaged strands, corrosion, or more than 10 percent of the wires broken in one lay.

Make sure at least two (2) wraps of wire rope remain on the drum when the load hook is in the extreme low position.

Use a minimum of three wire rope clips, properly spaced and installed, when forming loop eye splices.

When not in use, remove rigging equipment for the work area to prevent tripping hazards and store it where it will be protected from the environment and damage.

Table 1
Safe Working Load for Wire Rope*
Safe Working Load (tons) +

Rope Size (inches)	Straight Pull	Choke Hitch	Basket Hitch
3/8	1.1	.8	2.2
7/16	1.5	1.1	3.0
1/2	2.0	1.5	4.0
9/16	2.5	1.8	5.0
5/8	3.1	2.3	6.2
3/4	4.5	3.3	9.0
7/8	6.5	4.8	13.0
1	7.9	5.9	15.8

* These Figures are for 6 x 37 improved plow steel, fiber core, mechanical eye splice. This chart does not apply to crane reeving.

+ In tons of 2,000 lb. with a design factor of 5.



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Demolition, Blasting and Hazardous Substances

Signal Finders personnel are not authorized by the Company to engage in activities involving demolition or blasting operations.

Exposure to Hazardous Substances shall be in accordance with the Hazard Communication Program. Signal Finders personnel shall utilize the appropriate personal protective equipment (PPR) at all times when exposure to hazardous substances is likely to occur, or when deliberately handling such substances.

• Diving and Barge Safety

WORKING OVER OR NEAR WATER

Many jobs that Signal Finders, LLC performs are near or over water such as work in and around marinas, docks, municipal water supplies, and port facilities. This section deals primarily with the water danger associated with working near or over water.

I. PRECONSTRUCTION SURVEY

A preconstruction survey by a qualified or competent person must be conducted to determine the location of any underground utilities and the presence of any hazardous chemicals. A Job Hazard Analysis (JHA) worksheet will be completed for each task.

II. JOBSITE PLAN

The jobsite plan must be developed and include the following elements:

- Type of operation to be performed.
- Necessary equipment.
- Location of underground utilities.
- Identification of all potential hazards.
- Personal protective equipment requirements.
- Location of medical supplies and emergency response plan.

III. PERSONAL PROTECTIVE EQUIPMENT

Special precautions must be taken when working over water:

- Employees working over or near water must be provided with US Coast Guard approved life jackets or buoyant work vests. These devices must be inspected for defects before and after each use.
- Ring buoys not more than 200 feet apart (readily available) and at least one lifesaving skiff (immediately available) must also be provided.
- If employees are exposed to falls greater than six feet, fall protection must be used, unless the use of such protection would create a hazard. See the Fall Protection Program for more details.
- Hard hats and safety glasses with side shields shall be worn at all times.
- Hearing protection is required for employees exposed high noise levels.
- Safety shoes shall be required.

IV. BARGES

- Access to barges – Ramps for access of vehicles to or between barges shall be of adequate strength, provided with side boards, well-maintained, and properly secured.
- Means of Access
 - o must be adequately illuminated for its full length.
 - o Unless impossible because of the structure, the means of access should be located so that the load does not pass over the employee.
 - o Jacob's ladders shall be of the double rung or flat tread type. They shall

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

be well maintained and properly secured.

- Decks and walking surfaces will be maintained in a safe condition and should be made or coated with a non-skid type material.
- Obstructions cannot be laid on or across the gangway.
- At least one US Coast Guard Approved 30-inch life ring with not less than 90 feet of line attached, and at least one portable or permanent ladder which will reach the top of the apron to the surface of the water will be on each barge.
- Employees walking or working on the unguarded decks of barges shall be protected with US Coast Guard approved work vests or buoyant vests.
- Communication must be maintained between land and the barge in case of emergencies.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Driver and Vehicle / Fleet Safety

MOTOR VEHICLES

While driving on the job site, drivers must drive in a reasonable and prudent manner which includes following the posted speed limit and being courteous.

ONLY drivers on the company approved vehicle operators list are to operate company vehicles designed for public roadway use on public roadways.

ALL company marked vehicles operating within a job site will have a reverse signal alarm. Switches are not allowed which disable the device.

All drivers will wear factory-equipped vehicle seat belts.

Remember to shut off the engine and set the brakes before leaving the vehicle or when refueling.

Avoid distractions, pull over to make phone calls, eat, etc.

“Texting” while driving is strictly prohibited.

Electrical Safety Plan, including Assured Grounding Program

ELECTRICAL - GENERAL

All extension cords (120 volt) must be of the 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. Worn or frayed cables may not be used.

Inspect all electrical equipment before each use. No cord or tool with a damaged ground plug or with exposed electrical wiring may be used. Do not use metal ladders for electric welding or near energized electrical sources. Use only ladders with non-conductive side rails.

Inspect the work area. Maintain a safe distance from direct or indirect electrical contacts. Treat all electrical sources and/or outlets, as if they are live. If a proper distance cannot be maintained, isolate, de-energize equipment, lock, tag, try. Maintain a safe distance from overhead energized lines. If the line exceeds 50kV the distance shall be 10 feet plus 4 inches for every 10kV over 50kV.

Inspect the material to be moved or handled. Plan travel routes if material is bulky, lengthy, and or electrically conductive. Avoid electrical sources, get help if necessary. Except where bulbs are deeply recessed in a reflector, bulbs on a temporary light will be equipped with guards. Temporary lights may not be suspended by their electric cords unless so designed.

Receptacles for attachment plugs will be of approved, concealed contact type. Where different voltages, frequencies, or types of current are applied, receptacles must be such that attachment plugs are not interchangeable.

Each disconnecting means for motors and appliances, and each service feeder or branch circuit at point of origin, must be legibly marked to indicate its purpose, unless located in such a way that its purpose is evident.

Cable passing through work areas will be covered or elevated to protect from damage. Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to a mounting service.

Only qualified persons may work on electrical circuit parts or equipment that has not been deenergized. Such persons shall have comprehensive skills and knowledge with the use of special precautionary techniques, PPE, insulating and shielding materials and insulated tools.

ELECTRICAL - GFCI

15 or 20 ampere receptacle outlets on single phase 120 volt circuits for all Signal Finders construction sites shall be protected by ground fault circuit interrupters (GFCI). All power tools and extension cords must be protected by GFCI. GFCI's shall be placed as close to the power source as possible.

ELECTRICAL - ASSURED GROUNDING PROGRAM

Assured Equipment Grounding Conductor Program

Signal Finders has established and implemented an assured equipment grounding conductor program on construction sites covering all cord sets, receptacles which are not a part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees. An assured equipment grounding conductor program shall comply with the following minimum requirements:

A written description of the program, including the specific procedures adopted by the employer. The description and procedures shall be available at the jobsite for inspection and copying by OSHA and any affected employee.

The Company shall designate one or more competent persons to implement the program.

Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall not be used until repaired.

The following tests shall be performed on all cord set, receptacles which are not a part of the permanent wiring of the building or structure, and cord-and plug-connected equipment required to be grounded.

All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.

Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.

All required tests shall be performed:

1. Before first use.
2. Before equipment is returned to service following any repairs.

3. Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over).
4. At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months.

The Company shall not make available or permit the use by employees of any equipment which has not met these four requirements.

Tests performed as required in the proceeding paragraph shall be recorded. This test record shall identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test and shall indicate the last date it was tested or the interval for which it was tested. This record shall be kept by means of logs, color coding, or other effective means and shall be maintained until replaced by a more current record. The record shall be made available on the jobsite for inspection by OSHA and any affected employee.

One of the methods listed by OSHA as part of acceptable record keeping is to establish a color code for marking cord sets and cord- and plug- connected equipment. The table below lists a color code that is in wide use by electricians and contractors. Colored plastic or vinyl electrical tape is placed on one or both ends of cords and cord- and plug-connected equipment to denote the month that the tests were performed.

Assured Equipment Grounding Conductor Program Color Code			
Month #	Month Tested	Color of tape(s) to apply to cord	
1	January	White	
2	February	White +	Yellow
3	March	White +	Blue
4	April	Green	
5	May	Green +	Yellow
6	June	Green +	Blue
7	July	Red	
8	August	Red +	Yellow
9	September	Red +	Blue
10	October	Orange	
11	November	Orange +	Yellow
12	December	Orange +	Blue

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

As an easy reminder of the color of the tape to place on the newly tested cord, remember the color for the start of each calendar quarter by the season:

White in January for Winter
Green in April for Spring
Red in July for Summer, or the 4th of July
Orange in October for Fall, or pumpkins.

Then add:
Yellow for the second month in each quarter,
Blue for the third month of each quarter.

Extention cords or equipment having a broken-off grounding pin cannot be used on any Signal Finders job site. Personnel are not permitted to remove any grounding lug or prong of a 3-wire cord or cord-connected equipment to allow it to be mated to a 2-prong receptacle.

2-prong to 3-prong receptacle adapters are not permitted for use on any Signal Finders job site.

Portable electric generators, including generators permanently mounted to any Signal Finders' work truck, must be grounded.

Portable power inverters installed within any Signal Finders' work truck must be grounded to local Earth whenever they are used to power devices outside the vehicle.



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Publication No. SAFETY_110121.DOC

Emergency Response Plan

Under revision –



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Ergonomics Program

This section is currently revision.

Signal Finders personnel are cautioned to be alert for repetitive-motion and stress injuries that may be caused by improper ergonomics.

Personnel should position work, and work pieces, to minimize the potentially detrimental effects of repetitive motion and stress.

Excavation, Heavy & Mechanized Equipment

EXCAVATING AND TRENCHING

Before opening any excavation, efforts (including utility company contact) must be made to determine if there are underground installations in the area. Underground utilities must be located and supported during excavation operations. Remember that utility markers are actually perimeter markers and that actual lines may be 6 to 10 feet away. Each excavation project must have a qualified competent person assigned to it. The competent person must have a thorough knowledge of soil mechanics, be able to identify recognized hazards and be familiar with methods needed to control or eliminate these hazards. The competent person shall make daily inspections of the excavation, and inspections as dictated by the work being done in the trench, such as: after rainfall, snowstorms, windstorms, thaw, earthquake, etc.; when fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or other similar conditions occur; when there is a change in the size, location and/or placement of the spoil pile and when there is any indication of movement or change in adjacent structures. If evidence of possible cave-in or slide is apparent, cease all work in the excavation until all precautions have been taken.

Sloping, Shoring or Shielding shall be used on walls and faces of trenches 5 feet to 20 feet in depth, and all excavations in which employees are exposed to danger based on the soil classification of solid rock, A, B, or C as determined by a competent person.

UNLESS OTHERWISE NOTED: ALL SOILS IN SOUTH FLORIDA ARE TO BE CONSIDERED CLASS C SOILS.

When employees are required to enter excavations greater than 4 feet deep, the excavation is treated as a confined space and therefore all requirements of confined space entry must be met, including atmospheric testing. In addition, trenches 4 feet or greater in depth shall be provided with a fixed means of egress. Spacing between ladders or other means of egress shall be such that a worker does not have to travel more than 25 feet laterally to the nearest means of egress.

Metal ladders are prohibited.

No employee will be permitted to work in any excavation until all appropriate training has been completed.

POWER TRANSMISSION MECHANICAL

Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place.

Fall Protection

FALL PREVENTION

Fall prevention and fall protection are two terms frequently used to explain the means to control fall hazards. However, fall prevention and protection are different and should be considered separately. Effective fall prevention is initiated in the construction planning phase. Fall hazards are identified, and eliminated as much as possible to mitigate the need for fall arrest. Most falls, however, occur because of common hazards that occur during normal construction activities.

You must be aware of unsafe actions and conditions that can cause you to fall, and take steps to avoid them.

- Always look where you are walking.
- Always walk, don't RUN.
- Don't walk stairways with both hands full.
- Always use the handrails on stairs.
- Keep work area well lit and clean.
- Carry loads of reasonable size, so you don't block your vision.
- Watch out for slipping hazards, oil, water, grease, etc. When you do spot one, take one extra step out of your way to clean it up.
- When non-skid/non-slip surfaces are provided in walking areas, do not walk around them or cut through areas which are not skid resistant.
- Maintain good housekeeping. Items dropped on the floor should be picked up immediately.
- When placing materials or items, make sure they are stable and not overhanging shelves where someone might walk into them.
- Over reaching and stretching to reach overhead objects can result in falls. Never use boxes, chairs or trash cans but ALWAYS USE THE PROPER LADDER.
- Wear shoes with good soles suitable to the job.
- Make sure carpet and rug edges are not ragged. Secure all rugs to the floor.
- Electrical cords, air hoses, water hoses, etc. should not be located across aisles, hallways or walkways.
- NEVER** stand on the top rung of the ladder.
- When using a straight ladder, always maintain a safe angle. The base of the ladder should be located (1/4) of the distance from the base of the ladder to the top of the ladder away from the surface you are climbing.

FALL PROTECTION: REQUIRED AT SIX FEET OR GREATER

ALL EMPLOYEES AT OR ABOVE SIX FEET MUST WEAR A HARNESS AND LANYARD AND BE TIED OFF TO A SUBSTANTIAL STRUCTURAL MEMBER IN A MANNER THAT LIMITS THE FREE FALL DISTANCE TO SIX FEET OR LESS, OR BE

PROTECTED BY A GUARDRAIL SYSTEM.

Workers in aerial lifts (such as boom lifts) must be tied off at all times regardless of the height. All employees on a walking/working surface which is six feet or greater above a lower level shall be protected from falling by the use of a guardrail system, or personal fall arrest systems. Examples include unprotected sides and edges, leading edges, ramps, runways and other walkways, excavations, holes, roofing work on low-slope roofs, steep roofs, wall openings, and all other walking/working surfaces not addressed. All other means of fall protection must be approved by a competent person.

GUARDRAIL SYSTEMS

Top Rail: 42" (+/- 3") above walking/working level. It must be able to withstand 200lb of force in any outward or downward direction.

Midrail: 21" or 1/2 distance between top rail and working level. It must be able to withstand 150lb of outward force.

System must be surfaced to prevent injury from puncture, laceration or snagging of clothing. It must have toe boards or screens to prevent objects from falling from higher levels.

PERSONAL FALL ARREST SYSTEMS

Equipment: Only equipment (lifelines, lanyards, harnesses, static lines) - NO BELTS - which is approved by ANSI and tagged/labeled (where applicable) accordingly is to be used in our company fall protection program.

Anchorage Points: Equipment must be tied to a structural member able to support dead weight of at least 5,400 pounds. Employees shall not tie off to steam lines, electrical conduit, handrails, scaffolding structural members, or similar unsafe objects. (Review Fall Protection Program for more details).

Use: When using fall protection systems the following remember the following:

- Free fall distance can be no more than 6 feet.
- The arresting force to the employee must not exceed 1800lbs.
- A shock absorbing lanyard will add 3'-31/2' to the total fall distance.
- Anchorage points should be directly above the employee to avoid pendulum swings.
- Do not tie off around rough edges or sharp edges.
- Horizontal lifelines must be installed and used by a qualified person.

FLOOR OPENINGS, OPEN SIDES, HATCHWAYS, ETC.

FLOOR OPENINGS

Temporary floor openings or open holes (2" or greater in diameter) will be guarded by either a standard guardrail with toeboards on all sides OR a hole cover. The cover must be secured, able to support at least 2X's the maximum anticipated load and clearly marked "HOLE" or "COVER".

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Barricade openings with a standard guardrail and toe board or cover to prevent movement.

Provide railing on all exposed sides, except at entrances to stairways.

**TOP RAIL 42" HIGH, WITHSTAND 200 LBS OUTWARD FORCE
GUARDRAIL = MIDRAIL 21" HIGH , WITHSTAND 150 LBS OUTWARD FORCE
TOE BOARD 3 1/2" HIGH, WITHSTAND 50LBS FORCE.**

Every open sided floor or platform, 6 feet or more above adjacent floor or ground level, must be guarded by a standard guardrail on all open sides except where there is entrance to a ramp, stairway, or fixed ladder. Runways 4 feet high or more need guardrails on all open sides. Guard ladder way openings or platforms with standard guardrails and standard toe boards on all exposed sides, except at entrance to the opening, with passage through the railing provided by a swinging gate or offset so a person cannot walk directly into the opening.

Temporary floor openings will have guardrails or effective covers. Open holes (2" or greater in diameter) into which persons can accidentally walk or through which an object can fall and strike a person below, will be guarded by either a standard railing with standard toe board on all exposed sides, OR a standard floor hole cover. The cover must be secured, able to support at least 2x's the maximum load to which it is exposed and clearly marked "HOLE" or "COVER" to provide warning of the hazard. While the cover is not in place, the floor hole will be protected by a standard railing.

Fire Prevention, Extinguishers

FIRE PROTECTION

Fire fighting equipment must be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. Report any inoperative or missing equipment to your supervisor.

If the project includes automatic sprinkler protection, installation will closely follow construction and be placed in service, as soon as applicable laws permit.

Fire extinguishers rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance to the nearest fire extinguisher will not exceed 100 feet with at least 1 fire extinguisher per floor. In multi-story buildings, at least one fire extinguisher must be located adjacent to the stairway.

A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons for flammable or combustible liquids or 5 pounds of flammable gas are being used on the jobsite.

Only trained personnel may operate fire extinguishers. Initial and annual hands-on refresher training is required. Training shall include the types of fire extinguishers, the types of fire and the PASS system.

Never try to extinguish a fire bigger than a waste paper basket unless you have been trained to do so. Call the emergency number immediately to get professionally trained help on the way.

Monthly inspections are required on all fire extinguishers. Do not rely on the use of a fire extinguisher unless it has a current inspection tag. Fire extinguishers must be recertified by a qualified person annually.

All extinguishers shall be recharged or replaced promptly after use. Note that certain types of fire extinguishers are one-time use devices, and these should NOT be replaced on their holders after use. Lay them flat on the ground until they can be collected for recharging. If necessary, remove the extinguisher from the premise.

Permits are required for welding, burning or other open flames on most jobsites. "Strike anywhere" matches are not allowed.

Know the location of the nearest fire alarm box or the emergency notification procedure. Know the alarms, evacuation and disaster signals for your area. Know the proper exit route and the location of the nearest assembly area.

Know the location of the nearest fire extinguisher and how to use it. Make sure you have the proper extinguisher for the type of fire, check the label. Be aware that toxic fumes may be generated by the fire.

Keep combustible material away from steam lines, radiators, heaters and hot process/service lines. All combustible material must be moved a minimum of 30 feet away from the hot work area or covered with a fire-retardant material.

Do not refuel portable power equipment while it is running or hot.
Attach the ground wire before refueling.

Transfer of flammable liquids from one container to another shall be done only when containers are electrically interconnected (bonded).

Smoke in designated areas only. Discard butts in approved containers, never in waste baskets or trash cans.

FLAMMABLE AND COMBUSTIBLE LIQUID STORAGE

Only approved (approved means rated acceptable by OSHA, ANSI and NFPA for flammable and combustible liquid storage - will be marked accordingly) containers, portable tanks and storage cabinets will be used for storage and handling of flammable and combustible liquids.

No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet or structure. No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in an approved storage cabinet. Do not leave chemical soaked rags lying on the floor. Store oily, chemical and gas soaked rags in a metal container with a tight fitting lid.

Storage in bulk (25 gallons +) containers outside buildings may not exceed 1,100 gallons in any one pile area. Dike storage areas to contain spills and line the storage area with plastic liner.

Locate storage areas at least 20 feet from any building and keep free of weeds, debris and other combustible materials. Keep flammable liquids in closed containers when not in use.

PORTABLE FUEL TANKS NOT EXCEEDING 660 GALS. –

- Only approved containers and portable tanks shall be used on Signal Finders jobsites or vehicles. (See NFPA 386, Standard for Portable shipping tanks for flammable and combustible liquids and NFPA 30 Chapter 4)
- No mobile fuel tank shall be parked more than 200 feet from a 12-ft wide access way to permit approach of fire control apparatus under any weather conditions.
- At least one portable fire extinguisher have a rating of not less than 20-B shall be located not less than 10 ft, nor more than 50 foot from the mobile fuel tank.
- Precautions shall be taken to prevent ignition of flammable vapors. Sources of ignition include but are not limited to; open flames, lightning, smoking, cutting and welding, frictional heat; static, electrical and mechanical sparks; spontaneous combustion and radiant heat.

- Post conspicuous and legible signs prohibiting smoking in or around storage, service and refueling areas.

TRANSFER AND DISPENSING FLAMMABLE OR COMBUSTIBLE LIQUIDS CLASS I AND II

- Pumps, gravity flow or hydraulic displacement are normally used to transfer flammable and combustible liquids.
- When dispensing Class I or II Flammable or Combustible Liquids, the transfer or storage areas must be posted with "No Smoking or Open Flames" signs.
- Dispense fuels only in well ventilated areas.
- Gravity dispensing requires an approved self-closing faucet and drum vents.
- Bonding and grounding is required for transfer and dispensing of flammable liquids.

SAFETY CANS

THE USE OF ANY HOUSEHOLD-TYPE PLASTIC GAS CAN ON ANY SIGNAL FINDERS' JOBSITE IS STRICTLY PROHIBITED.

Containers marked "Safety Can" and bearing the FM and UL labels will be used for containing flammable or combustible liquids on MJW jobsites.

- Safety cans may be either Type I, (pouring spout) Type II (flexible metal hose) and should be made only of metal unless a specific chemical requires the use of a plastic or glass container.
- For satellite storage of gasoline, OSHA limits the size of the container to two gallons for gasoline and five gallons for diesel fuel.
- The cans must be marked to show its contents and hazard, i.e.: Diesel Fuel and Flammable.
- Flammable liquids in the work area should be limited to the amount needed for daily operation.

AEROSOL CANS SHOULD NOT BE STORED IN GENERAL SUPPLY OR GANG BOXES BUT IN APPROVED FLAMMABLE CABINETS.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

First Aid / Medical Surveillance

FIRST AID

Personnel with a valid card in basic first aid and CPR need to be on each shift and an orientation should be conducted to establish notification procedures of these personnel if needed. First aid is important! It can save lives and reduce suffering. It must be remembered that "First Aid" is exactly what the term implies -- the emergency medical treatment that is given immediately following an injury.

First aid does not replace the medical treatment that might be needed by other medical personnel. First aid should not be initiated unless the employee is sure what action to take.

FIRST AID SUPPLIES

This company provides first aid supplies where needed. Contents are inspected before they are sent out to the jobsite. However, if not replenished as they are used or accidentally damaged, they are of no value when needed. It is the superintendent's responsibility to ensure First aid kits are inspected on a weekly basis and missing items are replenished.

MEDICAL SERVICES AND FIRST AID

When a medical facility is not readily accessible at the site, a person trained to render first aid will be available at the job site. First aid supplies must be readily available. The telephone numbers of physicians, hospitals or fire department/ambulances police or security must be conspicuously posted.

JOB SITE FOREMAN – ADDITIONAL REQUIREMENTS

Signal Finders, LLC requires its job site Foreman to be certified in First Aid and CPR.

General Jobsite Safety

FENCING

When under the control of this company, security fencing will be used to regulate traffic on the jobsite. Inspections should be conducted daily and defects repaired daily.

RENTAL OR LEASED EQUIPMENT

Equipment leased or rented by Signal Finders shall not be loaned to other contractors.

SMOKING POLICY

Smoking is permitted in designated areas only. If you have any questions where these areas are, ask your supervisor. If smoking is prohibited in your work area, smoking will be limited to break times only. Some states have smoking restrictions. Signal Finders will adhere to all state laws regarding smoking.

TOILETS

Job site facilities will be provided according to the following:

- 20 employees or less - 1 toilet
- 20 employees or more - 1 toilet and 1 urinal per 40 workers
- 200 employees or more - 1 toilet and 1 urinal per 50 workers

VIOLENCE, THREATS IN THE WORKPLACE

All types of workplace violence (fights and/or threats of violence) will be taken very serious by Signal Finders, LLC and will not be tolerated. All incidents involving threats or violence will be thoroughly investigated and violators may be subject to discipline up to and including discharge.

Any reports of violence or threats must be directed to the Safety Director.

OFFICE SAFETY

1. Desk and file cabinet drawers as well as bookcase drawers should be closed when not in use. This reduces the chances of a person bumping into them or tipping over.
2. File drawers and storage cabinets should contain heavier items at the bottom to make them more stable and reduce the possibility of tipping over.
3. Keep floor surfaces uncluttered. Paper, pencils, paper clips, rubber clips, rubber bands and similar objects on hard surface floors present slipping hazards.
4. Loose or missing floor tiles should be repaired. Carpet/floor mats with turned up edges or wrinkles should be attached/turned over to the floor so they are flat.
5. Keep extension cords out of aisles and walking surfaces. Extension cords should not be used permanently.
6. Don't allow large amounts of paper trash to pile up around your work station. This creates a fire hazard.
7. Be sure that office machines and coffee pots are turned off at the end of the day.



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

- 8. Use handles to open doors, file cabinets and drawers. Never push against glass panels to open up doors.
- 9. Have frayed electrical cords replaced or repaired.
- 10. Be careful with portable heaters. Assure they are not placed too close to combustible material such as files, plastic or waste cans.
- 11. Fire exit doors must be unlocked and unblocked at all times.
- 12. The storage of boxes where means of egress is blocked, (i.e., walkways and hallways) is prohibited.

Hazard Awareness and Assessment

HEALTH HAZARD AWARENESS

1) INTRODUCTION

Our diverse types of operation make it difficult to cover all the health hazards associated with our work environments. There are many chemicals that we come in contact with that can have serious health effects. Each year it seems as if another chemical is added to the list. Training is essential to the protection of our employees.

2) BENZENE

- a) ***Benzene is found in gasoline, motor fuels.*** Benzene can be found on Signal Finders' job sites in gasoline and/or fuels. Use proper PPE when handling these products and never use benzene containing products to clean hands. Facilities where benzene might be a hazard include petroleum refining facilities; tank gauging (tanks located at producing, pipeline & refining operations) and field maintenance areas. Employees must be aware of all site specific emergency plans
- b) ***Benzene is a toxic, colorless, liquid with a pleasant, sweet odor.*** The odor of benzene does not provide adequate warning of its hazard. The permissible exposure limit of benzene vapors is 1 ppm (parts per million).
- c) ***Benzene is highly flammable.*** Benzene vapors may form explosive mixtures in the air. All sources of ignition must be controlled. Smoking is prohibited in areas where benzene is used and/or stored. Fire extinguishers must be readily available.
- d) ***The routes of entry*** into the body include respiratory, skin, eyes, and or mouth.
- e) ***First Aid Procedures:*** For the eyes and face, wash immediately with large amounts of water. If irritation persists, seek medical attention. For the skin, remove contaminated clothing and wash exposed skin with large amounts of water and soap immediately. If irritation persists, seek medical attention. For respiratory, remove to fresh air at once. Apply artificial respiration if breathing has stopped. Call for medical assistance. If swallowed, do not induce vomiting, call for medical assistance immediately.
- f) ***Health Effects of exposure include:*** Short Term effects are irritation of the nose, eyes, and respiratory tract; headache, dizziness, nausea or intoxication. Severe short term exposure may lead to convulsions and loss of consciousness. Chronic (long term) exposure may result in serious blood disorders including leukemia.
- g) ***Engineering Controls:*** Ventilation will be used to control the hazard whenever possible.
- h) ***Personal Protective Equipment will*** be provided if engineering controls are inadequate. Personal protective equipment may include protective clothing, splash-proof goggles to protect the eyes, a face shield to protect the face, and respiratory protection if an inhalation hazard is present. All respirator use must be in strict compliance with Signal Finders Respiratory Protection Program.
- i) ***Medical Monitoring:*** Employees accidentally exposed to benzene which are known or suspected to constitute toxic exposure to benzene will be entered into a medical monitoring program. Details will be made available to the affected employee.

3) CADMIUM

a) **Cadmium hazard is not usually present on Signal Finders jobsites.** There may be a possibility of exposure for pipe fitters during a cad weld for electrical grounding. Client facilities where a cadmium hazard may be present include battery producing sites, smelting operations or mining and metal plating operations.

b) **Training:** Prior to initial assignment to any job where a cadmium hazard might exist, employees must be trained on procedures to minimize employee exposure to cadmium. The record of training must include the identity of the person trained, the signature of the trainer, and the date of the training. Training records must be kept a minimum of one year. Records of training and procedures will be available to all affected employees, their representatives, the Assistant Secretary and the Director. Annual Refresher training is required.

c) **Job Hazard Analysis:** During the pre-job hazard analysis, if cadmium is deemed to be a potential hazard, a written compliance program will be developed be ready to implement should the PEL be exceeded. This Program must include:

- (1) Description of operation where cadmium is omitted.
- (2) Controls in place, (ventilation, PPE, engineering controls, administrative controls)
- (3) Crew information, i.e. size, craft(s),
- (4) Description of work, duration, hours per day,
- (5) Initial Air Sampling, (continuous?)
- (6) Safe Work Procedures
- (7) Respiratory Protection (See Respiratory Protection Plan)
- (8) Emergency Procedures
- (9) Annual Review and/or Continuous update of Program when significant changes occur.

d) **Employee exposure:** The PEL for cadmium is 5 mg/m³ with an action level of 0.5 mg/m³. Exposure usually occurs in the workplace through fumes and dusts, however, it can be swallowed. A written compliance program must be implemented when the PEL is exceeded. Engineering controls such as ventilation must be implemented at the action level.

e) **Health Affects:** Adverse short term health effects include pulmonary irritation. Long term exposure or oral exposure can cause kidney disease, bronchi-colitis and emphysema. It can also cause harmful effects to the liver, bone, immune system, blood and nervous system.

f) **Protective Measures:** Good hygiene practices, ventilation, and good housekeeping can help reduce employee exposure. Proper gloves, clothing and respiratory protection may be needed depending on the exposure.

g) **Personal Protective Equipment will** be provided if engineering controls are inadequate. Personal protective equipment may include gloves, protective clothing, chemical goggles to protect the eyes, a face shield to protect the face, and respiratory protection if an inhalation hazard is present. All respirator use must be in strict compliance with Signal Finders' Respiratory Protection Program.

h) **Medical Monitoring:** Employees accidentally exposed to cadmium which are known or suspected to constitute toxic exposure to cadmium will be entered into a medical monitoring program. Details will be made available to the affected employee.

4) HYDROGEN SULFIDE

a) **Hydrogen sulfide hazard may be present at some Signal Finders jobsites.**

Facilities where hydrogen sulfide may be found include paper mills or refining operations.

b) **Training:** Prior to initial assignment to any job where a hydrogen sulfide (H₂S) hazard might exist, employees must be trained on procedures to minimize employee exposure. The record of training must include the identity of the person trained, the signature of the trainer, and the date of the training. Training records must be kept a minimum of one year. Records of training and procedures will be available to all affected employees, their representatives and Signal Finders' Safety Director. Annual Refresher training is required. Training shall include the physical characteristics, the health effects of exposure and first aid procedures, and site specific emergency evacuation plans.

c) **Job Hazard Analysis:** During the pre-job hazard analysis, if H₂S is deemed to be a potential hazard, a written compliance program will be developed be ready to implement should the PEL should be exceeded. This Program must include:

- (1) Description of operation where hydrogen sulfide may be omitted.
- (2) Controls in place, (ventilation, PPE, engineering controls, administrative controls)
- (3) Crew information, i.e. size, craft(s),
- (4) Description of work, duration, hours per day,
- (5) Initial Air Sampling, (continuous?)
- (6) Safe Work Procedures
- (7) Respiratory Protection (See Respiratory Protection Plan)
- (8) Emergency Procedures

d) **Physical Characteristics:** Hydrogen Sulfide is a very toxic, colorless gas with a notable "rotten egg" odor at lower concentrations. (The odor will only be detectable for one to two minutes and may not be detectable at all for very high concentrations.) H₂S deadens the sense of smell. H₂S is flammable and is also soluble in water.

e) **Employee exposure:** The PEL for H₂S is 20 parts per millions for an eight hour day. Exposure usually occurs in the workplace through vapors.

f) **Health Affects:** Exposure to H₂S can cause eye irritation and respiratory distress. It can damage the nerve centers of the brain and cause death in a matter of minutes. It also deadens the sense of smell.

g) **Protective Measures:** Isolation from the source is the best protection from H₂S. Most facilities have fixed H₂S monitors installed in areas where a possible hazard exists. Employees are to vacate the area immediately should the alarm go off. In areas where fixed monitors are not available, but a hazard may exist, employees will use personal monitors. Monitors should be set to alarm at 10 ppm.

h) **Personal Protective Equipment will** be provided if engineering controls are inadequate. Personal protective equipment may include gloves, protective clothing, chemical goggles to protect the eyes, a face shield to protect the face, and respiratory

protection. The type of respiratory protection will depend of the results of the Job Hazard Analysis, but for all confined space entries where a possible H₂S hazard may exist, only airline respirators with escape SCBAs will be used. All respirator use must be in strict compliance with Signal Finders Respiratory Protection Program. (See Section 5, Program 6).

5) **LEAD**

Lead can be encountered on many of the Signal Finders' job sites in significant quantities of lead containing materials, especially lead-based paint. Lead can pose a serious health hazard if proper precautions are not taken. If lead is suspected, suspend all operations, notify the supervisor immediately. Never assume it has been tested.

a) **DEFINITIONS**

Action Level – Means any employee exposure, without regard to the use of respirators, to an airborne concentration of 30 micrograms of lead per cubic meter of air (or greater) calculated as a 8 hour time weighted average (TWA)

Competent Person – Means a person who is capable of recognizing existing and potential lead hazards in the surroundings or work area and who has the authority to take prompt corrective action to eliminate them.

Lead Containing Material – Any material that contains the element lead (Pb).

Permissible Exposure Limit (PEL) - Means any employee exposure, without regard to respirators, to an airborne concentration of lead of 50 micrograms per cubic meter of air (or greater) calculated as an 8 hour time-weighted average (TWA).

b) **ASSESSMENT:**

Paint chips will be tested for the presence of lead. If lead is detected, then an employee assessment will be conducted. If the initial monitoring is above the action level, but below the PEL, monitoring shall be repeated at least every six months. Monitoring shall continue at the required frequency until at least two consecutive measurements are below the action level. These measurements must be at least 7 days apart. Employees will be notified in writing of the results within 15 days of receipt of the lab readings. During the assessment, employees will be dressed out in full protective equipment, including respiratory protection assuming the worst case conditions

If the employee assessment revealed, without regard for respiratory protection, the PEL was exceeded, the employee will receive written notice that the PEL was exceeded and a description of the corrective action taken and any additional actions to be taken to reduce the exposure below the PEL.

If the assessment reveals the employee exposure is at or above the action level, all work will be suspended, until a site specific lead abatement program is developed and approved by the Corporate Safety office.

c) PHYSICAL CHARACTERISTICS

Lead was a very important ingredient in paints, bricks, mortar, roofing material, insulation for a number of years. Lead pipes and lead solder was very popular, too. Much of this is found on job sites. Any activity that can create dust from lead-containing materials is potentially hazardous.

d) HEALTH EFFECTS

The frequency and severity of medical symptoms increase with the concentration of lead in the blood. Some common symptoms of acute lead poisoning include loss of appetite, nausea, vomiting, stomach cramps, constipation, difficulty sleeping, fatigue, moodiness, headache, joint or muscle aches, anemia, and decreased sexual drive. More severe health effects include convulsion or seizures, damage to the nervous system, wrist or foot drop, tremors. Chronic lead exposure occurs when lead accumulates in the body over time, usually in the bone, but also in the blood, kidneys, liver and the brain. Chronic lead exposure may result in impaired hemoglobin synthesis, damage to the nervous system, kidney disease, and hypertension, damage to the reproductive system (male & female) and damage to a developing fetus.

e) ROUTES OF ENTRY

Lead is usually inhaled or ingested through lead dust and fumes during abrasive blasting, sanding, cutting, burning or welding on surfaces coated with lead-based paint.

f) FIRST AID PROCEDURES

Employees who show signs or symptoms of lead poisoning shall be removed from the lead area and sent for a blood lead level test.

g) SIGNAGE

Warning signs must be posted at the boundary of the lead work areas. The signage should warn of the Lead hazard, prohibit smoking, eating, drinking in the area and specify any PPE requirements.

h) ENGINEERING CONTROLS

Employees must be full protective gear including respiratory protection during the installation of any engineering controls. Containment or local exhaust ventilation should be used if feasible to minimize employee exposure to lead.

When welding, cutting or burning any metal coated with lead-containing materials, the coating must be removed at least 6 inches from the area where the heat will be applied. The removal will be done either by an abatement contractor or under the guidance of a site-specific lead abatement plan.

i) PERSONAL PROTECTIVE EQUIPMENT INCLUDING RESPIRATORS

Personal protective equipment will be provided at no cost to the employee for jobs with the potential to exceed the action level for lead exposure, emergency situations, during employee exposure assessments, during the installation of engineering controls,

administrative controls, or when engineering or administrative controls prove to be ineffective. Requirements include:

- Hooded disposable protective clothing
- Shoe covers
- Respirators – When respirators are required, they shall be used in strict accordance with the Respiratory Protection Program.
- Gloves
- Vented goggles, face shields
- Safety toe shoes
- Hard Hats

j) HYGIENE REQUIREMENTS

- All employees at or above the action level will be trained on the importance of good hygiene practices and provisions will be made for changing and washing up.
- For all lead exposure operations, the following are prohibited in the work area: smoking, eating, drinking, chewing gum, and applying cosmetics.

k) SITE SPECIFIC PLANS

For all projects that will expose employees to lead at or above the action Level, but below the PEL the site-specific program must include:

- Engineering Controls to Reduce Exposure
- Competent Person
- Detailed descriptions of the tasks in which lead may be omitted.
- Air Monitoring
- Pre-assignment medical exam
- Base Line Testing for Blood Lead Levels
- Safe Work Practices
- Hygiene Controls
- Coveralls, vented goggles, face shield, shoe covers.

For projects where the potential to expose employees at or above the PEL, the site specific program must include all the items listed above plus:

- Signage and Restricted Work Area.
- Ventilation Installed
- Respiratory Protection Selection, fit test, medically qualified, trained.
- Job Rotation if Necessary
- Hygiene Controls
- Personal Protection Requirements
- Designated change room / area.

- Lunch room
- Storage for contaminated PPE
- Food, chewing gum, beverages, tobacco, and cosmetics restricted from work area.
- Shower for exposed workers
- Vacuums with HEPA filters for clean-up.

I) TRAINING

If the potential for lead exposure exists, employees must be trained on procedures to minimize their exposure before the work assigned begins. The record of training must include the identity of the person trained, the signature of the trainer, and the date of the training. Training records must be kept a minimum of one year. Records of training and procedures will be available to all affected employees, their representatives, and Signal Finders' Safety Director. Annual Refresher training is required. Training shall include the physical characteristics, the health effects of exposure, engineering controls, respirator use, care, purpose and limitations, other PPE requirements, hygiene procedures, and the medical monitoring program.

m) MEDICAL MONITORING

All employees exposed to lead at or above the action level for more than 30 days will be entered into the medical monitoring program at no cost to the employee. Blood sampling and monitoring will be offered every six months until two consecutive blood tests are acceptable.

Any employee with elevated blood levels shall be temporarily removed from the project. Employees must be informed of elevated lead blood levels within five days in writing.

n) REMOVAL FROM LEAD-EXPOSED JOBS when:

- The average blood levels are at or above the 50 micrograms/100 grams.
- Medical exam finds that lead exposure could have increased health risks for the employee.
- The employee will keep his pay rate, benefits and seniority during the transitional duty.

o) RECORDKEEPING

- Training records shall be maintained for one year beyond the last date of employment
- Medical surveillance records shall be maintained for the duration of employment plus 30 years when an exposure over the PEL occurred.
- Daily logs, monitoring results, waste disposal records and other documentation should be retained with the job file for a period of 30 years on projects that had a recorded lead exposure.
- A copy of the safe work plan should be signed by the competent person



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

and be available at the job site during the project. Thereafter, it should be placed with the job file.

EMERGENCY RESPONSE PROGRAM

INTRODUCTION

No company is completely protected from workplace emergencies such as fire, explosion, natural occurrences, etc. But the more you know about the possibility of such occurrences may save your life and that of your coworkers. The major focus is “Do Not Panic”, easy to say but difficult to accomplish without prior information and instruction. Being informed what to do, how to do it and where, decreases the time the brain must search for these answers and prepares you to respond.

I. FIRE AND/OR EXPLOSIONS

Fire is the most common workplace emergency and the most feared disaster. Any fire larger than a waste paper basket, should be considered an emergency and the following steps should be taken.

A. Remove yourself and others out of immediate danger area.

B. Emergency Notification Procedures:

Jobsites with Plant Emergency Numbers: Call the site-specific emergency number and give the following information:

- Your name and company
- Your location
- The type of emergency
- Stay on the line and answer all questions until the operator tells you it's OK to hang up or it becomes unsafe to do so.

Offices or Jobsites without Plant Emergency Numbers: Call 911 and give the following information

- Your name and company
- Your location
- The type of emergency
- Stay on the line and answer all questions until the operator tells you it's OK to hang up or it becomes unsafe to do so.

DO NOT ATTEMPT To put out any fire larger than a waste paper basket unless you are specifically trained to do so.

C. Emergency Evacuation:

If the emergency response team makes a determination that an evacuation is necessary, follow these steps:

1. Upon emergency evacuation notification, employees will gather at the designated assembly area for their location and report to their supervisor who has the responsibility to account for each employee and transport them to a

safe location.

2. The supervisor will then determine if further evacuation is necessary. Exit only by the pre-approved emergency evacuation routes, unless those exits are blocked or otherwise unsafe.

3. DO NOT LEAVE THE JOBSITE without advising your supervisor.

II. WORKPLACE FATALITY OR SERIOUS INJURIES

A. AT THE JOBSITE:

1. Notify emergency personnel, 911, or site emergency number.
2. Notify Safety Director.
3. Dispatch worker to meet emergency team at gate.
4. Go to injury location and secure injured as best as possible. Assess danger before attempting any rescue operation. If danger cannot be eliminated, wait for emergency team.
5. Have injured person/persons transported to the hospital. Send a Signal Finders employee with the injured to assist / maintain contact with the office and remain until relieved by management.
6. Advise office.
7. Secure the area.

No one allowed to roam freely (for safety and control reasons).

8. Employees not involved as witnesses. Send them home with instructions not to discuss with the media. Refer media to the office.
9. Witnesses – Impress on them not to discuss with the media or speculate where it can be overheard.
10. Designate Media area.

Media are not allowed to roam (for safety and control reasons).

11. Designated Signal Finders Spoke persons (Michael Millard, Richard Berkebile) will be the only persons making comments and/or conducting tours.

12. Begin accident report/investigation immediately.
Take photos, secure equipment involved, etc.

B. AT THE OFFICE:

1. Advise office personnel who to refer calls to – and not to make any comments.
2. The management team will assign the following responsibilities:
 - a) Who will notify family of the Injured:
 - b) Who will go to the hospital
 - c) Who will go to the jobsite, evaluate the situation, and report back.
 - d) Who will go to the job site and escort the media:
 - e) Who will contact:

- Building Dept./OSHA

- Insurance Carrier
- Owner
- Worker's Comp Carrier
- Architect / Engineer
- Take photos
- Legal Council

f) Distribute background/media kits.

III. WEATHER EMERGENCIES

Florida being a tropical state can be subjected to lightning, heavy rains, flash flooding, and hurricanes, which may be severe. Obey all directions of your supervisors in the event of any weather emergency and respond to all emergency directions, watches or warnings accordingly.

HURRICANE PREPAREDNESS: In the event of an approaching hurricane, preplanning is essential to minimizing losses. It is the supervisor's responsibility to ensure that each of the following precautions are taken prior to leaving the site.

A. Secure a camera and shoot 30 – 50 photos of jobsite interior and exterior. This will aid in documenting damages after the storm and show what precautions were taken to prevent damage.

B. Prepare phone lists

1. Get home phone numbers of all Signal Finders Hurricane Team members involved with the project. Give a copy of the list to owner.
2. Prepare emergency phone list of all subcontractor's supervisors.
3. Ask subs to get home phone numbers of their employees.

C. Make arrangements for extra plywood to cover windows and doors.

D. Obtain extra plastic sheeting for use after the storm.

E. Obtain emergency plans from local Fire Department, Civil Defense or any other agency. Review plan with Owner, team members and subs.

F. Omitted.

G. Locate portable generators to be readily available for use if night work is required. Also make arrangements for a large capacity water pump.

H. Computers - Move computers to a safest location and cover them with plastic. Make sure they are away from windows and up off the floor area.

I. File cabinets. Move important files into a secure location that is safe from water

damage.

J. Check first-aid supplies.

K. Shut off all electricity at the main breakers.

L. Shut off main water valve, if applicable.

M. Tape or board up windows.

N. Secure all loose materials.

O. Secure all compressed gases in racks, with storage caps securely in place.

P. Broom clean the entire project inside and outside the building.

Q. Remove all trash from the job site prior to the storm.

R. Communication – Ensure that each employee is notified when they are to report back to work, who if anyone is on-call, and that all necessary phone numbers are distributed.

S. Make sure all equipment at the site is full of fuel. Fill all safety cans at the job Site, if applicable.

T. Cranes – Boom crane down if possible. If not possible, fully extend and set all outriggers. DO NOT SECURE THE CRANE WITH ANY BOOM ATTACHMENTS. USE ONLY MAIN BOOM!!!!

U. Get all heavy equipment to high ground. Lower all accessories and set the parking brake.

IV. CHEMICAL SPILLS OR RELEASES

In the event of a chemical spill or release in an amount that may be immediately dangerous to life or health, the following procedures are to be followed:

A. Remove yourself and others out of immediate danger area.

B. Emergency Notification Procedures:

Jobsites with Plant Emergency Numbers: Call the site-specific emergency number and give the following information:

- Your name and company
- Your location
- The type of emergency
- Stay on the line and answer all questions until the operator tells you it's

OK to hang up or it becomes unsafe to do so.

Offices or Jobsites without Plant Emergency Numbers: Call 911 and give the following information:

- Your name and company
- Your location
- The type of emergency
- Stay on the line and answer all questions until the operator tells you it's OK to hang up or it becomes unsafe to do so.

C. Notify Job site Superintendent

If the job site superintendent or the plant emergency team makes a determination that an evacuation is necessary, follow these steps:

- Upon emergency evacuation notification, employees will gather at the designated assembly area for their location and report to their supervisor who has the responsibility to account for each employee and transport them to a safe location.
- The supervisor will then determine if further evacuation is necessary. Exit only by the pre-approved emergency evacuation routes.
- DO NOT LEAVE THE JOBSITE without advising your supervisor.

Hazard Communication

HAZARD COMMUNICATION - EMPLOYEES GUIDE TO JOBSITE CHEMICALS

The management of Signal Finders is concerned about safety for both customers and employees. As some employees must use chemicals in the course of their work, it is important to know the hazards of those chemicals in order to protect themselves and others. This guide is designed to help you understand the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (right-to-know) that is in use and to learn how this program can help you avoid injury or health problems when using chemicals.

The Hazard Communication Program involves labeling of containers, knowing how to read and use those labels, use of personal protective equipment when needed, and where to get additional information.

The following is a more detailed description of the problem. If you have any questions, refer to the Hazard Communication Program or contact your supervisor.

A list of chemicals in alphabetical order is at each job site and located at the main office.

1. You should know how to identify a hazardous chemical. The first step is to read the label. It's usually considered hazardous if it contains such words as CAUTION, WARNING, or DANGER. The following products are usually hazardous:

- Acids Herbicides
- Adhesives Insecticides
- Aerosols Lacquers
- Battery Fluids Office Copier Chemicals
- Catalysts Some Paints
- Caustics Pesticides
- Cleaning Agents Pool Chemicals
- Degreasing Agents Some Sanitary Supplies
- Detergents Shellacs
- Flammables Solvents
- Foaming Resins Varnishes
- Fuels Water Treatment
- Fungicides Wood Preservatives

The manufacturer of hazardous chemicals supplies information in the form of material safety data sheets (MSDS) that can be used to get more information. A copy of the MSDS sheet for all chemicals considered hazardous is available at your supervisor's office.

2. It is the policy of this company to see that all containers brought into the workplace must be clearly labeled by the manufacturer. If any secondary containers are used,

such as a small container filled from a larger one, the secondary container must be clearly labeled as to the contents and contain the appropriate hazard warnings. You must know what is in a container so that you can take any appropriate precautions outlined by the MSDS.

3. Each chemical has its own MSDS supplied by the manufacturer or vendor. These sheets provide information on potential health hazards, fire and explosion hazards, first aid procedures, clean up, disposal procedure, and information on personal protective equipment needed. A copy of the MSDS will be available for you to read, (through your supervisor's office). If you have any questions regarding a chemical, contact your supervisor.

4. Chemicals can enter the body in three ways:
- Inhaling a chemical through the nose or mouth.
 - Absorbing a chemical through the skin.
 - Ingesting a chemical by swallowing.

You can protect yourself from inhalation hazards by wearing a respirator or mask to cover your nose and mouth and by working in a well-ventilated area. If you are exposed to such hazards, your supervisor will provide the right type of mask and you will be required to wear it after you have been properly trained, fit-tested and physically qualified for its use.

Absorption of chemicals through the skin can be prevented by using protective gloves and clothing. If you are exposed to such hazards, your supervisor will provide the right type of gloves and you may be required to wear a certain type of clothing. Protection from ingestion of chemicals is best accomplished through safe work habits and good personal cleanliness. Never eat or drink in areas where chemicals are used and always wash your hands carefully after using any hazardous chemical. Questions on personal protection for a specific chemical can be answered by the material safety data sheet or ask your supervisor during or after your job site orientation.

5. Training will be provided to each employee using hazardous chemicals in the course of their job. It is the employee's responsibility to learn the following:
- How to identify hazardous chemicals and read the warning labels.
 - The location of the MSDS for chemicals you use and the important information about each chemical.
 - What personal protective equipment you need and how to use it.
 - First aid procedures.

Safety is no accident. It takes teamwork to have a safe workplace and use chemicals properly. You can do your part by listening to your supervisor and reviewing the information in this manual. (See the Hazard Communication Program for more details).

HAZARDOUS MATERIAL

Asbestos

Signal Finders employees are not authorized to handle asbestos materials. Do not remove any insulation, floor tiles, roofing material, fireproofing material or gaskets until these materials are determined to be "Asbestos Free".

Corrosive Liquids

Do not store, handle, apply or use acids or caustics without detailed instructions, safety precautions and proper personal protective equipment. When disconnecting flanges or other line-breaking procedures, expect to encounter pressurized corrosive liquids and protect yourself accordingly. Check contents through a bleed or drain valve, etc., before beginning work. Where required, use acid coat, hood, boot, chemical gloves and goggles; barricade the area and have standby and emergency water immediately available.

Remember, never add water to acid; if dilution is necessary, add acid to water. Label all liquid containers properly. Identify contents and hazards.

Chromium Hexavalent

Certain hot work operations may expose employees to Hexavalent Chromium above the OSHA permissible exposure limit. Check with your supervisor when performing hot work on stainless steel or using fluxes with greater than 1% Hexavalent Chromium. Special controls may be needed.

Hazardous Waste

Certain hazardous materials require special disposal procedures as well as special handling procedures. Contact the safety director if you have any doubts.

Lead

Cutting, burning, blast cleaning or any other type of paint film disturbance is strictly prohibited until it is determined to be "lead -Free".

Radioactive Material

Keep employees clear of all radioactive material and areas where work is being done with radioactive materials. These areas will be barricaded and posted with a radiation hazard sign.

LIQUEFIED PETROLEUM GAS (LPG)

Each system will have containers, valves, connectors, manifold valve assemblies, and regulators of an approved type. Each container and vaporizer must be provided with one or more safety relief valves or devices. Containers will be placed upright on firm foundations or secured and away from heavy combustibles or flammables. Portable heaters should be equipped with approved fuel shut off devices in the event of flame failure. Mark all LPG cylinders "LPG & Flammable".

DO NOT STORE LPG INSIDE OF BUILDINGS.

DO NOT STORE PROPANE TANKS INSIDE OF BUILDINGS.

WHAT IS THE OSHA HAZARD COMMUNICATION STANDARD (HAZCOM)?

The Hazard Communication Standard requires all employees to be trained regarding:

- The hazardous substances they are working with and could potentially be exposed to.
- What an MSDS is and how to obtain one.

WHAT HAZARDOUS SUBSTANCES ARE FOUND IN THE WORKPLACE?

Most chemical products are considered hazardous and will fall into one of six broad hazard categories: flammables & combustibles, compressed gases, systemic poisons, corrosives, dusts, vapors, fumes and irritants.

HOW DO I KNOW WHICH PRODUCTS I'M USING ARE HAZARDOUS?

All hazardous products must have a label that explains the potential danger of the product. These labels should be tagged with such words as "caution", "warning", "corrosive", "danger", "toxic" and "flammable". The labels will also tell you the proper way to use the product. In addition, each hazardous product has a material safety data sheet (MSDS) which explains the potential dangers of the product in more detail. To obtain an MSDS contact the Site Superintendent, Project Manager or Site Safety. Be prepared to give the customer service representative as much information on the product as possible, including the product name, manufacturer name and UPC#/code.

WHAT DO I NEED TO DO WHEN WORKING WITH HAZARDOUS SUBSTANCES?

You may come in contact with a hazardous substance in three different ways: inhalation, ingestion or skin exposure. When working with these substances, you must always follow your employer's safety rules and the guidelines outlined on the labels and the MSDS. Make sure you understand the hazards associated with the product you are working with and what precautions to take. You should also know what to do in case of an emergency or accident.

WHAT IF I'M JUST WORKING AROUND SOMEONE ELSE WHO IS USING HAZARDOUS SUBSTANCES?

Even if you are only near someone who is using hazardous products, you still need to protect yourself and understand the hazards.

HOW DO I KNOW WHAT MY EMPLOYER IS SUPPOSED TO DO UNDER OSHA'S HAZCOM?

In 1984 the Occupational Safety and Health Administration (OSHA) adopted its Hazard Communication Standard. Later, in the fall of 1987, U.S. businesses and operations became responsible for complying with the OSHA HazCom Standard, also known as the "Employee Right-to-Know" law. Any business or organization that maintains hazardous materials must meet these requirements. The HazCom Standard applies to all businesses, regardless of the number of employees or the amount of hazardous materials. The law states that employees have a right to know about any hazardous materials that they are, or may be, exposed to and how to protect themselves while

handling these materials. The actions that must be taken to ensure the requirements are met are as follows:

I. A written hazard communication plan must be developed that describes how the employer will fulfill the requirements of the law and should also assign responsibility for implementing the plan.

II. A hazardous materials inventory should be maintained and continually updated.

III. Material Safety Data Sheets (MSDS) for each hazardous material should be made available on our Web Site or from your Superintendent or Safety person.

IV. All secondary containers must be labeled.

V. Employees must be trained.

“Employee Right-to-Know” programs ensure compliance and also benefit business operations in several ways. For example, proper use of materials and awareness of safety issues can reduce the incidence of accidents, the cost of wasted materials and disposal, lost production time and insurance rates. Awareness of the materials being used can assist in inventory control and selecting less hazardous materials. An effective “Employee Right-to-Know” program is a reflection of good management.

OSHA HAZARD COMMUNICATION STANDARD OUTLINE

The following are applicable excerpts from the Federal Regulations Labor Code: Federal OSHA Standard, 29 CFR 1910.1200 (g) Material Safety Data Sheets

(1) Manufacturers and importers shall obtain or develop a material safety data sheet for each hazardous substance they produce or import. Employees shall have a material safety data sheet in the workplace for each hazardous substance that they use.

(7) Distributors shall ensure that material safety data sheets, and updated information, are provided to other distributors and purchasers of hazardous substances.

(8) The employer shall maintain in the workplace copies of the required material safety data sheets for each hazardous substance in the workplace, and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). **(Electronic access, microfiche and other alternatives to maintaining paper copies of the material safety data sheets are permitted as long as no barriers to immediate employee access in each workplace are created by such options.)**

(11) Material safety data sheets shall also be made readily available, upon request, to designated representatives and to the Chief/Assistant Secretary, in accordance with the requirements of 3204(e)/29 CFR 1910.20. NIOSH and the employee’s physician shall also be given access to material safety data sheets in the same manner.

SOURCE:

Federal Register
Wednesday, February 9, 1994
pp. 6175-6176

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Housekeeping

HOUSEKEEPING

Form and scrap lumber will be kept clear from work areas. Remove combustible scrap and debris at regular intervals. Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances. At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving onto the next phase. Each employee is responsible for keeping their work area clean.

STORAGE

All materials stored in tiers will be secured to prevent sliding, falling or collapse. Aisles and passageways will be kept clear and in good repair. Stored materials will not obstruct exits.

TRASH REMOVAL

Sweep the floors and remove trash from client shelter interiors and job sites whenever practical.



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Publication No. SAFETY_110121.DOC

Jobsite Inspection Checklist

Under revision. (April 2011).

Ladders and Stairways

LADDERS

DO NOT USE DAMAGED LADDERS

DO NOT USE LADDERS THAT ARE NOT LABELED AS COMPLIANT WITH OSHA

DO NOT USE IMPROVISED LADDERS, SUCH AS AN OVERTURNED BUCKET

Use only ladders that meet OSHA regulations. Do not shorten ladders or modify them in any way. Use ladders only for the purpose they are intended. Inspect each ladder before using it. Defective ladders must be clearly tagged, cut up and/or removed from the job site as soon as possible.

Set up ladders on level surfaces. Test the ladder for stability before climbing. Always uses 3-point contact (two feet, one hand, or two hands, one foot) when ascending or descending a ladder.

Do not overreach. Keep you belt buckle between the ladder sides at all times. Change the position of the ladder as necessary to keep within reach of the work area. Face a ladder when working from it.

Do not overload the ladder. Make sure load capacity is clearly communicated.

Do not use metal ladders for electric welding or near energized electrical sources. All ladders shall be inspected by a qualified person.

Use fall protection when it is not practical to work facing the ladder or when work requires both hands. Use a rope to lower or raise materials. If it is necessary to place a ladder in or over a doorway, barricade the door and post warning signs.

Straight/Extension Ladders

Place ladder at a 4 to 1 pitch. (One foot out for every four feet up.)

Each ladder shall be equipped with non-skid safety feet and shall be adequately tied off or held.

The top of the ladder shall extend at least three (3) feet beyond the supporting object when such a ladder is used as access to an elevated work surface.

Do not work from the top three (3) rungs of any straight or extension ladder. Straight and Extension ladders must be tied off.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Step Ladders

Set a stepladder on all four feet, with spreaders locked in place.

Do not use a stepladder as a straight ladder.

Never stand or sit on the top or top step of a stepladder unless the ladder is designed for that purpose.

Remove tools and equipment from the ladder before moving it.

Tie off a stepladder when using it close to the edge of an elevated platform, roof, or floor opening and utilize fall protection.

Stepladders 8 feet or greater should be tied off or attended when in use.

STAIRS

Flights of stairs having four or more risers will be equipped with standard stair railing or handrails as specified below.

Less than 44 inches wide - one side open - must have one stair railing on the open side

Less than 44 inches wide but less than 88 inches wide - must have one handrail on each enclosed side and one stair railing on each open side.
On all structures 20 feet or more in height, stairways, ladders or ramps will be provided. Rise height and tread width will be uniform throughout any flight of stairs.

Masonry – including Particulate Exposure

ABRASIVE BLASTING

This section applies to all operations where an abrasive is forcibly applied to a surface by pneumatic or hydraulic pressure, or by centrifugal force. It does not apply to steam blasting, or steam cleaning, or hydraulic cleaning methods where work is done without the aid of abrasives.

Safe Work Procedures:

Only trained personnel will conduct abrasive blasting operations.

Blasting Equipment shall be inspected before each use. Blast cleaning nozzles shall be equipped with an operating valve which must be held open manually. A support shall be provided on which the nozzle may be mounted when not in use.

Organic abrasives which are combustible shall be used only in automatic systems. Where flammable or explosive dust mixtures may be present, the construction of the equipment, including the exhaust system and all electric wiring, shall conform to the requirements of American National Standard Installation of Blower and Exhaust Systems for Dust, Stock, and Vapor Removal or Conveying, Z33.1-1961 (NFPA 91-1961), and Subpart S of this part. The blast nozzle shall be bonded and grounded to prevent the build up of static charges. Where flammable or explosive dust mixtures may be present, the abrasive blasting enclosure, the ducts, and the dust collector shall be constructed with loose panels or explosion venting areas, located on sides away from any occupied area, to provide for pressure relief in case of explosion, following the principles set forth in the National Fire Protection Association Explosion venting Guide. NFPA 68-1954.

Dust shall not be permitted to accumulate on the floor or on ledges outside of an abrasive-blasting enclosure, and dust spills shall be cleaned up promptly. Aisles and walkways shall be kept clear of slipping hazards.

The use of compressed air for cleaning is strictly prohibited unless authorized by the job site superintendent and then only if the pressure is reduced to less than 30 p.s.i. and used with chip guarding, face shield, safety glasses, and proper body protection.

Health Hazards: Abrasives and the surface coatings on the materials blasted are shattered and pulverized during blasting operations and the dust formed will contain particles of respirable size. The composition and toxicity of the dust from these sources shall be considered in making an evaluation of the potential health hazards.

The concentration of respirable dust or fume in the breathing zone of the abrasive blasting operator or any other worker shall be kept below the levels specified in 1926.55

or other pertinent sections of this part. Air for abrasive-blasting respirators must be free of harmful quantities of dusts, mists, or noxious gases, and must meet the requirements for supplied-air quality and use specified in 29 CFR 1910.134(i).

Personal protective equipment: Employers must use only respirators approved by NIOSH under 42 CFR part 84 for protecting employees from dusts produced during abrasive blasting operations. Abrasive-blasting respirators shall be worn by all abrasive-blasting operators:

- When working inside of blast-cleaning rooms, or
- When using silica sand in manual blasting operations where the nozzle and blast are not physically separated from the operator in an exhaust ventilated enclosure, or
- Where concentrations of toxic dust dispersed by the abrasive blasting may exceed the limits set in 1926.55 or other pertinent sections of this part and the nozzle and blast are not physically separated from the operator in an exhaust-ventilated enclosure.

Properly fitted particulate-filter respirators, commonly referred to as dust-filter respirators, may be used for short, intermittent, or occasional dust exposures such as cleanup, dumping of dust collectors, or unloading shipments of sand at a receiving point when it is not feasible to control the dust by enclosure, exhaust ventilation, or other means. Only NIOSH approved respirators are to be used and all respirator use must be in strict compliance with the Respiratory Protection Program.

Employees shall be equipped with heavy canvas or leather gloves and aprons or equivalent protection to protect them from the impact of abrasives. Safety shoes shall be worn to protect against foot injury where heavy pieces of work are handled. Personal protection of the eyes and face shall be used when the respirator design does not provide such protection and to any other personnel working in the vicinity of abrasive blasting operations. See Personal Protection Program.

MASONRY ACCESS ZONE

Limited access zones are to be established on the non-scaffolded side of unbraced masonry walls. The zones are to be equal to the finished height of the wall plus 4 feet.

Personal Protective Equipment (PPE)

PERSONAL PROTECTION:

All employees are required to wear appropriate personal protective equipment that is maintained in good condition.

Rings, bracelets, dangling earrings, long neck chains, unbuttoned/ loose long sleeves and other loose clothing or items (including hair or beards long enough to be considered a hazard) shall be removed, tied back, tucked in or secured by persons working on or near moving machinery or in other areas where these items could be deemed a hazard. In areas where an electrical hazard may exist, these items may either be removed or rendered non-conductive by covering, wrapping or other insulating means.

Clothing

Shirts with sleeves and long pants covering the legs and ankles shall be worn at all times. Long sleeves may be required on some sites.

Only cotton, woolen or special fire retardant synthetic clothing should be worn.

Generally, synthetics are very flammable and melt, causing more serious burns when exposed to flames and high temperatures. Clothing should be free of oil, grease, flammable liquids or loose, frayed ends.

All hot work operations require a flame resistant jacket or long sleeved shirt.

Head Protection

Hard hats shall be worn on all jobsites where a hazard of being struck or striking against exists or when the danger of electrical shock or burns exists.

Eye/Face Protection

Safety glasses (ANSI Z87.1) with side shields must be worn at all times on Signal Finders jobsites.

Impact goggles or Full-face shields (worn over approved safety glasses,) must be worn when danger of flying or suspended particles is present.(i.e. chipping, grinding, drilling, sawing, etc.) Employees involved in welding/cutting operations must wear filter lenses or plates of the proper shade number.

Chemical goggles must be worn for operations involving certain hazardous liquids, gases, etc. Burning goggles shall be worn for all gas welding and burning. They shall have a No. 3 density minimum filter lens and a safety lens on both sides of the filter lens.

Ear Protection

Hearing protections shall be worn in areas where noise levels exceed 90 dBA, where exposure to 85-90 dBA exceeds 8 hours per day, or where posted.

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Hands, Fingers, Wrists

Gloves suitable for the task being performed shall be worn unless the task cannot be done with gloves or unless wearing gloves increases the hazard.

Feet, Toes Leg

Safety-Toed, Leather Work Boots with a Heel are required per the Client on most Signal Finders jobsites. Some clients require a minimum six inch boot. Rubber/Chemical boots with safety toe are required for jobs with certain chemical hazards. (i.e. Cement work, etc.) Shin Guards, chaps, spats, etc. are required when using chainsaws, etc.

Respiratory (Lungs)

Respiratory protective equipment is required for protection in situations where chemical exposure exceeds the recommended exposure limits and in certain emergency situations.

Respiratory protection is a last resort and should only be used when engineering controls prove inadequate. The type of respiratory protection will be determined by the guidelines of the Respiratory Protection Program. The use of respiratory protection will be in strict adherence to the Program.

Skin

If the possibility exists of exposure to skin irritants, personal protective equipment will be provided in accordance with the material's MSDS.

Back

Never try to lift more than you can handle safely. Get help when needed.

Back belts/supports are not allowed unless prescribed by a medical professional.

Tools, including Powder Actuated Hand Tools

TOOLS

Employees shall not use unsafe or damaged tools. Repair or replace damaged tools immediately.

Hand Tools

- Make sure the right tool is used for the job
- Keep tools in good operating condition – sharp, clean, oiled, dressed, etc.
- Keep tools that are subject to impact (chisel, caulking irons, star drills, etc.,) which tend to mushroom, dressed to avoid flying spalls.
- Do not force tools beyond their rated capacity. Use larger wrenches, heat, penetrating oil, etc. Do not use Cheaters or job made tools.
- Use tool holders when driving stakes and wedges and when using star drills, bull points and similar tools.
- Do not carry pointed tools in pockets.

Power Tools

- Loose clothing, long hair that is not tied back, gloves, rings and other jewelry shall not be worn around rotating equipment. Sleeves should be kept buttoned or rolled up.
- Power tools should not be operated without proper training and instruction.
- Each power tool shall be inspected before use. Defective tools, (tools with defective parts, loose fittings, and frayed or cut electrical cords, etc.) should be tagged and taken out of service.
- All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Interlocking devices shall be in working order and shall never be bypassed.
- All portions of band saw blades will be enclosed or guarded, except for the working portion of blades between bottom of guide rolls and table. Workers will wear goggles when operating any saw.
- Chain saws - operators must wear protective chaps.
- Portable, power driven circular saws will be equipped with guards above and below the base plate or shoe
- Radical saws will have a guard which permanently encloses the upper half of the blade. When used for ripping, it must have non-kickback fingers or dogs.
- Never attempt to change parts, blades or guards without first disconnecting the power source.
- Portable electrical tools shall be grounded unless “double insulated”.
- Ground fault interrupters (GFCIs) shall be used on all extension cords and portable electrical tools.

- Stationary grinders must have safety guards strong enough to withstand bursting wheels. The gap between the tool rest and the wheel cannot exceed 1/8 inch. The tongue guard must be adjusted to within 1/4 inch of the wheel. Signage near the grinder should read, "Danger, Wear Eye Protection When Grinding."
- Any pneumatic hose exceeding 1/2" ID shall have a safety device at the source of the branch line to reduce pressure in case of hose failure.
- Secure pneumatic tools to the hose in a positive manner to prevent accidental disconnection. Install and maintain safety clips or retainers on pneumatic tools at all Chicago fittings to prevent attachments from being accidentally expelled.
- All fuel-powered tools used inside of buildings require special consideration regarding ventilation, noise, refueling, etc.

Operation Hazards

- Torque is the circular or rotating motion in tools such as drills, impact wrenches, and saws that result in a strong twisting force. Jamming can cause serious injury. Have a good footing, use two hands, be ready to release the power switch or trigger. Watch for "coasting" or "idling" motion.
- Flying objects can result from operating almost any power tool. Use eye/face protection and warn others working in close proximity to also wear eye and face protection.
- Rotating Equipment and abrasive wheel machinery can cause serious injury to employees whose clothing, hair or accessories get caught in the equipment. Wear suitable clothing, keep hair short or tied back and do not wear loose or dangling jewelry. Make sure all guards are in place before use.
- Contact with moving parts can be hazardous. Never touch a power part unless the power source is disconnected. Beware of others around you. Stay out of the "line of fire". Keep loose clothing, jewelry and/or hair away from rotating equipment. Use clamps or vises to hold work wherever possible.
- Electrical shock can be fatal. Make sure all cords are in good condition and grounds are in place. Use GFIs on all power tools.
- Fire hazards are constantly present. Keep your work area clean and free of oil, rags, flammables and other fire hazards. Know where fire extinguishers are located and how to use them.
- Bad tool condition can cause serious injury. Inspect each tool before use. Do not use any tool with missing parts (i.e. guards, handles, etc.) If a tool is damaged or is not working properly, red tag it as defective and remove it from service.
- Pressurized air and pressurized water can cause severe cuts. Do not use either of these on yourself or other personnel.

Inspections

- Each employee should perform a visual inspection of each tool before use.
- Inspect each work area before work begins.

Scaffolding Safety

SCAFFOLDS (GENERAL)

Scaffolding will be erected, dismantled, moved or altered under the supervision of a competent person who will remain on site during these operations. The competent person will inspect the scaffolding before each shift. All scaffolds will be tagged with a green tag indicating "Safe for Use", a yellow Tag indicating restricted use "100% Tie-Off Required" or a red tag indicating, "Danger, Do Not Use". Modifications by non-qualified personnel, unless under the direction of the competent person, shall be deemed a "serious" violation of the safety policy and may result in immediate termination.

The competent person must be qualified in scaffold erection, moving, dismantling or alteration, and will select only experienced and trained employees to perform such work.

Scaffolds will be capable of supporting 4 times maximum intended load and will be erected on, sound, rigid footing, capable of carrying the maximum intended load without settling or displacement.

The footing or anchorage for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick or concrete blocks shall not be used to support scaffolds or planks.

A "Scaffold Planning Checklist" shall be completed.....

All employees working on scaffolding at or above six feet must be protected from falling by either a standard guardrail system or personal fall arrest system.

Overhead protection must be provided for men on a scaffold exposed to overhead hazards.

When space permits, all scaffold platforms must be equipped with standard 42-inch-high guardrails, rigidly secured, (not wired) and standard 21-inch-high midrails, completely decked with scaffold-grade planks or manufactured scaffold decking and rigidly secured toe boards on all four sides.

Standard railing will be installed on all open sides and ends of platforms. Exceptions to this would be needle beam scaffolds and floats which require the use of safety harnesses.

All scaffolds will have standard railing installed on all sides and ends.

Toeboards and/or a screen with maximum 2 inch openings will be used to provide protection from falling objects.

Planking will be scaffold grade, or equivalent, as recognized by approved grading rules for the species of wood used.

Overlap scaffold planking a minimum of 12 inches or secure from movement (clips).

Only trained personnel shall be allowed to work on any Signal Finders scaffolding. Training must address scaffolding hazards, fall protection, scaffold use, load restrictions, and climbing requirements. Training must be completed prior to scaffold use and be repeated at least once every three years, if conditions or scaffolding types

change, and if the employee is involved in a scaffolding incident that was caused by unsafe use.

- Scaffold planks will extend over and supports not less than 6 inches nor more than 12 inches.
- Scaffolding and accessories with defective parts will be immediately replaced or repaired.
- Only Signal Finders employees shall be allowed to use scaffolding that is owned, leased or rented by Signal Finders, LLC.
- Tag lines shall be used to hoist materials to prevent contact with the scaffold.

-SUPPORTED SCAFFOLDS

- Platforms will be tightly planked with full width of scaffold, except for necessary opening. Platforms will be secured in place.
- Scaffolds will be properly braced by cross bracing or diagonal braces, or both, for securing vertical members so erected scaffolding is plumb, square and rigid. All brace connections will be made secure which includes secure the pins with a device to restrict displacement
- Suitable access must be used when scaffold platforms are more than two feet above or below the point of access. Cross braces can not be used as a means of access not even in assembly or dismantling operations.
- Scaffolding will be tied off or stabilized with outriggers when its height is more that three (3) times the smaller dimension of the base.
- Riding scaffolds is strictly prohibited

--SCAFFOLDS (SWINGING)

On suspension scaffolds designed for a working load of 500 pounds, no more than two persons will be permitted to work at one time. Working load 750 pounds - 3 person maximum. Each employee must wear an approved safety harness attached to an independent lifeline. The lifeline will be securely attached to substantial members of the structure (NOT SCAFFOLD), or to securely rigged lines, which will safely suspend the employee in case of a fall.

--UNDER HUNG SCAFFOLDING

- Suspension points of hanger tubes shall be securely fixed to prevent their being dislodged by all potential forces acting upon them.
- When a hanger tube is coupled to a horizontal tube that is placed across the top of a supporting beam, a second horizontal tube shall be attached underneath the supporting beam with a pair of girder couplers. Both horizontal tubes shall be attached to the hanger tube with right-angle couplers.
- Check (safety) couplers shall be installed at the tops and bottoms of all hanger tubes. Check (safety) couplers shall also be installed directly beneath all trapeze tubes.
- Whenever possible, vertical hanger tubes should be in one length. Where joints are necessary, the tubes should be single lapped using at least four couplers.

- Trapeze tubes shall be installed approximately 2 feet below the runners (ledgers) to assist in erection, modification and dismantling and also to serve as a secondary support should the runner slip.
- Runners and bearers (transoms) shall be coupled to hanger tubes using right-angle (non-adjustable) couplers.
- Hanger tube spacing shall comply with the tube and coupler post spacing requirements for the load duty of scaffold.
- At least one board bearer (intermediate transom) shall be installed when the hanger tube spacing is more than five feet apart in the longitudinal direction.
- Only drop-forged girder couplers shall be used for the support of hanging scaffolds. Pressed girder couplers shall not be used for the support of hanging scaffolds.

-- UNDER HUNG SCAFFOLDING SUSPENDED BY WIRE ROPE

- A working platform shall have at least six suspension points evenly spaced and kept taut, and shall be tied or otherwise secured to prevent swaying.
- Each wire rope or cable suspending an underhung scaffold, including connecting hardware, shall be capable of supporting without failure at least six times the maximum intended load applied or transmitted to that rope.
- Wire suspension ropes shall be a minimum of 3/18" diameter.
- When an underhung scaffold is suspended by wire rope, such wire rope shall be wrapped at least twice around the supporting members and twice around the bearers (ledgers) of the scaffold.
- Softeners shall be used to prevent rubbing action between wire suspension ropes and supporting members and to protect supporting members.
- Splices in wire ropes used to support an underhung scaffold are not permitted.
- The use of repaired rope to suspend an underhung scaffold is prohibited.
- Wire ropes shall be inspected for defects prior to each work shift and after every reoccurrence which could affect a rope's integrity. Wire ropes shall be replaced, if any of the following conditions exist.
 - Any physical damage that impairs the function or strength of the rope.
 - Abrasion, corrosion, scrubbing, flattening or peening which has caused loss of more than one quarter of the original diameter of the outside wires.
 - Heat damage caused by a torch or any damage caused by contact with electrical wires.
- Spacing of wire ropes used to carry the scaffold load shall comply with the post spacing requirements for the duty of scaffold.
- Suspension wire ropes shall be shielded from heat producing processes. When acids or other corrosive substances are used on a scaffold, the ropes shall be shielded, treated to protect against the corrosive substances, or shall be of a material that will not be damaged by the substance used.
- Underhung scaffolds supported by wire ropes shall be tied or otherwise secured to prevent it from swaying.

- When using wire rope clips:
 - Install a minimum of three clips at the load end and three clips at the attachment end of each wire rope. Clips shall be spaced a minimum of six rope diameters apart.
 - Install clips according to manufacturer's instruction. Clips shall be retightened to the manufacturer's recommendation after initial loading.
 - Clips shall be inspected and retightened to the manufacturer's recommendations at the start of each work shift thereafter.
 - When using wire rope clips make sure the U bolt is placed over the dead end of the rope and the bridge (saddle) is placed over the loaded end of the rope.

Remember: Never saddle a dead horse.

--CRITICAL SCAFFOLDING

The following scaffold is considered to be "Critical" and requires a scaffolding plan that has been reviewed by a structural engineer.

- Scaffolding over 125 feet tall
- Any scaffold cantilevered by more than ten feet.
- Any scaffold (except tank bracket scaffolds) with a total platform area over 320 square feet that is supported by or hung from an existing structure or is within ten feet of any other scaffold supported by or hung from the same structure.
- Any scaffold supporting loads greater than 50 psf, including piping, equipment, masonry, new or existing structures, or loads other than workers and their materials.
- Any scaffold supported by or hung from one or more outrigger beams.
- Any scaffold supported by or hung from wind girders or roofs of floating roof tanks.

--SCAFFOLD PLANS

When required, a scaffold plan, which includes a design and layout package sufficient to erect a complete scaffold must be submitted to review by the project manager. It should include drawings, design loads, fittings, etc. (including structural calculations required for Special Scaffolds or when requested for other scaffolds.

Signs and Barricades, including Flagger Operations

Anyone who creates a hazard is responsible for having it barricaded.

Barricades shall be used to restrict entry for areas where there are hazards created by overhead work, overhead material handling operations, hazardous conditions, hazardous equipment or any other conditions where other employees may be unintentionally injured. The type of barricade will depend upon the type of hazard. Barricading procedures will be determined by the job site superintendent.

Barricading procedures may include:

- Yellow caution tape. Warning barricade that warns others to proceed through the area with caution.
- Red Danger Tape: Warning barricade that restricts entry into the barricaded area to only those involved in the work.
- Physical Guardrails: Protective barricade 43" high (+/-3") that is able to withstand 200 lb. force in any direction.
- Physical Guardrails with Flashing Lights: If an excavation is to be left open/unattended at night or roads are to be left closed off it shall be protected with a substantial guardrail system with flashing lights to keep pedestrians or vehicles from injury and/or damage.

Warning barricades do not physically deter anyone from a hazard, therefore, this type of barricade should be placed generally 5 to 6 feet or more away from a hazard.

Barricades must have identification tags on each side, identifying the company and the hazard.

Barricades are to be removed immediately following the completion of the job or the elimination of the potential hazard for which they were constructed.



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Publication No. SAFETY_110121.DOC

Welding and Cutting Safety

Policy under development. April 2011.



Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Publication No. SAFETY_110121.DOC

Workplace Security Plan, including Firearm Policy

Policy under development. (April 2011)

DRUG FREE WORKPLACE COMPANY POLICY

TO OUR EMPLOYEES

Dear Fellow Employee:

It is a fact of life that alcohol and/or drug abuse is widespread in today's society. Its causes are many and complex, but one thing is certain: the use, sale, purchase, dispensing, or possession of illegal drugs and/or the abuse of alcohol are inconsistent with the company's commitment to provide a safe and productive work environment for all of its employees and to continue to deliver the high quality products and services which have made us an industry leader.

While the company has no intention of intruding into the private lives of its employees, we recognize that serious involvement with drugs and/or alcohol eventually takes its toll on job performance. Our concern is that employees report to work in condition to perform their duties safely and efficiently in the interest of our clients, our fellow workers, the company, and themselves.

To this end, we have instituted a "drug free workplace program" and therefore are obligated to notify you that it is a condition of employment that you refrain from using drugs on or off the job and that a drug testing program has been implemented.

Hopefully, if we all do our part, our efforts will carryover into our community and reinforce our demonstrated concern for the health and safety of everyone.

Sincerely,

SIGNAL FINDERS, LLC

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

BACKGROUND:

The company recognizes the dangers that the use of alcohol and/or drugs can have on the performance of its employees and on the safety and security of its work environment. In order to maintain productivity and especially, to protect the safety and well being of all employees, direct action must be taken when employees are under the influence of drugs and/or alcohol on a company jobsite or company property.

The company recognizes that drug and/or alcohol abuse (SUBSTANCE ABUSE) is treatable and is committed to make an effort to assist current employees who may be experiencing problems due to substance abuse by helping them to understand and correct it, while supporting approved rehabilitation efforts.

Signal Finders will have a drug and alcohol free workplace and the company is obligated to establish and communicate its policy to all employees.

POLICY:

1. It is the policy of the company to maintain a drug free workplace as a condition of continued employment. All employees must abide by the terms of this policy.

2. The use, sale, manufacture, distribution, purchase, possession, dispensing, or being under the influence of illegal drugs, non-prescribed controlled substances or alcohol on a company jobsite, company property, while on company business, or while operating company owned or leased vehicles and/or equipment is strictly prohibited.

3. In order to detect the use of these substances as described above, employees may be directed to submit to a urinalysis drug test, a blood test, a saliva test and/or breath test. Individuals under the influence of alcohol or with illegal or non-prescribed controlled drugs in their system are in violation of this policy and will be subject to discipline, up to and including termination of employment.

The use of alcoholic beverages by company employees on company premises or on company assignments may take place only during an approved company function.

IMPORTANT NOTE:

The authorization of alcoholic beverages at such functions DOES NOT relieve employees from the responsibility of exercising moderation and judgement so as not to present a danger to themselves, other employees, the general public, or the company's reputation.

4. The use of legal drugs, prescribed by a licensed physician for a specific treatment, will not result in disciplinary action. Some of these prescriptions can have a direct impact on vigilance, judgement, and coordination. It is important, particularly in safety sensitive assignments involving the operation of vehicles or machinery, for example, for the company to assure itself that there is not a threat to safety as a result of such medication. It is therefore imperative that any employee taking such medication notify

his supervisor and the drug free workplace administrator (hereinafter DFWP Administrator).

5. Employees experiencing problems as a result of substance abuse should contact the DFWP Administrator for referral of treatment and/or counseling. This discussion will be kept confidential and will have no influence on appraising an employee's work performance. Work performance alone will be evaluated, not the fact that the employee may be granted an unpaid medical leave to undertake drug or alcohol rehabilitation treatment. After consultation with the treatment facility's counselor(s), the DFWP Administrator will determine whether the employee may continue to work during treatment or whether an unpaid medical leave should be granted. Such employee must cooperate fully with the approved treatment and/or counseling program and if medical leave is granted, the employee will not be permitted to return to work until a satisfactory release from the treatment program is presented to the DFWP Administrator certifying that the employee is capable of returning to work and has met the requirements of the program to date. An employee who undergoes treatment under this policy will be required to sign and comply with the substance abuse commitment letter. Upon return to work, such an employee will be subject to periodic testing to verify recovery from substance abuse. Failure to take or pass a random test will result in discipline which may include termination of employment.

6. The company utilizes a urinalysis drug test, blood test, hair, saliva and/or breath test under the following circumstances:

- a) For all applicants prior to employment.
- b) For current employees on a for-cause basis where there is reasonable suspicion that an employee has violated this policy. Testing will only be done with the approval of at least two members of senior company management and/or the DFWP Administrator.
- c) Annual employee testing of all employees.
- d) Random employee testing that shall equal or exceed 20% of the average number of employees at the discretion of Signal Finders or its clients.
- e) Upon return to work following treatment for substance abuse, testing will be conducted on a periodic basis for up to three years and may include testing of the hair for drug use history.
- f) Drug and/or alcohol testing will be required after an accident that results in a fatality, bodily injury, damage or potential damage to property aggregating five hundred dollars (\$500.00) or more based on actual cost or reliable estimates. If an employee is injured, the collection of samples will be completed as soon as the initial treatment is completed, in any case within thirty-two (32) hours after the accident. When there has been a determination by an attending law enforcement agency as to the degree of an employee's responsibility, and if drugs and/or alcohol are detected as a result of testing, the employee will be subject to discipline up to and including termination of employment depending on severity of the situation.

Any and all uninjured employees involved in an accident as described above will be required to submit to drug and/or alcohol testing within 24 hours of the accident. If

not completed within that time frame, such employee will be deemed to have refused to submit to a test for drugs and/or alcohol and will be subject to discipline up to and including termination of employment.

7. Any employee who is arrested, indicted, or convicted of a drug and/or alcohol related violation must report this information to the DFWP Administrator no later than five (5) days after such arrest, indictment, or conviction. Failure to notify the DFWP Administrator within the specified time period may result in termination. An employee who is convicted of a drug or alcohol related charge or an employee who is arrested or indicted for a drug or alcohol related charge, where an independent company investigation finds a violation of this policy, will be subject to discipline up to and including termination of employment. An unpaid leave of absence may be considered depending upon the severity of the situation.

8. Initial Test. The initial screen for all drugs shall use an immunoassay. The following cutoff levels shall be used when first screening specimens to determine whether they are positive or negative for some or all of these drugs or metabolites. All levels equal to or exceeding the following shall be reported as positive:

- Alcohol .04%
- Amphetamines 1,000 ng/ml
- Cannabinoids 50 ng/ml
- Cocaine 300 ng/ml
- Phencyclidine 25 ng/ml
- Methaqualone 300 ng/ml
- Methamphetamines 1,000 ng/ml
- Opiates 2,000 ng/ml
- Barbiturates 300 ng/ml
- Benzodiazepines 300 ng/ml
- Synthetic Narcotics
- Methadone 300 ng/ml
- Propoxyphene 300 ng/ml
- Morphine 300 ng/ml
- TCA 1,000 ng/ml
- MDMA (Ecstasy) 500 ng/ml

A positive finding will generate a confirmation process and the results will be kept confidential. A copy of any positive finding can be received by the subject employee by submitting his/her request in writing.

Refusal to provide an adequate sample for testing under the terms of this policy may result in disciplinary action, up to and including discharge.

Any employee discharged for violating this policy will not be eligible for re-hire.

8. When required Signal Finders shall utilize a DOT/DOE Compliant Drug Free Workplace Program. This program shall be in strict adherence to regulatory guidelines and shall be separate from our standard Drug Free Workplace Program. (Copy of the program will be provided as needed.).

9. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The reasons for drug experimentation, such as curiosity and social pressure, are different than the reasons for occasional drug use. Dependence and fear of withdrawal are different still. The company and management will provide information on drug awareness to encourage abstinence from substance abuse.

DRUG ABUSE AND ALCOHOL ABUSE TREATMENT LOCATIONS

Unity Recovery Center
11900 SE Federal Hwy, Suite 212
Hobe Sound, FL 33455
Phone: 866-771-3045
www.unityrehab.com

The Beachcomber Family Center for Addiction Recovery
4493 North Ocean Blvd (A1A)
Delray Beach, FL 33483
Phone: 561-734-1818
www.thebeachcomberrehabilitation.com

OVER THE COUNTER AND PRESCRIPTION DRUGS WHICH ALTER OR AFFECT THE OUTCOME OF A DRUG TEST ALCOHOL

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

AMPHETAMINES

Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex

CANNABINOIDS

Marinaol (Dronabinol, THC)

COCAINE

Cocaine HCl topical solution (Roxanne)

PHENCYCLIDINE

Not legal by prescription

METHAQUALONE

Not legal by prescription

OPIATES

Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC,

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-C Contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.

BARBITURATES

Phenobarbital, Tunial, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fiorcet, Esgis, Butisol, Mebaral, Butabarotal, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcoin, Paxipam, Restoril, Centrax.

METHADONE

Dolphine, Methadose

PROPOXYPHENE

Darvocet, Darvon N, Dolene, etc.

AUTHORIZATION FOR USE OF DISCLOSURE OF MEDICAL INFORMATION

This authorization for use or disclosure of medical information is being requested of you to comply with the terms of the Confidentiality of Medical Information Act of 1981.

I hereby authorize the Medical Review Officer, any counselor, or treatment facility I may be referred to and the testing laboratories to furnish Signal Finders, LLC with results of all tests run. Signal Finders may use the medical records and type of information authorized only for the following purpose: To determine my ability to perform my job and my qualifications for employment or continued employment and to defend the company in any legal proceedings in which my employment or actions are at issue.

This authorization shall become effective immediately and shall remain in effect throughout the duration of my employment with Signal Finders, LLC.

I understand that the DFWP Administrator may not further use or disclose the medical information unless another authorization is obtained from me or in case of post accident testing or disclosure is specifically required or permitted by law.

I further understand that I have a right to receive a copy of this authorization upon my request.

CONSENT FORM FOR DRUG TESTING

By signing the consent form on the back of the Signal Finders W-4 the employee:

- Understands that Signal Finders has a policy against the use, possession, or distribution of illegal drugs and/or alcohol by its employment applicants and employees. He/she further understands that the Company has adopted a drug testing program as one method of implementing that policy.
- Consents to the taking of urine, saliva, hair or blood samples by the Company or its agents for the purpose of the above drug testing program and to the testing of such samples by the drug testing laboratory designated by Signal Finders, LLC.
- He/she hereby further consents to the release of any test reports on such samples or other related medical information from the laboratory to the DFWP Administrator of Signal Finders, LLC and to the use of all such reports or other information in the Signal

Approved by:	Revision	Effective Date
M. Millard	1	Jan. 21, 2011

Finders, LLC assessment of his/her employment application, employment status and/or any legal proceedings arising out of his/her employment or as a result of any accident. This authorization shall become effective immediately upon signing the W-4 and shall remain in effect throughout the duration of his/her employment with Signal Finders, LLC. He/she also has a legal right under the Confidentiality of Medical Information Act to receive a copy of the consent form.

DRUG FREE WORKPLACE PLAN

Purpose

The purpose of The Drug Free Workplace Plan is: (a) to supplement our standard Drug Free Workplace policy by providing specific guidelines of standardized procedures for the collection, custody control, safety, and confidentiality of specimen collection and handling, and (b) to ensure that each specimen collector and his/her supervisor are trained and made aware of the safety provisions which are to be adhered to on all job sites choosing to do its own collection of saliva or urine specimens.

Responsibility

Supervisors have the ultimate responsibility of ensure that all elements of this plan are followed.

Training

Training must be conducted before any jobsite can be approved to conduct its own specimen collection. This training must be completed by the individual who will actually perform the collection and also the superintendent. The training will include basic health precautions and bloodborne pathogens. It will include proper handling techniques, chain of custody requirements as well as our policy of maintaining strict confidentiality of all drug test results. Training will be updated periodically.

Policy Statement

Any employee caught possessing or using drugs or coming to work under the influence of drugs will be discharged with prejudice or severely disciplined.

Any employee who uses drugs on the job or works under the influence of drugs endangers himself/herself and other workers. This company will not tolerate drug use on the job.

Drug use is the direct cause of thousands of deaths every year. Drug use causes permanent brain damage and birth defects and usually leads to addiction. Intravenous drug use transmits very serious diseases.

Possession of drugs, no matter how small an amount, is a crime, punishable by incarceration. Sales of drugs or possession of a significant quantity of drugs is a felony.