Tradesmen INTERNATIONAL™

Employee Safety Handbook

#KeepSafetyOne

Table of Contents

1. Introduction

Tradesmen International is committed to providing a work environment that pro- motes the health, safety and well-being of every employee. Consequently, sound safety practices are essential and each employee of the company is charged with this responsibility. This handbook outlines the general rules that you, the employee, must adhere to at all times. Our company does not permit, or tolerate, unsafe practices that might compromise the safety of its employees, clients or property.

It is your responsibility to read this handbook and familiarize yourself withthe rules and regulations as they apply to you. Employees are required to work safely in accordance with state, federal and local regulations, as well as the rules established by Tradesmen International and its clients. This will include, but is not limited to, OSHA Act 5(b) "Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct." Failure to comply with these guidelines, or working in a manner that is deemed unsafe to yourself or others may result in disciplinary actions up to and including discharge or, if involved in an incident, it may hold you negligent.

If you have any questions, or safety concerns, please contact your local Tradesmen office management team.

2. Clothing / Dress Code

Field employees should always dress in a clean, neat, safe and professional manner. At a minimum, short-sleeved shirts, long pants without tears and holes, gloves, work boots, hard hats and safety glasses are required to be worn at all times – no exceptions! Shorts, tank tops, sneakers /tennis shoes, and any attire or decal containing vulgar or offensive language or images are strictly prohibited.

- If working outside, dress appropriately for the weather conditions.
- Before working on any job, employees shall secure or tuck any loose clothing, equipment, long hair and remove jewelry.
- Avoid strapping keys to your belt or pockets or using wallet chains, as they may get caught on objects, machinery or equipment and lead to injury.

3. General Safety Guidelines

- Report to work on time, in a sober state and prepared to work and leave at the designated time.
- Practical jokes, horseplay, throwing of tools, fighting, alcoholic beverages, illegal substances, explosives, and weapons are strictly prohibited on company or client property.
- Specific information regarding guidelines and disciplinary actions pertaining to drug and alcohol use can be found in the Tradesmen International Drug and Alcohol Policy.
- Always comply with all posted notices.
- Always wear the appropriate personal protective equipment (PPE) as required by the job you are performing.
- Never work alone in hazardous areas. Always employ the buddy system.
- Contact your client supervisor and your local Tradesmen office immediately for support and direction on how to proceed if exposed to an unsafe condition or situation.

4. Safety Orientation

Each employee will receive a general safety orientation from Tradesmen International prior to starting their first work assignment. Each employee should also receive a job site orientation from the client they are assigned to work for. The purpose of the site orientation is to inform employees of specific job site hazards, PPE, safety expectations and policy.

5. Job Site Hazard Awareness

- As you approach a job site, ask yourself *"Do I see anything that is a safety hazard?"* If you do, report it to your supervisor immediately. If you feel that you are being asked to perform your job in an unsafe manner, or if an unsafe condition exists, or if you do not have appropriate PPE for the job, notify the client supervisor and Tradesmen immediately. All employees have the legal right to refuse working in unsafe areas or under unsafe conditions that may result in an occupational illness, serious physical harm orpossible death.
- Handle hazards in a professional manner. First let the job site supervisor know about the hazard. You should always notify your immediate supervisor of all hazards or near misses. Give the supervisor an opportunity to correct the hazard. If no corrective measures are taken, or the supervisor asks you to "get back to work and don't worry about it," explain your concerns, but do not work in unsafe conditions. Do not walk off the job. Contact your local Tradesmen office immediately to make them aware of the situation. Ask if there is any other area in which you can work. We will investigate the allegations and proper corrective actions will occur!

- There will be no negative repercussions directed at any employee who reports a job site hazard or injury.

6. Warning Signs

Warning signs are utilized for the protection of all personnel. Be aware of them and always comply with the warning.

7. Fall Protection

Falls are the leading cause of traumatic occupational death. The majority of these deaths are caused by not using the appropriate fall protection system. Any time you reach or exceed a height of 4 feet in general industry workplaces, 5 feet in shipyards, 6 feet in the construction industry or 8 feet in longshoring operations, you must use at least one of the following forms of fall protection:

- Personal fall arrest system / full body harness. Fall arrest systems shall consist of an anchorage point capable of 5,000 lbs. per employee and shall be rigged to limit a fall to less than 6 feet or a lower level.
- Guard rails and toe boards. Shall have a top-rail, mid-rail and toe board and shall be able to withstand a force of at least 200 lbs.
- Warning system. For roofers, a combination of warning lines 6 feet (and in some cases 10 feet) back from the edge in combination with monitors may be used in place of personal fall protection equipment or guardrails. For all other trades, a warning line 15 feet from the edge, combined with effective signage and work rules may be used in place of personal fall protection equipment or guardrails.

8. Scaffolding

Proper scaffold set up should include:

- Scaffold footing must be on a firm base, level and plumb.
- Cross bracing and pins for every level.
- Fully planked working level with scaffold grade planking.
- Guardrail system in place when the working level exceeds 10 feet in height.
- Capability of supporting without failure, at least its own weight and 4 times its intended load.
- Safe access must be established. Cross braces are not to be used as a means of access.
- A competent person must inspect the scaffold before each shift, or when it is reconfigured.

9. Stairways and Ladders

- Ladders are to be inspected prior to use to ensure that they are properly secured and in good working condition.
- Use the appropriate ladder for the assigned job / task.
- Step ladders are never to be used as a straight ladder.
- Never stand on the top two levels of a step ladder.
- Extension ladders must extend at least 3 feet above the access level and must be secured to the structure.
- Never use a defective ladder.
- Always maintain a safe distance of at least 10 feet from any power lines.
- Do not exceed the maximum weight rating of any ladder; include yourself and any tools/equipment in the weight calculation.
- All stairways used by employees must have either stair rails or hand rails.
- Debris and spills should be immediately cleaned up.
- Avoid carrying objects with both hands.

10. Lifts

Lifts provide a safe and reliable platform for workers to perform job tasks when used properly. However, when not used properly, they can present a serious hazard to workers. These hazards include falls from the work platform, tip-overs, contact with power lines, equipment collapse and caught-between injuries.

- Do not move the lift while in an elevated position.
- Only stand on the work platform/bucket.
- Keep work within easy reach to avoid leaning away from the lift.
- Additional fall protection is required if leaving the safety of the work platform basket.
- Be extra alert when lift is operating near an electrical source.
- When working outside, pay attention to inclement weather.
- Know the load capacity and never exceed it. Distribute loads evenly on platform floor.

11. Roofs

Rooftop safety is the responsibility of every person involved in the project. The hazards are always present so it is important to exercise situational awareness and adhere to proper safety measures whether on a pitched roof or flat roof. Tradesmen employees who wish to be eligible for roofing assignments are required to have OSHA 10 Hour Construction Safety and Health training.

- Check roof for stability.
- Ensure ladders are in good condition, properly placed and secured or tied off.
- Monitor weather conditions that can produce slippery conditions.
- Be aware of edges and that safety lines and guardrails are in place.
- Use fall protection when working 6 ft. or more above ground or lower level.
- Ensure safe access to and egress from the roof.
- Always make sure roof holes and obstacles are covered or clearly marked.

12. Materials Handling

Back injuries account for nearly 20% of all work-related injuries and illnesses. To minimize the likelihood of a back injury when lifting or carrying objects, you should adhere to the following practices:

- Use proper lifting techniques and do not lift objects that are too heavy.
- When objects are too heavy, get help or use mechanical means to lift it.
- Never twist your waist with a load.
- Avoid lifting above your shoulders.
- Always try to keep your back straight and lift with your legs.
- Make sure you have a firm grip on the object and your footing is secure.
- Hold the object close to your body.
- Wear gloves when handling rough equipment or materials and be sure of good grip and solid footing.

13. Personal Protective Equipment (PPE)

Tradesmen International issues a hard hat, eye protection and gloves to all field employees upon hire. Any additional PPE required for a particular job should be provided by the client you are assigned to. If proper PPE is not provided by the client, notify your local Tradesmen office immediately and do not perform the work until the necessary equipment is provided. PPE used on job sites caninclude: head protection, face and eye protection, hearing protection, arm and hand protection, foot and leg protection and breathing protection.

ALWAYS WEAR THE REQUIRED PPE!

14. Eye Protection

Eye protection will be provided to all field employees. All eye protection will comply with American National Standards Institute (ANSI) Z87.1 1998. Tradesmen's eye protection policy is as follows:

- Safety Glasses are to be worn 100% of the time.
- Face shield shall be used in conjunction with safety glasses when performing tasks such as but not limited to: chipping, grinding and chiseling.
- Goggles, welding hoods or other suitable eye protection shall be used during all welding and hot work operations.
- Other forms of eye protection should be used as needed based on the task being performed.

15. Hearing Protection

- Hearing protection is required when workplace decibel levels are at or exceed 85dB. As a general rule of thumb, if you cannot hear someone speaking at a normal volume level due to ambient noise that is less than 5 feet away from you, hearing protection shall be worn.
- Hearing protection should generally be worn when operating heavy equipment, as the decibel levels produced by such equipment are likely to exceed 85dB. When in doubt, ask your client supervisor or your local Tradesmen office.

16. Housekeeping

Slips, trips, falls, puncture wounds, contusions – these are some of the most common, and more serious, types of injuries to construction workers. These injuries happen every day in construction, many times because of a disorderly work environment. Effective housekeeping is an ongoing process and something that is easily tackled. It is up to each person on site to practice housekeeping – Don't wait for someone else to do it.

Here are some tips to keep your work area clean:

- Keep job areas neat and orderly and remove all debris and waste material daily.
- Walking/working surfaces shall be kept clean and dry.
- Tools shall be properly cleaned and put away after use.
- Materials, tools and supplies shall be stored in locations which will not block access-ways and arranged to permit easy cleaning of the area.
- Be courteous and pick up after yourself.

17. Respirators

- There are many types and brands of respirators. Dust masks are the most common type and are used as a limited form of protection only against nuisance dusts. If you are in or around an area in which the air contains a dangerously high concentration of vapors, gas, particulates, or other concentrates, then a half or full face respirator should be worn. The type of respirator that should be worn depends on what substance or gasses are present in the air.
- Before a half-face or full-face respirator can be worn, you must be properly fit-tested for the mask and be cleared medically to wear it. The medical clearance involves respiratory testing to ensure that an individual's respiratory system can support the use of the device and the testing must be administered by a qualified medical professional.
- In the event you will be working on a job site that requires a respirator, your client supervisor should supply you with the appropriate equipment. They should also ensure that you have been properly fit-tested, have received medical clearance and have received training in the proper use and maintenance of the respiratory device.
- If you are asked to wear a respiratory device and have not been medically cleared, contact your local Tradesmen office immediately.

18. Hazard Communications

An estimated 32 million employees are potentially exposed to one or more chemical hazards in the workplace. These substances can pose a serious health risk to those working with or in proximity to them. Some safe practices include:

- Read all labels and Safety Data Sheets (SDS) before using chemical products.
- Accurate Safety Data Sheets (SDS) should be maintained by the client on all jobsites and readily accessible to employees.
- Use all prescribed PPE.
- All chemical containers shall be labeled. If they are not, do not use the chemical.

19. Fire Prevention

- Practice good housekeeping. Do not let combustible scrap, trash or debris accumulate in your work area. Discard and/or store all oily rags, waste, and similar combustible materials in metal containers on a daily basis. Explosive liquids such as gasoline shall not be used as cleaning agents.
- When working in an enclosed structure, identify and be aware of the exits from your work area.
- When utilizing heat producing equipment, make sure that the area is clear of all fire hazards and that sources of potential fires are eliminated.
- Fire extinguishers are made for 4 types of fires. The extinguisher used hould be of the proper type as follows:

  Class A – Wood, paper and trash, use water or foam extinguisher
  Class B – Flammable liquids, gas, oil, paints, use foam, CO2 or **dry chemicals**
  Class C – Electrical, use CO2, or dry chemicals
  Class D – Combustible metals, use dry powder only
  Class K – Cooking oils and fats

- In the event that a fire extinguisher must be used, remember the acronym **P.A.S.S.**:

  P - Pull the pin
  A - Aim nozzle at the base of the flame
  S - Squeeze the trigger
  S - Sweep the extinguisher from side to side

20. Performing Electrical Work

- Prior to working on any electrical system, the system must be de-energized and tested.
- All electrical circuits are to be assumed as energized unless each worker ensures that they are not.
- The surest means of avoiding an arc flash hazard is to Lock-Out / Tag-Out ("L.O.T.O.") the electrical service to a controller.
- Locks and tags shall be placed at all points where equipment circuits can be energized.
- Only qualified and authorized personnel shall use L.O.T.O. devices.

21. Hand and Power Tools

Most injuries that involve tools are caused by the improper use or poor maintenance of the tool. To minimize the risk of injury when using hand and power tools:

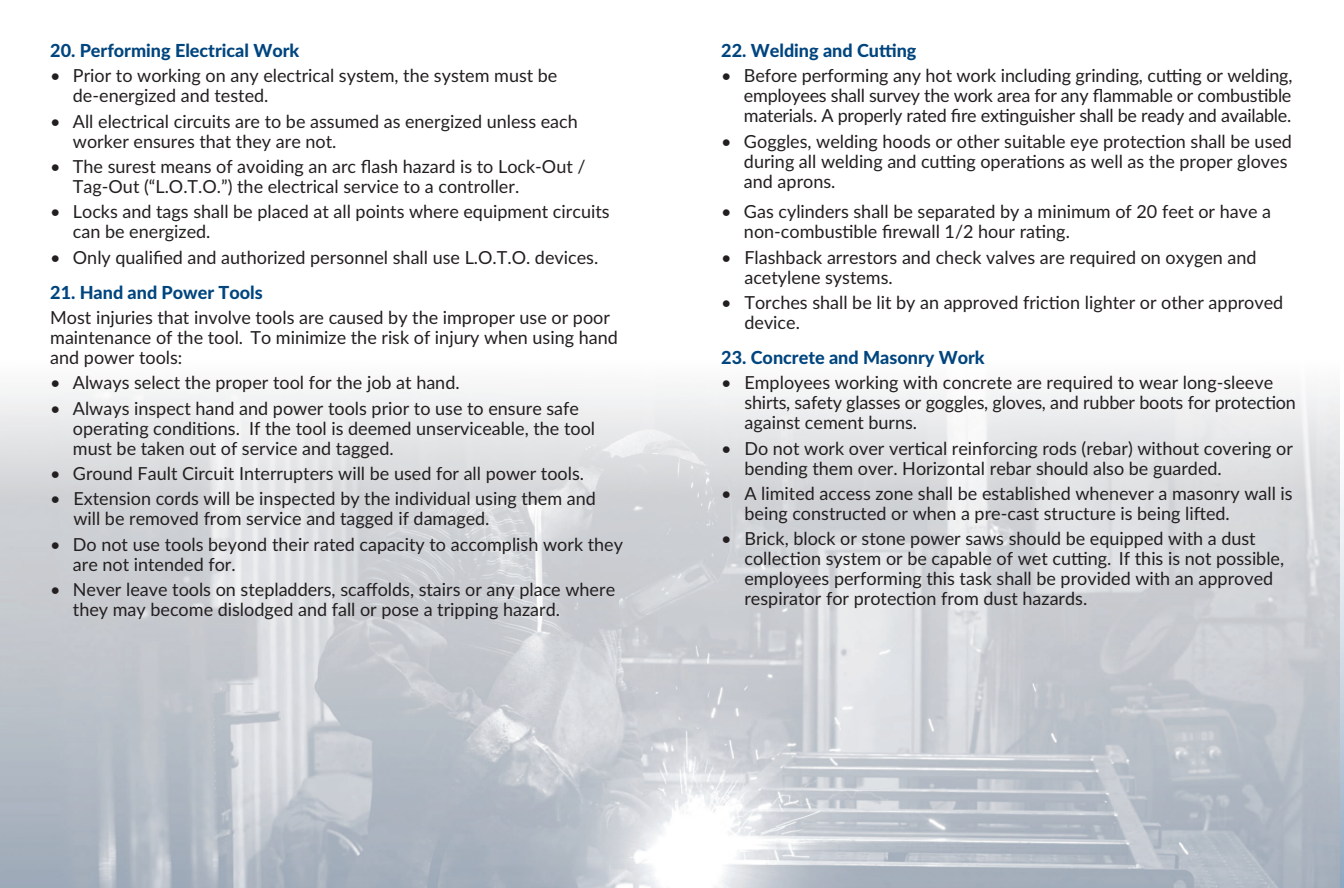
- Always select the proper tool for the job at hand.
- Always inspect hand and power tools prior to use to ensure safe operating conditions. If the tool is deemed unserviceable, the tool must be taken out of service and tagged.
- Ground Fault Circuit Interrupters will be used for all power tools.
- Extension cords will be inspected by the individual using them and will be removed from service and tagged if damaged.
- Do not use tools beyond their rated capacity to accomplish work they are not intended for.
- Never leave tools on stepladders, scaffolds, stairs or any place where they may become dislodged and fall or pose a tripping hazard.

22. Welding and Cutting

- Before performing any hot work including grinding, cutting or welding, employees shall survey the work area for any flammable or combustible materials. A properly rated fire extinguisher shall be ready and available.
- Goggles, welding hoods or other suitable eye protection shall be used during all welding and cutting operations as well as the proper gloves and aprons.
- Gas cylinders shall be separated by a minimum of 20 feet or have a non-combustible firewall 1/2 hour rating.
- Flashback arrestors and check valves are required on oxygen and acetylene systems.
- Torches shall be lit by an approved friction lighter or other approved device.

23. Concrete and Masonry Work

- Employees working with concrete are required to wear long-sleeve shirts, safety glasses or goggles, gloves, and rubber boots for protection against cement burns.
- Do not work over vertical reinforcing rods (rebar) without covering or bending them over. Horizontal rebar should also be guarded.
- A limited access zone shall be established whenever a masonry wall is being constructed or when a pre-cast structure is being lifted.
- Brick, block or stone power saws should be equipped with a dust collection system or be capable of wet cutting. If this is not possible, employees performing this task shall be provided with an approved respirator for protection from dust hazards.



24. Respirable Crystalline Silica

As the host employer has day-to-day supervision of Tradesmen employees on the job site, Tradesmen employees are to adhere to the host employer's Silica Exposure Control Plan. As with any job/task specific hazard, the host employer is obligated to provide the necessary safety training, PPE and PPE use training. Silica exposure can occur during such tasks as using masonry saws, grinders, drills, jackhammers, handheld tools and sand/abrasive blasting.

The host employer is responsible for evaluating the task and determining the best exposure controls, which can include using:

- Saws with a built-in system that applies water to the saw blade.
- Tools equipped with dust collecting systems.
- A local exhaust ventilation system.
- Appropriate respirators.

In addition, you can help reduce exposure by not eating, drinking or using tobacco around dust areas; by washing hands and face before eating and drinking; by not dry brushing or dry sweeping when cleaning; by showering and changing clothes before returning home.

If you are required to wear a respirator by the Tradesmen client you are working for because of silica, you must track your respirator use on the Employee Silica Tracking Form that you received in your orientation packet. You must also
notify Tradesmen when you have worn a respirator because of silica for at least 25 days in a 12 month period. If you will wear a respirator for at least 30 days in a 12 month period because of silica, you will be offered a no-cost medical exam.

If you have any questions regarding silica exposure, please contact your local Tradesmen field office. In addition, if you have any safety concerns regarding silica exposure on any worksite, please contact your local Tradesmen field office immediately.

25. Excavation and Trenching

- Determine location of all underground utilities before opening an excavation.
- All trenches four feet in depth or greater require a means of egress (stairway, ladder or ramp) within 25 feet of every employee working in the trench.
- All trenches greater than five feet in depth require a means of egress and a protection system such as sloping, shielding or shoring.
- Excavation deeper than four (4) feet are to be considered confined spaces therefore atmospheric testing must be done before entering.
- Ventilation or PPE must be used as required and rescue equipment must be made readily available.

NEVER ENTER A TRENCH THAT EXCEEDS FIVE FEET IN DEPTH WITHOUT A PROTECTIVE SYSTEM IN PLACE!

26. Tanks, Pits and Confined Spaces

- Prior to performing any confined space entry work, your client supervisor shall determine if a permit is required before entry is allowed.
- During confined space entry operations, a stationed trained attendant shall be present to ensure safety and in the event that an emergency arises that the proper procedures and personnel are contacted.
- The entry-attendant outside the confined space is responsible for maintaining constant verbal communications with the worker inside the confined space.
- A two-way radio or other communication device should be provided whenever access to a telephone is restricted.
- Atmosphere testing shall be performed to ensure that a compliant atmosphere exists.

27. Heat Illness Prevention

If assigned to an outdoor worksite, you must be aware of the client's specific Heat Illness Prevention (HIP) procedures. Each client's procedures may be different, so you must confirm the HIP program applicable to each job site. Regardless, you need to be aware of the following measures important inminimizing the risk of heat-related illness:

- **Provision of Water** – Water is critical to the avoidance of any heat-related illness. Clients are to provide adequate potable drinking water, which if not plumbed or otherwise continuously supplied, shall be equal to at least one quart per hour per shift. You must drink water frequently, and inform a client supervisor about any concerns with the quantity or location of potable water supplies.
- **Access to Shade** – If you experience a heat illness or need a preventative recovery period, the client is to provide access to an area with shade that is either open to the air or provided with ventilation or cooling, for at least five minutes. Required shade and rest breaks can be taken either in a construction trailer or other accessible air conditioned building, or portable devices (umbrellas, canopies, in close proximity to the work activity).
- **Training** – Working in hot environments can lead to heat illness, which left untreated can lead to serious health situations. Training is critical to help reduce the risk of heat-related illness and to assist with obtaining emergency assistance without delay.
- **Heat Illness** – Heat illness refers to a serious medical condition resulting from the body's inability to cope with a particular heat load. Examples of heat illness include heat cramps, heat exhaustion, heat syncope and heat stroke.
- **Environmental Risk Factors for Heat Illness** – Working conditions that create the possibility that heat illness could occur include air temperature, relative humidity, radiant heat from the sun or other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
- **Personal Risk Factors for Heat Illness** – Risk factors include an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.
- **Water Consumption** – The frequent consumption of small quantities of water, (up to 4 cups per hour) is important when the work environment is hot and employees can be expected to perspire more than usual while working.
- **Symptoms of Heat Illness** – Early signs / symptoms of heat illness include headache, muscle cramps and unusual fatigue. Progression to serious illness such as heat exhaustion and heat stroke can be rapid, and is indicated by symptoms including unusual behavior, nausea / vomiting, weakness, rapid pulse, excessive sweating or hot dry skin, seizures and fainting. These symptoms indicate that immediate medical attention is required.
- **Acclimatization** – The body gradually adapts in the heat when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

28. Emergency Action Plan & Medical Response

Events may occur which dictate the evacuation of a client job site such as a fire, explosion, power failure, etc. In such cases, you are required to follow the client's Emergency Action Plan.

The objective of the Emergency Action Plan is the safety of personnel. The plan should be designed to get personnel away from danger, treat injury, and provide a thorough and accurate accounting of all employees.

There may be situations where certain employees, trained in first aid and/or fire fighting procedures, will assist to prevent a small emergency situation from becoming a major disaster. In these types of situations, specifically identified employees will remain to perform the function for which they are trained, provided they may perform these duties in a safe manner. At no time will any employee put themselves at risk.

- To the extent possible, job sites will have clear and direct egress.
- A muster point shall be established in case of emergencies.
- Employees shall know the location of the First Aid Kit.

INCIDENT REPORTING

In the event that you **should sustain an injury while working, or observe unsafe working conditions, it is your responsibility to notify your client supervisor and Tradesmen International immediately.** Should you sustain an injury, it is your client supervisor's and your responsibility to consult with Tradesmen on where to seek medical treatment and understand that there is an information packet that must be completed at the office on the day of the accident.

Tradesmen International will investigate any workplace injuries you may sustain, and you are expected to cooperate fully with the investigation by answering all questions truthfully and by providing any and all information pertinent to the investigation.

IF YOU SUSTAIN AN INJURY WHILE WORKING OR ARE INVOLVED IN A WORKPLACE INCIDENT, YOU MUST DO THE FOLLOWING:

1. **STOP** what you are doing and if necessary seek medical attention.
2. **IMMEDIATELY** notify your client supervisor of the incident or injury.
3. **NOTIFY** your Tradesmen field office immediately.
4. **CALL 911** if emergency medical attention is required.
5. **SUBMIT** to a post-accident drug/alcohol test when required under Tradesmen's Drug and Alcohol Policy. Generally speaking, employees will be required to submit to a post-accident drug/alcohol test unless the employee does not require any medical treatment and there is noreason to believe the employee is at fault in any way.
6. **GO** to your local Tradesmen International field office to complete all required incident paperwork.

ENFORCEMENT

Employees will be expected to abide by all Company Employee and Safety Policies and in the event that they fail to do so, they will be reprimanded for their actions and the severity of the reprimand will depend on the severity of the infraction.

- Serious reprimands will be determined through the General Manager and/or the Director of Safety Communications.
- If deemed absolutely necessary, an employee may be terminated without prior warnings or citations if the occurrence warrants such action.

NOTES

SAFETY HOTLINE

YOU PLAY AN IMPORTANT ROLE IN ENSURING A SAFE WORKPLACE FOR EVERYONE!

If you observe unsafe jobsite behavior or working conditions...

Talk with your client supervisor, your local Tradesmen office AND call the **Tradesmen Safety Hotline 1.844.40B.SAFE (402.7233)**.

This is YOUR direct line to YOUR Corporate Safety Department.

The Safety Hotline is here for you!
1.844.40B.SAFE

or email your concern to:
besafe@tradesmeninternational.com

If you choose, all information will be kept anonymous.

Tradesmen INTERNATIONAL™

#KeepSafetyOne

tradesmeninternational.com