

Schaubmayer Painting, Inc.

SAFETY MANUAL - 2014

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SAFETY MANAGEMENT AND COMMITMENT

Company Safety Policy

Schaubmayer Painting, Inc. is committed to providing a safe and healthful workplace for its employees and sub-contractors. Safety and health shall be a primary consideration in the design, procurement, installation, use, and maintenance of all company facilities, equipment, tools, supplies, materials, processes, and operations.

As a condition of employment, all personnel are required to comply with company safety regulations and to act in a safe manner while on the job. Employees are to promptly report accidents, injuries, unsafe acts or unsafe conditions to their supervisor.

All sub-contractors are to utilize this safety program or submit their own for review by management.

Safety Program Goal

It is the goal of Schaubmayer Painting, Inc. to eliminate all preventable accidents and to comply with all laws, regulations and recognized safe practices pertaining to employee safety and health. It is the intent of this written program to ensure that Schaubmayer Painting, Inc. meets the goal stated above.

Management Responsibility

It is the responsibility of management to:

1. Support supervisors/foremen through providing safety material and topics to be used at safety meetings.
2. Provide the resources necessary to maintain and implement safety into the company.
3. Ensure that proper personal protective equipment (PPE) is available for all employees and enforce the use of the equipment as needed.
4. Ensure that proper tools needed to perform the job are available.
5. Ensure the supervisors and employees are properly trained in required safety skills.
6. Ensure that all accidents and near-miss incidents are investigated promptly and that corrective action is taken to correct any unsafe acts or condition(s).

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Foreman/Supervisor Responsibility

It is the responsibility of the foreman/supervisor to:

1. Enforce all safety and health rules and policies and take corrective action, including discipline, as needed.
2. Conduct daily jobsite inspections for hazards and safety violations and take corrective action as needed.
3. Maintain a safe worksite through appropriate and immediate attention to unsafe acts, unsafe working conditions, and poor housekeeping.
4. Investigate all reported near misses, accidents and unsafe acts in a timely manner and take appropriate action.
5. Assist management in the safety orientation and training of new employees on the recognition of unsafe conditions and ensure that all employees understand the contents of the written safety program.
6. Conduct weekly safety meetings to provide continuous training and awareness of safety.
7. Enforce the use of all personal protective equipment.
8. Inform management, in a timely manner, of the need for safety equipment and PPE.

Employee Responsibility

It is the responsibility of the employee to:

1. Follow all safety rules, policies and procedures.
2. Report all unsafe acts and conditions to the supervisor/foreman immediately.
3. Utilize all personal protective equipment necessary for duties.
4. Conduct daily inspections of tools and materials for defect and remove and report unsafe tools.
5. Report accidents and near misses immediately to supervisor or management.
6. Attend and participate in safety meetings.

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7. Provide insight and ideas regarding safety to management.
8. When using prescription medication during working hours, the employee must provide the foreman with a letter from his/her physician verifying the type of medication, and that it will in no way impair the employee's ability to perform all the tasks associated with his/her job.

Training and Orientation

1. New employees will be given an orientation during which the company's safety policy and procedures will be reviewed. This orientation will occur before any work is performed. All personal protective equipment will be disbursed at this time and instruction on the proper use and storage of the equipment will be covered.
2. Employees will be trained on the recognition of potential hazards and safety regulations regarding the jobs they will perform.
3. All employees will be made aware of the location of emergency telephone numbers and first-aid kits, the names of employees trained to render first-aid treatment and CPR, and the names and locations of physicians on the Panel of Physicians. .
4. Training and orientation of employees will be documented through the use of a checklist, employee sign-off sheet, or other suitable method. This record will be stored in the employee's personnel folder.

Worksite Hazard Analysis

1. A pre-construction inspection will be conducted, prior to any job, by management and/or the supervisor/foreman to determine potential safety hazards.
2. A pre-construction safety meeting will be conducted, prior to beginning work on any job, to discuss any safety hazards that may be encountered. Employees attending the meeting will be asked to provide insight on any potential hazards that may arise regarding the operations.
3. A brief safety meeting will be conducted at the beginning of each business day to review safety hazards pertinent to the duties of the day.
4. The supervisor/foreman will conduct jobsite walk-through inspections daily. All hazards and unsafe conditions detected will be corrected immediately.

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ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

Purpose

These procedures prescribe methods and practices for reporting and investigating accidents and incidents at all jobsites of Schaubmayer Painting, Inc. These procedures provide a means to deal with job site accidents and incidents in a standardized way. In addition, it is the policy of Schaubmayer Painting, Inc. to comply with all workers' compensation laws and regulations.

Procedures

1. Employees injured on the job are to report the injury to the job site foreman, or other level of management, as soon as possible after the accident or incident.
2. First aid, or other appropriate medical treatment, shall be provided, or obtained, for the injured employee(s).
3. "Near miss" incidents shall be reported to the supervisor/foreman as soon as possible after the event so that an investigation can be made before conditions change.
4. The supervisor/foreman shall complete an Accident Investigation Report after, observing the accident site, interviewing the injured employee, any witnesses, and other relevant people. The report should be complete by the end of the workday, but not more than 24 hours after the accident. If circumstances, such as hospitalization of the injured employee, delay the report, a preliminary report must be submitted.
5. The supervisor/foreman shall immediately notify management, by telephone or radio, of serious injuries (requires more than first aid).
6. Any employee witnessing an accident/incident at a job site shall call for emergency help and provide whatever assistance appears necessary. In addition, the employee is to immediately report the accident/incident to site supervisor/foreman and take part in answering questions related to the accident.

RULES OF CONDUCT

All employees must realize that rules of conduct are necessary for a safe and efficient operation. These rules are established to protect everyone on the site and will be enforced fairly and impartially.

The following actions by an employee can result in disciplinary action up to and including

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termination.

Class A Violations

One (1) violation of the following type (not all-inclusive) may lead to immediate termination.

- Disregard of safety rules and/or other acts that endanger you and/or others.
- Willfully endangering the lives of others.
- Any horseplay.
- Insubordination, refusal to follow supervisor's instructions.
- Proof of fraud (an intentional act of deceit).
- Falsifying company records.
- Possession of dangerous weapons or illegal drugs on company property, vehicles or job sites.
- Willful destruction of company equipment, property or supplies.
- Consumption of alcoholic beverages on company property, vehicles, or job sites.
- Intoxication or under the influence of drugs while on the job.
- Absences for three (3) consecutive workdays and failure to properly notify your immediate supervisor.
- Unauthorized removal of company, client or their employee's property from the project.

Class B Violations

The following actions (not all-inclusive) call for a written reprimand and, if repeated, may result in termination.

- Disregard for safety rules and practices.
- Failure to report injuries.
- Repeated absences or tardiness (repeated being defined as twice in a week, five times in a month or eight times in a year).
- Loitering or wasting time during working hours.
- Poor work performance, both in quality and quantity.
- Violation of quitting time procedure or leaving work area prior to designed time.

POLICY ON DRUGS AND ALCOHOL

Background

Schaubmayer Painting, Inc. is firmly committed to the health and safety of our employees, the quality of our products and services, the efficient operation of our company, and the health and safety of our customers and the public. The company considers the influence of

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drugs and alcohol in the workplace to be detrimental to our employees and to our continued growth and future success.

Schaubmayer Painting, Inc. is committed to maintaining a drug-free and alcohol-free workplace, and to doing its part to eradicate substance abuse in our community. In furtherance of these commitments, Schaubmayer Painting, Inc. policy on drugs and alcohol is as follows:

Statement of Policy

Any involvement with illegal or unauthorized drugs on company time, on company property, at any time or place during the workday (including breaks and meal periods), when reporting or returning to work under the influence of drugs, or in company vehicle is strictly prohibited. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

An "illegal drug" is any drug that is not legally obtainable. An "unauthorized drug" is any drug other than alcohol which may be legally obtainable, but for which the employee has no legal prescription for, is using in a manner other than as prescribed by the employee's physician, or (in the case of other medications or substances) is using other than in accordance with applicable directions. The term "involvement" means any possession, use, manufacture, dispensation, distribution, purchase, sale, or being under the influence of any illegal or unauthorized drug.

Employees shall not use alcoholic beverages at any time or place during the workday (including breaks and meal periods), or report or return to work under the influence of alcohol. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

Employee offices, desks, lockers, personal property of employees (such as toolboxes), company vehicles, and privately owned vehicles on company property are subject to searches for drugs and other evidence of violations of company policy. Any employee who refuses to consent to a search of their person or property will be subject to disciplinary action up to and including discharge.

GENERAL SAFETY AND HEALTH REQUIREMENTS

General Safety Rules

The following general safety rules apply to all persons working on the job site. These rules

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must be observed at all times.

1. Employees may not operate equipment on which they have not been trained and/or do not have experience.
2. Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and/or alcohol testing.
3. Fighting, horseplay, and other inappropriate conduct in the workplace are prohibited.
4. Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries. Get help to move heavy or bulky objects.
5. Appropriate personal protective equipment must be used when required. (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protection, respiratory protection, and fall protection equipment or other protective devices.)
6. Machine guards and safety devices must be in place before power tools and equipment are operated. Defective tools and equipment must be taken out of service and tagged "Do Not Use." Always use the right tool for the job.
7. Never enter any tank, vessel, or confined space unless properly trained and authorized by your supervisor.
8. Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures. Garbage and other waste shall be disposed of at frequent and regular intervals.
9. Where walking/working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
10. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
11. Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.
12. All employees exposed to falling 6-feet or more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system

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to prevent falls to a lower level, unless otherwise provided for in OSHA regulations that apply to residential construction, and steel erection.

13. Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
14. Drivers of company vehicles must have a valid operator's license. All employees will use seat/shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.
15. Report all unsafe practices, conditions, equipment, or tools to you supervisor immediately.
16. All injuries, regardless of how minor, must be reported to your foreman immediately.
17. Familiarize yourself with your job and its hazards prior to beginning work. In the case that you are unsure of the hazard or how to continue safely, request assistance from your supervisor.
18. Roped-off barricaded areas identified as safety hazards may be entered only by authorization of supervisor responsible for the work.
19. All chemical containers must be correctly labeled to identify its contents and must be properly stored.
20. Tools and equipment must be kept clean and in good working condition. Tools and equipment will be maintained and used according to manufacturer's recommendations.
21. Always use the right tool for the job. Improvising to save time may prove to be hazardous.
22. Store all materials, tools, and equipment neatly and appropriately.
23. Employees are not to ride as passengers on construction equipment nor are they to ride in the bed of pickups.
24. Always dress properly. Wear clothing that fits properly and is in good condition. Shirts with at least short sleeves, long pants and good work shoes are the minimum requirements.
25. Jewelry, especially rings and dangling necklaces, can cause serious injury if it gets caught in rotating equipment, on nails or screws, ladder rungs, scaffolding or various

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type of building materials, therefore, rings and dangling jewelry must be removed prior to working where they can get caught. This applies especially when working at elevations.

First Aid

1. Unless 911 is available in the work area, emergency numbers will be posted at the job site, in company vehicles, in the first aid kits, or at all three locations.
2. In the case of an emergency, contact your supervisor immediately. In the case that a supervisor cannot be reached, send someone to seek help.
3. All supervisors and foremen will maintain certification in first aid and CPR.
4. A first aid kit will be in all job site trailers, equipment storage rooms and company vehicles. The kit will be inspected weekly for usage and replacements will be made as needed.
5. Injured employees, except in emergency situations, must see one of the company approved physicians (Panel of Physicians) posted at the job site, in company vehicles, in the first aid kits, or at all three locations.

Vehicle Safety

Only authorized, trained, and licensed, personnel are to operate over-the-highway and industrial motor vehicles. Industrial motor vehicles include equipment such as: forklifts, man-lifts of various types, bull dozers, tractors, backhoes, etc.

Vehicle Operation

1. It is the responsibility of all vehicle operators to wear their seatbelt and drive according to the law.
2. Always check the load for stability and security.
3. All equipment and supplies shall be stored properly.
4. When view is blocked during backing up, honk horn two times and utilize assistance when available.

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5. Speed limits are to be followed and when necessary speed shall be reduced to prevent an accident. Reduce speed in adverse weather.
6. If you are involved in an accident, contact the office immediately.
7. If stopped by an official, report to the office immediately, regardless of infraction or not.
8. Utilize the 3-5 second rule. Pick a spot ahead of the car ahead of you. When that car passes that point, begin counting, if you cross the point before 3-5 seconds, slow down.
9. No more than three people may ride in the front of a pick-up.

Vehicle Maintenance

An overall vehicle inspection shall be done. Check:

1. All fluids: oil, transmission fluid, washer fluid, fuel;
2. Tires, wipers, windshields and lights;
3. Horns and back up alarms;
4. Brakes and steering;
5. Windows and rear view mirrors.

Report any defective or missing equipment to your supervisor. **DO NOT OPERATE VEHICLE UNTIL REPAIRS ARE MADE IF IT IS CONSIDERED UNSAFE.**

FIRE PROTECTION AND PREVENTION

Fire Extinguishers

1. Tampering with, or unauthorized use of, fire extinguishers are strictly prohibited.
2. Portable fire extinguishers of proper size and rating will be located in each job site trailer, equipment storage room, company vehicle, and operational equipment.
3. Fire extinguishers will be inspected at least monthly and maintained in accordance with NFPA Standards.

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4. Fire extinguishers will be obtained prior to starting welding or open flame operations and will be kept in the area of such operations.
5. A 20-BC rated fire extinguisher will be located within 75 feet of each fuel tank or flammable liquid storage area.

Flammable and Combustible Liquids Storage and Handling

1. General Requirements

- a) Flammable or combustible liquids must not be stored in areas used for exits, in stairways, or areas used for the safe passage of people.
- b) Containers of flammable or combustible liquids must be properly labeled to show both the names of the liquid and the hazard (In accordance with the Hazard Communication Program).

2. Indoor Storage Requirements

- a) No more than 25 gallons of a flammable or combustible liquid may be stored in a work or construction area outside of a flammable liquid storage cabinet.

3. Dispensing Liquids

- a) 25 feet must separate areas, in which flammable or combustible liquids are transferred in quantities greater than 5 gallons from one tank or container to another tank or container, from the other operation or by construction having a fire resistance of at least one hour.
- b) Adequate ventilation must be provided to maintain the concentration of flammable vapors at or below 10 percent of the lower explosive limit.
- c) Transfer of flammable liquids from one container to another must be done only when containers are electricity interconnected (bonded) and properly grounded.
- d) Flammable or combustible liquids must be drawn from or transferred into vessels, containers, or tanks within a building or outside only:
 - Through closed piping system,
 - From safety cans,
 - By means of device drawing through the top,
 - From a container or portable tank, by gravity or pump, through an approved self-closing valve. Transferring by means of air pressure on the

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container or portable tank is prohibited.

4. Handling Flammable or Combustible Liquids at Point of Final Use

- a) Flammable liquids must be kept in an approved closed container when not actually in use.
- b) Only approved metal containers can be used for the storage of flammable liquids. (Plastic containers are not allowed)
- c) Materials resulting from the leakage or spillage of flammable or combustible liquids must be disposed of promptly and safely in accordance with all applicable laws and regulations.
- d) Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet, unless conditions warrant greater clearance.

WALKING WORKING SURFACES

Housekeeping

1. The work area shall be kept clean and orderly. All debris, including scrap lumber with protruding nails, must be cleared from work areas, passageways, and stairs in and around the construction site at all times.
2. Combustible scrap and debris must be removed at regular intervals and disposed of properly.
3. All work areas are to be cleared at the end of each workday.
4. Oily, flammable, or hazardous waste or debris such as paints, thinners, oily rags, etc., will be disposed of in clearly marked containers and disposed of daily.

Stairways

1. On all structures, two or more floors (20 feet or over) in height, stairways, ladders or ramps must be provided for employees during the construction period.
2. All parts of stairways must be free of hazardous projections, such as nails.

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3. Debris and other loose material must not be allowed on or under stairways.
4. Slippery conditions on stairs must be eliminated as soon as possible after they occur.
5. Permanent steel or other metal stairways, and landings with hollow pan-type treads that are to be filled with concrete or other material must be filled to the nosing with solid material until the actual construction takes place.
6. Metal landings must be secure in place before filling.
7. Temporary stairs must have a landing not less than 30 inches, in the direction of travel, at every 12 feet of vertical rise.
8. Rise height and tread width must be uniform throughout any flight of stairs.
9. Every flight of stairs having four or more risers must be equipped with standard stair railings or standard handrails. A standard stair railing consists of top rail, an intermediate rail, posts, and has a vertical height of 30-34 inches. A standard handrail is similar, but is mounted on a wall or partition and does not include an intermediate rail. It has a height of 30-34 inches.

Floor and Wall Openings

1. A floor opening is defined as an opening measuring 2 inches or more in its least diameter in any floor, roof, or platform through which a person may fall.
2. Floor openings must be guarded on all exposed sides by a standard top rail, mid-rail and 4-inch toe boards or must be closed over with a cover.
3. Hatchways and chute floor openings must be guarded by hinged covers or by removable standard railings.
4. Whenever there is danger of fallings through a skylight opening, it must be guarded by a standard railing on all exposed sides or a cover capable of withstanding a load of at least 200 pounds applied perpendicularly at any one area on the cover.
5. All covers in walking/working surfaces or roofs shall be color-coded or shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.
6. A standard railing with 4-inch toe boards or a floor hole cover that is secured against accidental displacement must guard floor holes.
7. A wall opening is an opening at least 30-inches high and 18-inches wide through which

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persons may fall. Wall openings from which there is a drop of more than 4-feet must be guarded.

8. Every open side floor or platform 4 feet or more above the adjacent floor or ground level must be guarded by a standard top rail and mid-rail or the equivalent except where there is an entrance to a ramp, stairway, or fixed ladder. The railing must have a 4 inch toe board whenever persons can pass beneath the open sides, or there is moving machinery with which falling material could create a hazard.
9. Runways must be guarded by a standard top rail and mid-rail on all open sides 4 feet or more above the floor or ground. Wherever tools, machine parts, or materials are likely to be used on the runway, a 4-inch toe board must be provided.

TOOLS--HAND AND POWERED

Hand Tools

1. Wrenches, including adjustable, pipe-end and socket wrenches must not be used when jaws are sprung to the point that slippage occurs.
2. Impact tools, such as hammers, wedges, and chisels, must be kept free of mushroomed heads.
3. All tools, company issued and personal, must be inspected daily for splinters, cracks and loose joints. Any tools with defects must be removed from the work site and tagged "DO NOT USE."
4. Always use the proper tool for the job.

Power Tools

1. Power tools are designed to accommodate guards; they must be equipped with such guards when in use. Belts, gears, shafts, pulleys, sprockets, drums, fly wheels, chairs or other reciprocating, rotating or moving parts of equipment must be guarded.
2. All manufacturers' warnings and safe operating procedures for tools will be followed.
3. The use of electrical cords for hoisting and/or lowering tools is not permitted.
4. Electric power tools must be industrial or heavy-duty grade, with approved double

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insulated wiring or grounded.

5. All portable, power-driven circular saws must be equipped with guards above and below the base plate or shoe.
 - a) The upper guard must cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for level cuts. The lower guard must cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work.
 - b) When the tool is withdrawn from the work, the lower guard must automatically and instantly return to the covering position.
6. All pneumatically driven nailers, staplers, and other similar equipment provide with automatic fastener feed, which operate at more than 100 psi must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
7. Compressed air must not be used for cleaning purposes, except where reduced to less than 30 PSI, and then only with effective chip guarding and personal protective equipment such as goggles and/or faceshield.
8. All compressed air hoses exceeding ½ inch diameter must have a safety device at the source of supply to reduce pressure in case of hose failure.

MATERIAL HANDLING

General

1. When mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made.
2. Aisles and passageways shall be kept clear and in good repair, with no obstacles across or in aisles that could create a hazard.
3. Permanent aisles and passageways shall have appropriate markings.

Storage

1. Storage areas must be kept free from accumulation of materials that constitute hazards

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from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.

2. All materials stored in tiers must be stacked, racked, blocked interlocked, or otherwise secured to prevent sliding, falling or collapse.
3. Aisles and passageways must be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas must be kept in good repair.
4. Materials must not be stored on scaffolds or runways in excess of supplies needed for immediate operations.
5. Brick stacks must not be more than 7 feet in height. When a loose brick stack reaches a height of four feet, it must be tapered back two (2) inches in every foot above four.
6. Masonry blocks, which exceed six (6) feet, must be tapered back one-half block per tier above six (6) feet.
7. Lumber:
 - a) Used lumber must have all nails withdrawn before stacking.
 - b) Lumber must be stacked on level and solidly supported sills.
 - c) Lumber must be stacked so that it is stable and self-supporting.
8. Lumber piles to be handled manually must not exceed six feet in height.
9. Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, must be stacked and blocked to prevent spreading and/or tilting.
10. Materials ten (10) or more feet in length, being manually transported, require an employee on each end of the material.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PPE Program Policy

Employees using hand and power tools and those who are exposed to falling, flying, abrasive, splashing objects, dusts, fumes, mists, vapors, or gases will be provided with the particular protective equipment and associated training necessary by (title safety person) to protect them from the hazard.

Personal protective equipment must be used and maintained in a sanitary condition at all

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times. Employees are to follow the guidelines provided on use and care of all personal protective equipment. Improper use and care of ppe will not be tolerated. Employees who violate this rule will be subject to disciplinary action up to and including discharge.

All employees of Schaubmayer Painting, Inc. will be instructed on the proper use, care and maintenance of personal protective equipment prior to use.

All new employees will be issued a hard hat and safety glasses prior to beginning work with Schaubmayer Painting, Inc. . Employees are required to provide their own safety-toed work boots. Schaubmayer Painting, Inc. will provide special needs such as prescription safety glasses or goggles that will fit properly over prescription glasses. Special equipment, such as face shields, respirators, hearing protection and gloves, will be issued on a need basis.

Head Protection

Issued hard hats, meeting ANSI Z89.1 standard, are required at all times.

All hard hats are to be worn correctly. Persons wearing hats under their hard hat and/or wearing them backward will be cited for a safety violation.

Hard hats must be inspected daily for damage and weaknesses. The company safety officer will inspect any hard hat that has been involved in an accident before it is used again.

Eye and Face Protection

Approved (meets ANSI Z87.1 standard) safety glasses are required during: chipping, cutting, breaking, sawing, drilling or any activity that poses a hazard to the eyes.

Face shields are required for grinding, welding, chemical handling, and other operations that pose a hazard to the face and forehead. Safety glasses shall be worn underneath the face shield.

Face and eye protection equipment shall be kept clean and in good repair.

Respirators

Only persons trained on the proper use, care and who have been fit tested are allowed to wear respirators.

Respirators are to be worn and maintained as instructed at all times.

Schaubmayer Painting, Inc. will issue respirators.

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Respirators shall be used when using, but not limited to:

- * Buffing machine
- * Handling materials where dust and powder may be present
- * Welding, cutting or burning in poorly ventilated areas
- * Burning or cutting painted steel
- * Spraying paint

Body and Clothing Requirements

A regular work shirt, or a T-shirt with short sleeves, and long pants will be worn at all times. Excessive jewelry and loose clothing are not allowed.

Hand Protection

While utilizing tools and handling materials that could cause injury to the hand, appropriate gloves shall be worn.

Leather gloves shall be worn when working with sharp or abrasive material.

Rubber gloves shall be worn when working with solvents and/or chemicals.

FALL PROTECTION POLICY

Policy

Schaubmayer Painting, Inc. requires 100% continuous fall protection for all employees. All employees will be trained on the recognition of fall hazards and measures to prevent them prior to beginning work for Schaubmayer Painting, Inc. Schaubmayer Painting, Inc. will provide all fall arrest systems.

All jobs and duties shall be assessed for fall hazards and appropriate measures shall be made to prevent falls prior to beginning any duties.

Ladders

1. All ladders must be maintained in good repair. Ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction must not be used. Any ladder with a defect must be removed from the worksite and tagged "Do Not Use."
2. Portable ladder feet must be placed on a firm, substantial base.

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3. The area around the top and bottom of the ladder must be kept clear of debris, cords, welding leads, and other tripping hazards.
4. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.
5. Ladders are not to be used in a horizontal position as platforms, walkboards, runways, or scaffolds.
6. Ladders must not be placed in passageways, doorways, driveways, or any location where they may be displaced by activities conducted on any other work, unless protected by barricades or guards.
7. Ladder rails must extend at least 3 feet above the upper landing surface to which the ladder is used to gain access. If it is necessary to extend the ladder less than 3 feet, the ladder shall be secured at the top to a rigid support that will not deflect and grab rails, which provide a secure grip for an employee moving to or from the point of access, must be installed.
8. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement.
9. Portable metal ladders must not be used for electrical work, or where they may come in contact with electrical conductors.
10. Prior to ascending and descending a ladder, the employee shall ensure that the ladder is secured against displacement, and extends at least 36 inches above the landing.
11. Ladders shall not be used to support scaffold boards, unless properly designed and constructed ladder jacks are used and the platform does not exceed a height of 20 feet.
12. Hands must be free from tools and equipment when climbing on a ladder.

Scaffolding

1. All manufacturer's directions, load capacities, and height requirements shall be followed when scaffolds are used.
2. All scaffolds will be inspected before use.
3. The footing or anchorage for scaffolds must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as loose brick, or concrete blocks must not be used to support scaffolds or planks.

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4. A supervisor (or other competent person) must supervise all scaffolding erection, movement, dismantling, or alteration.
5. Guardrails and toe boards must be installed on all open sides and ends of platforms more than 10 feet above the ground or floor. Scaffolds 4 feet to 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, must have standard guardrails installed on all open sides and ends of the platform.
6. Guardrails must be 2 x 4 inches, or the equivalent, approximately 42 inches high, with a mid-rail when required. Supports must be at intervals not to exceed 8 feet. Toe boards must be a minimum of 4 inches in height.
7. Fall protection will be used in the case that guardrails cannot be properly installed.
8. Where persons are required to work or pass under the scaffold, scaffolds must be provided with a screen between the toe board and guardrail, extending along the entire opening, consisting of No. 18 gauge U.S. Standard wire ½ inch mesh or the equivalent.
9. Overhead protection must be provided for workers on scaffolds exposed to overhead hazards.
10. Slippery conditions on scaffolds must be eliminated as soon as possible after they occur.
11. No welding, burning, riveting, or open flame work must be performed on any staging suspended by means of fiber or synthetic rope. Only treated or protected fiber or synthetic ropes must be used for or near any work involving the use of corrosive substances or chemicals.
12. Wire, synthetic, or fiber rope used for scaffold suspension must be capable of supporting at least 6 times the rated load.
13. Scaffolds and their components must be capable of supporting without failure at least 4 times the maximum intended load.
14. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened from any cause must be immediately repaired or replaced.
15. All scaffolds work platforms must be a minimum 18-inches wide. Platforms shall be fully planked between the front uprights and the back guardrail.
16. All planking or platforms must be overlapped, a minimum of 12 inches, or secured from

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movement.

17. Platform planks must be laid with their edges close together so the platform will be tight with no spaces through which tools or fragments of material can fall.
18. Employees shall not climb scaffold frames or braces.
19. All scaffolds shall be provided with properly secured access ladders.
20. Scaffold planks must extend over their end supports between 6 inches and 12 inches.
21. The poles, legs or uprights of scaffolds must be plumb, and securely and rigidly braced to prevent swaying and displacement.
22. Employees shall ensure that the wheels on manually propelled mobile scaffolds are locked.
23. Manually propelled scaffolds are to be moved only when all employees are off of the scaffold.
24. Scaffolds must be secured against tipping by guying, tying, bracing, or other equivalent means. When scaffolds over 3 feet wide exceed heights 4 times their width, the scaffold must be secured beginning at 4 times the width height, then at intervals not greater than 26 feet vertically and 30 feet horizontally. Scaffolds less than 3 feet wide must be secured beginning at 4 times the width, and then secured at 20 feet vertical intervals.

Personal Fall Arrest Systems - Safety Harnesses and Lifelines

1. Where employees are exposed to falling 6-feet or more from an unprotected side or edge, Schaubmayer Painting, Inc. will select either a guardrail system, safety net system, or personal fall arrest system to protect the worker.
2. A personal fall arrest system shall consist of a full body harness, a shock-absorbing (deceleration) device, a lanyard, a self-retracting lifeline, proper connectors, and an adequate anchorage point.
3. All parts of the fall arrest system will be inspected prior to each use to ensure that no parts is damaged or deteriorated. In the case that something is damaged, it is to be removed from the worksite and tagged "Do Not Use."
4. In the case that a fall arrest system is utilized, it shall be removed from operation immediately and a new arrest system is to be issued.

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5. Fall protection will be utilized to prevent falls from ladders, lifts, elevated platforms, scaffolds, vessels, or any elevation in which there are no other means of protection from falling.
6. Lifelines and lanyards must be secured above the point of operation to an anchorage point or structural member capable of supporting a minimum dead weight of 5,000 pounds. The anchorage must be independent of any anchorage being used to support or suspend platforms.
7. Fall arrest systems must be rigged such that an employee can neither free fall more than 6 feet or contact any lower level.
8. All body harness and lanyard hardware must be drop forged or pressed steel, or made of equivalent materials. Surfaces must be smooth and free of sharp edges and have a corrosion resistant finish.

ROOF WORK

1. Employees engaged in roofing activities on **low-slope roofs** (having a slope less than or equal to 4 in 12) with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail, safety net, or personal fall arrest systems or
2. a combination of a:
 - a. Warning line system and guardrail system,
 - b. Warning line system and safety net system,
 - c. Warning line system and personal fall arrest system, or
 - d. Warning line system and safety monitoring system.
3. The warning line system will consist of ropes, wires, or chains and supporting stanchions erected not less than 6 feet from the roof edge. The rope, wire or chain shall have a tensile strength of 500 pounds and be flagged at not more than 6-foot intervals with high-visibility material.
4. On low sloped roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted. The safety monitor shall be a competent person assigned to observe the roofing activity and be responsible to alert workers when they get close to an unprotected edge or opening. The safety monitor must be on the same walking/working surface as the person(s) being monitored, have no other duties, and be close enough to communicate orally with the workers.
5. Employees on a **steep roof** (having a slope greater than 4 in 12) with unprotected sides and edges 6 feet or more above lower levels shall be protected by guardrail systems with toeboards, safety net systems or personal fall arrest systems.

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6. Roof surface must be inspected for slip hazards such as frost, ice, loose paper wraps, shingles, etc. before getting on it.
7. Employees working on roofs must wear appropriate footwear with slip resistant soles.
8. Operations on roofs are to be suspended when weather conditions such as high wind, rain, snow or sleet create a hazardous condition.
9. Skylights and other openings are to be covered and secured, or guardrails installed to keep workers from falling through the openings.

FALL PROTECTION PLAN

This Fall Protection Plan is specific for the following project:

Location of the Job: _____

Erecting Company: _____

Date Plan is Prepared or Modified: _____

Plan Prepared by: _____

Plan Approved by: _____

Plan Supervised by: _____

Competent Person: _____

Policy

Schaubmayer Painting, Inc. is dedicated to the protection of its employees from on-the-job injuries. All employees of Schaubmayer Painting, Inc. have the responsibility to work safely on the job. This plan is designed to enable employers and employees to recognize

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the fall hazards on this job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces.

Purpose

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

Pre-work Conference

The pre-work conference will be conducted by the site supervisor or general supervisor and will include:

1. Members of the erection crew.
2. Crane crew.
3. Supervisors of any other concerned sub-contractors.

The following will be discussed during the conference:

1. Erection procedures and sequences pertinent to the project.
2. Project specific safety practices.

Responsibilities of the Competent Person

1. Implement the Fall Protection Plan.
2. Continually perform safety checks of work operations.
3. Enforce the safety policy and procedures.
4. Correct any unsafe acts or conditions immediately.

Responsibilities of All Employees

1. Understand and adhere to the procedures of this plan.
2. Follow the instructions of the foreman.
3. Report all unsafe hazardous conditions or acts.

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Training

Each employee will be trained on the procedures and practices of utilizing non-conventional fall protection.

All personnel will be informed that the controlled access zones are off limits to all personnel other than those designated erectors specifically trained to work in that area.

Holes

All openings greater than 12in. X 12in. will have perimeter guarding or clearly marked covering.

Prior to cutting holes on the job, proper protection for the hole must be provided to protect the workers. Perimeter guarding or covers will not be removed without the approval of the erection foreman.

Addendum A:

General Safety Rules

The following general safety rules apply to all persons working for the company. These rules must be observed at all times.

26. Employees may not operate equipment on which they have not been trained and/or do not have experience.
27. Employees are not permitted to work if under the influence of drugs or alcohol. Employees must agree to post accident drug and/or alcohol testing.
28. Fighting, horseplay, and other inappropriate conduct in the workplace are prohibited.
29. Use proper lifting techniques or material handling equipment to prevent strain and sprain injuries. Get help to move heavy or bulky objects.
30. Appropriate personal protective equipment must be used when required. (Depending on safety hazards present, this may include safety glasses, hard hats, gloves, hearing protection, foot protection, respiratory protection, and fall protection

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equipment or other protective devices.)

31. Machine guards and safety devices must be in place before power tools and equipment are operated. Defective tools and equipment must be taken out of service and tagged "Do Not Use." Always use the right tool for the job.
32. Never enter any tank, vessel, or confined space unless properly trained and authorized by your supervisor.
33. Workplaces must be maintained in a neat and orderly manner. During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures. Garbage and other waste shall be disposed of at frequent and regular intervals.
34. Where walking/working surfaces may be slippery or become slippery, shoes with slip resistant soles must be worn.
35. Portable ladders in use must be tied, blocked or otherwise secured to prevent them from movement. All ladders used must be in good condition.
36. Metal ladders must not be used for electrical work or where they may come in contact with electrical conductors.
37. All employees exposed to falling 6-feet or more from an unprotected side or edge shall select a guardrail system, a safety net system or a personal fall arrest system to prevent falls to a lower level, unless otherwise provided for in OSHA regulations that apply to residential construction, and steel erection.
38. Scaffolds must have guardrails and toe boards installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
39. Drivers of company vehicles must have a valid operator's license. All employees will use seat/shoulder belts when operating or riding in a vehicle being used for company business. Vehicles must be operated within posted speed limits and applicable state vehicle laws.

Acknowledgement of receipt of a copy of General Safety Rules

I, _____, do hereby affirm that I have been

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given a copy

(Employee Name)

of the general safety rules, I have read and understand them, and I agree to follow them. Additionally,

I agree to post accident drug and/or alcohol testing.

(Employee Name)
(Date)

(Employer's Representative)
(Date)

****Please keep a copy in personnel file****