



UNIQUE
BUILDING GROUP

Unique Building Group, Inc

INJURY ILLNESS PREVENTION PLAN



PRESIDENT'S MESSAGE

At UNIQUE BUILDING GROUP we insist that our employees are provided a safe place to work, and that injury and illness prevention always be top priority. We have a safety department and procedures and guidelines to achieve this goal and have placed the superintendent as the primary person in charge of maintaining a safe workplace on the job. Prevention of accidents is the key to any safety plan and everybody must work with this in mind. But first and foremost, we need your help to look out for your and your co-worker's safety.

On UNIQUE BUILDING GROUP jobs, no employee (or Subcontractor) will be required to work in an unsafe manner or under unsafe conditions. It is YOUR responsibility to work in a safe manner and follow the "Code of Safe Practices" provided to you. If you have not been properly trained to do a task or use a piece of equipment, do not continue without further instruction. You must be the ultimate judge of your capabilities. If there is any doubt in your mind, ask your supervisor for guidance.

Our policy and procedures shall apply to all persons -- employees and subcontractors on the jobsite, at all times. It is our ultimate goal to accomplish work in the safest possible manner. It takes everybody's cooperation and alertness to be successful.

The safe practices description in this pamphlet has been adopted for your protection and the protection of your co-workers, as well as members of the public. An "accident" has been defined as an "unplanned event." Therefore, our "accident prevention" efforts are intended to prevent unplanned events (accidents) from occurring in your working environment.

Accidents happen without warning, and many are caused by lack of knowledge, inattention, and thoughtlessness of the employees themselves. Lack of knowledge or willful and intentional noncompliance with these or other applicable safety procedures will not be excusable. As an employee, you must establish and maintain a working knowledge of the company safety requirements, referring to them whenever a question arises.

The effectiveness of our safety program depends upon the participation and cooperation of every supervisor and craftsman, and the coordination of their efforts by the company and Safety Officer, who is responsible for the implementation of our policies and procedures. This safety pamphlet has been reviewed and endorsed by the all of the management of UNIQUE BUILDING GROUP.

Please read it, understand it and live it.

We want to be sure every UNIQUE BUILDING GROUP employee returns safely home every night to their family.

Robert Ferguson
President/COO

UNIQUE BUILDING GROUP INC. INJURY & ILLNESS PREVENTION PROGRAM

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SECTION I: INJURY AND ILLNESS PREVENTION

PURPOSE

Unique Building Group is committed to providing a safe and healthy workplace for our employees. We consider the prevention of accidents to be an integral part of our operation, and to these ends, we have established a comprehensive Injury and Illness Prevention Program (IIPP) to assure the continued safety of our employees. This program is designed to:

- Identify and evaluate jobsite hazards.
- Establish methods for correcting unsafe or unhealthful conditions.
- Develop a system to communicate with our employees, concerning safety matters, and to encourage feedback.
- Establish training and retraining program for employees.
- Develop an enforcement and disciplinary system to ensure that employees comply with the Injury and Illness Prevention Program.

The responsibility and authority for the implementation of this Injury and Illness Prevention Program is assigned to the Corporate Safety Director. All other employees shall follow the safety directives of our Safety Director and Supervisors. The responsibility for managing and enforcing the daily activities of this program are assigned to the Superintendent at the project site.

The purpose of this program is to provide Unique Building Group employees with an effective tool for implementing and maintaining an ongoing injury and illness prevention program that is uniform throughout all operations. The manual defines the safety responsibilities of Unique Building Group Inc.'s management, supervisory personnel and workers, as well as subcontractors.

Jobsite safety depends upon the positive attitude that accidents can be prevented by the total cooperation of all concerned. An active safety program will more than pay for itself. With increased competition in the building industry and lower profit margins, Unique Building Group realizes that accidents add substantially to the overall costs and can make the difference between making a profit and sustaining a financial loss. In addition to higher Insurance premiums, accidents result in lost production, material waste, and damaged equipment, not to exclude the pain and suffering, the injured employee and their family will have to go through as well as the disruption and concern it causes fellow workers.

Prevention of accidents reduces human suffering, improves worker morale, and increases the viability of Unique Building Group. All UNIQUE BUILDING GROUP superintendents and foremen should become familiar with the contents of the Injury and Illness Prevention Program and integrate it into daily production activities. Unique Building Group ultimate goal is safe production.

SAFETY AND HEALTH POLICY STATEMENT

Unique Building Group believes that an effective safety and health program is based on a sincere desire to eliminate personal injuries, occupational illnesses, damage to equipment, and property as well as to protect the general public when necessary.

Management's interest and participation in the safety program is vital to its success. Two basic management functions are planning and controlling. Safety must be included in both these functions if we are to increase efficiency and reduce operating costs.

Management's participation will include:

- A. Communicating management interest by issuing a written statement of policy to all employees.
- B. Providing realistic amounts of time and money for safety items and complying with developed recommendations for safety.
- C. Assigning accountability for the overall program to one individual (Safety Director). This individual will maintain responsibility and authority to obtain program compliance and enforcement.
- D. Necessary allocations for accident prevention requirements in every estimate and bid for contract. This will include all items necessary for the protection of employees, equipment and the general public.
- E. Accident prevention requirements in all work subcontracted to others. Management and supervision are charged with the responsibility of preventing the occurrence of incidents or conditions that can lead to occupational injuries or illnesses. The ultimate success of a safety and health program depends upon the cooperation of each individual employee. It is management's responsibility to provide effective training and education that will result in a safe place to work, and to ensure that safety and health rules and procedures are adequate and enforced.

No employee or subcontractor shall be required to work in an unsafe manner or under unsafe conditions, unless it is to correct an unsafe condition and then, only after all reasonable safety precautions have been taken to minimize the potential injury exposure.

Unique Building Group management recognizes that safety and health are integral and essential parts of our operations and the rewards of having a safe place to work. Our policy is to accomplish work in the safest possible manner consistent with good work practices. Management at every level is charged with the task of translating this policy into positive actions.

Our safety and health philosophy is based on the following principles:

- Employees are an **INVALUABLE RESOURCE** to the company and their safety and well-being are essential to its continued success.
- Accidents are **MANAGEABLE** and the occurrence of an accident means that we have not effectively managed our people and resources.
- **ALL EMPLOYEES** play a role in their own safety and the safety of those working around them.
- **MANAGEMENT** will be responsive to the expressed safety concerns of employees.
- **SAFETY** is a priority in a successful project.

RESPONSIBLE PERSON

UNIQUE BUILDING GROUP Safety Director

Unique Building Group Inc. has designated the UNIQUE BUILDING GROUP Safety Director, as the Responsible Person for the IIPP. It is the responsibility of the UNIQUE BUILDING GROUP Safety Director to ensure overall implementation of the IIPP. In addition, the project superintendents and project managers have the responsibility for enforcement of the program at the project sites.

The duties of the Responsible Person are to:

- Identify and evaluate jobsite hazards, including procedures for investigating occupational injuries and illnesses.
- Establish and/or review methods and procedures for correcting unsafe and unhealthful conditions and work practices.
- Ensure that employees receive training on general and specific and safety practices for the company and on each of their job assignments.
- Ensure that there is a procedure for communicating to employees, in an understandable manner, the safety and health rules and procedures.
- Ensure compliance with safety and health work practices.
- Ensure that records on training, inspections, and corrective measures are properly maintained, as required by this Injury and Illness Prevention Program and other OSHA required programs.
- Ensure subcontractor safety compliance.
- The Safety Director will act as a liaison between Unique Building Group Inc., clients, subcontractors, the general public, and Government Agencies.

Superintendent/Project Manager

The project superintendent and project manager are responsible for enforcing the daily activities of this program. These include:

- Develop a job specific safety and health plan.
- Preplanning work activities for safety.
- Daily jobsite inspections.
- Ensure that corrective action is taken when there is an unsafe act or unsafe condition.
- Enforce Unique Building Group Inc. employee and subcontractor disciplinary policies.
- Ensure subcontractor safety compliance.
- Ensure that safety meetings are given.
- Ensure that proper personal protective equipment (PPE) is available and being used.
- Ensure that communication from employees is being acted upon.
- Notifying the Safety Department of any injury accident or incident, which occurred on or near to the jobsite.
- Accident investigation, including pictures, witness statements and follow up.

The general superintendent will act as a liaison between the job superintendent and top management. He/she is responsible for assuring that Unique Building Group safety program is being actively followed at each jobsite.

The Unique Building Group job superintendent is responsible for, and will be held accountable for, insuring UNIQUE BUILDING GROUP employee safety and inspecting for subcontractor safety compliance on a regular basis. He/she is also responsible for protecting the public, equipment and materials at his/her jobsite.

UNIQUE BUILDING GROUP superintendents should continually demonstrate top management's total commitment to safety. The superintendent should lead by example. He/she should teach safety, enforce safety and always work safely himself/herself. Attitude towards injury and illness prevention is contagious. The superintendent's positive safety attitude will spread to the foremen and through them to the employees. The success of a safety program is dependent upon active participation and sustained cooperation of all supervisory personnel and workers on the construction site.

The superintendents on larger jobs can delegate some of their safety responsibilities to adequately trained personal. However, the superintendent must continually monitor and remain an integral part of the jobsite safety program.

The superintendent's key responsibilities include:

- Advance Safety Planning
- Employees Safety Training
- Safety Inspections
- Accident and Incident Investigation

Superintendents will also attend supervisory meetings and training as scheduled and required by Unique Building Group Inc., and are required to carry current CPR/First Aid certification.

Foreman

The project foreman has the following responsibilities:

- Ensure compliance with the Injury Illness and Prevention Program.
- Ensure corrective action is taken when there is an unsafe act or unsafe condition.
- Coordinate with superintendent to ensure work activity is planned in a safe manner.
- Ensure that their crew is wearing the proper personal protective equipment.
- Ensure their crew is working safely and complying with all rules and regulations.
- Ensure that the concerns of the crew are communicated to the project superintendent.
- Ensure that the equipment is being used properly and in a safe manner.
- Assist in accident investigation when needed, immediately reporting any work related injury and/or incident to the project superintendent and/or the UNIQUE BUILDING GROUP Safety Department.

Field Employees

Field employees have the following safety responsibilities:

- Arrive to work fit for duty.
- Never work in an unsafe manner or unsafe condition.
- Wear proper personal protective equipment (PPE) and proper work attire required by the job (i.e., work clothes, work boots, hard hats, and safety glasses).
- Follow safety and health procedures, recognize, and report hazards immediately to your supervisor.
- Cooperate with your supervisor in preventing accidents and maintaining a clean and safe jobsite.
- Learn and abide by all safety rules of your trade.
- Safeguard all company equipment and report unsafe or defective equipment to your supervisor immediately.
- Be familiar with and abide by Unique Building Group Inc.' Injury and Illness Prevention program and Code of Safe Practices.
- Make safety suggestions to your supervisor or call the UNIQUE BUILDING GROUP anonymous hotline at 1-877-UNIQUE BUILDING GROUP INC.-SAFE (1-877-763-5723).

Each employee is expected to take an active part in the overall Unique Injury and Illness Prevention Program. UNIQUE BUILDING GROUP INC.' employees are never to endanger themselves or others by working in an unsafe manner. They owe it to themselves and their families to work safely and to report any unsafe conditions.

Employee attitudes will depend largely upon their orientation training and the safety attitude of their supervisors and the job superintendent. The job superintendent or his delegate should spend time with each new Unique Building Group Inc. employee discussing UNIQUE BUILDING GROUP INC.'s commitment to jobsite safety.

Subcontractors

Subcontractor safety responsibilities include:

- Adhere to your company's Safety's Policies and Code of Safe Practices.
- Follow Unique Building Group Inc.' safety requirements, Code of Safe Practices, and OSHA regulations.
- Report any unsafe conditions to Unique Building Group Inc.' project superintendent.
- Provide necessary PPE for their employees.
- Provide safety training for their employees.
- Have IIPP and HAZCOM Program on jobsite for review by their employees and Unique Building Group Inc.

When Unique Building Group Inc. acts as the General Contractor, UNIQUE BUILDING GROUP INC. understands the need for maintaining a safe jobsite for all workers and seeing to it that all subcontractors adhere to job safety rules and provide for the safety of their own employees. The following steps should be taken with all subcontractors:

- A. Unique Building Group Inc. job superintendent should meet with each subcontractor when he comes on the job to inform him of UNIQUE BUILDING GROUP INC.' commitment to safety, general safety rules, emergency procedures, Cal/OSHA compliance, and contracted safety compliance.
- B. All subcontractors shall designate a safety representative in writing and provide a written injury and illness prevention program to the general contractor, which identifies their organization's safety policies. If your company does not have a written Safety Program, notify the UNIQUE BUILDING GROUP INC. jobsite superintendent.
- C. Weekly safety meetings must be held between Unique Building Group Inc. superintendent and supervisory personnel of the subcontractors. Minutes of the meeting should be kept on the "Safety Meeting" form.
- D. Each subcontractor must hold a toolbox safety meeting at least once every ten working days, Unique Building Group Inc. recommends weekly as conditions on the jobsite change quickly.
- E. Subcontractors must submit a copy of all reports of injuries involving their employees, the general public, and property damage to Unique Building Group Inc.
- F. Subcontractors should guard against and protect others from any potential hazards created by their operations and workers. Any condition not immediately corrected should be written up and immediately forward to the UNIQUE BUILDING GROUP INC. Superintendent.
- G. Subcontractors are responsible for safety compliance and management of their second tier subcontractor and suppliers.
- H. Subcontractors shall obtain a "Dig Alert Ticket" prior to any excavations and keep ticket updated through the completion of work.

Visitors

Visitors should abide by the following safety responsibilities:

- Follow Unique Building Group Inc.' safety requirements, Code of Safe Practices, and OSHA regulations.
- Will not be permitted in a work area that may present a hazard to the individual.

- Check in with the UNIQUE BUILDING GROUP INC. Superintendent prior to coming on the jobsite and sign-in on the "Visitors Form" when required.

UNIQUE BUILDING GROUP INC. Office Employees

Employees in UNIQUE BUILDING GROUP INC. office buildings should abide by the following the safety responsibilities:

- Arrive to work fit for duty.
- Never work in an unsafe manner or unsafe condition.
- Report any unsafe condition to UNIQUE BUILDING GROUP INC. Safety Department.
- Office employees should understand Unique Building Group Inc.' safety requirements, and Code of Safe Practices.
- Be familiar with safety materials and resources in office:
 - Each Unique Building Group Inc. office building should maintain a complete safety package onsite.
 - All required postings should be placed in central location(s).
 - New employees should be trained on emergency procedures, including location of first-aid kit and fire extinguisher.

EMPLOYEE COMPLIANCE

All employees are required to follow company safety policies and operating procedures. When required, employees will be provided with additional training and information, or re-training to maintain their knowledge.

The disciplinary action policy is intended to encourage employee compliance with our Injury and Illness Prevention Program.

Employees found performing work in an unsafe manner that would endanger the employee or another employee shall be subject to discipline or termination.

The UNIQUE BUILDING GROUP INC. management and project supervisor(s) will determine the best disciplinary action to be taken which best suits the circumstances.

Please remember that each employee and UNIQUE BUILDING GROUP INC. will have the right to terminate employment at any time, with or without advance notice and with or without cause. This is called "employment at-will." As part of the at-will employment, UNIQUE BUILDING GROUP INC. expressly reserves its inherent authority to manage and control its business enterprise and to exercise its sole discretion to determine all issues pertaining to employment, including all matters pertaining to promotion, job assignment, the size of the workforce, demotion, transfer, and discipline. No one other than the President has the authority to alter this arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this policy. Furthermore, any agreement that alters the "at-will" nature of employment must be in writing and must be signed by the President and the employee. Employees are not required to "give notice," although it is appreciated.

Disciplinary steps that may be taken at a minimum shall include the following:

- Verbal Warning: As the first step in correcting an unacceptable behavior or minor infractions, a verbal warning will be issued to the employee. This verbal warning will be documented.
- Written Warning: If the unacceptable performance continues, or the severity of the infractions warrants, the next step will be a written warning. The written warning will clearly state the safety policy that was violated and steps the employee must take to correct it.
- Suspension: If the unacceptable practice continues, or the severity of the infractions warrants, the employee will be given time off (possibly) without pay.
- Termination: Employees may be terminated if they do not comply.

Any employee, without prior notice, who places oneself or others in an unsafe condition, which could result in a serious injury or death, will be subject to immediate termination.

Conclusion

An employee has a moral obligation to himself, his family, his fellow workers, the company and the public at large to do everything possible to prevent accidents. Safe, efficient equipment and every conceivable safety device may be provided by Unique Building Group Inc., but careful observance of these safe practices and the use of common sense must be the employee's contributions to the overall effort to prevent accidents.

Safe and careful habits result naturally from good work practices and may be acquired by personal experience or by profiting from the experience of others. To aid each employee in developing safe work habits, the company has prepared this safety program covering most of the safe working procedures to be followed on the jobsites. All employees should carefully read this program and become thoroughly familiar with potential hazards and the applicable safety precautions outlined herein.

Too much emphasis cannot be placed on the importance of knowing how to work safely!

COMMUNICATION OF SAFETY AND HEALTH MATTERS

Safety meetings are held weekly at the beginning of the work-shift. Topics of discussion include job safety analysis, specific safety items predetermined by the UNIQUE BUILDING GROUP INC. Superintendent, new hazards that have been recognized by management or employees, review of recent accidents at the particular jobsite, and other accidents or injuries that have occurred within the company or industry.

Purpose

These meetings provide an open forum for the following:

- employees to note safety conditions that need attention.
- daily safety planning sessions will be held to discuss specific activities for the day,
- the hazards associated with daily activities,
- steps need to be taken to minimize hazards.

All employees are encouraged to report hazardous conditions at their jobsite to their project superintendent so that corrective action can be taken. Employees who report such conditions will do so without fear of reprisal.

Anonymity

For anonymous notification of potential safety hazards a toll free "**Safety Hotline**" is available to all Unique Building Group Inc. personnel and jobsite subcontractors. All notifications of potential safety hazards will be thoroughly investigated and if warranted, corrections will be made.

- **UNIQUE BUILDING GROUP INC. Safety Hotline: 1-877-763-5723**

Employees shall be kept informed of the requirements of the IIPP and the Safety and Health Program through the use of safety meetings, written notices, company newsletter, and posting of notices on the company bulletin board and shall be communicated in a manner understandable to all employees.

All required OSHA, Federal, and State employee jobsite postings are available in the jobsite trailer.

IDENTIFY AND EVALUATE WORKPLACE HAZARDS

The goal of this IIPP is to identify and evaluate unsafe work conditions and practices so that accidents, injuries and job related illnesses are minimized, if not eliminated.

The principal approach to reducing accidents and injuries is through periodic scheduled and unscheduled inspections. Inspections will be conducted as follows:

At the beginning of a job and at the start of each new phase of construction (i.e., lifting tilt-up concrete walls, flying forms, etc.) the job superintendent and foremen, including subcontractors, should review the operations to be performed from the standpoint of injury and illness prevention. This should then be reviewed with workers at toolbox meetings so all employees are aware of potential hazards and the proper safety procedures to follow.

Items to consider in job safety planning include:

1. Site Hazards
 - a. Underground utilities or hazards.
 - b. Access onto and/or off the project.
 - c. Location of Office trailers.
 - d. Storage containers.
 - e. Temporary utilities.
2. Workers - Access and Movements
 - a. Easy access by means of walkways, ramps, stairs, ladders, scaffold, and elevators.
 - b. Adequate working areas – non-crowded, well-lighted, good housekeeping.
3. Workers - Safety Needs
 - a. Safety equipment in good repair. Available and accessible (i.e. hardhat, safety harnesses, eye protection, gloves, respiratory protection, etc) (While it is Unique Building Group Inc.' responsibility to provide necessary personal protective equipment, it is the employee's responsibility to use the personal protective devices, properly maintain and inspect prior to use. Obtain replacements when the devices are broken or worn out.
 - b. Maintenance of safety devices such as guardrails, floor opening covers, machine guards, or other protective items.
 - c. Safety bulletin boards with Unique Building Group Inc.' safety policy, emergency phone numbers, directions to the nearest emergency medical facility, safety posters, safety rules, time and location of tool box meetings, minutes of the last toolbox meeting, state and federal required posters.
 - d. Emergency Procedures.
 - e. First-Aid kits.
 - f. Individuals trained in CPR/First-Aid.
4. Material Handling and Storage
 - a. Designated spaces to avoid crowding and minimize the amount of handling required.
 - b. Adequate and readily available mechanical equipment to minimize manual handling, which is time consuming, and can result in serious injuries.
 - c. Trained and certified equipment operators.
5. Vehicle Movement
 - a. Good roadways.
 - b. Adequate turning space.
 - c. Smooth traffic flow.
 - d. Adequate direction signs.
 - e. Trained flagmen.
 - f. Maintenance and repair of vehicles.
 - g. Safety devices including ROPS, seat belts, back-up alarms

6. Tools & Equipment

- a. Testing of electrical equipment (i.e., grounding).
- b. Inspection (i.e., guards working, guards in place, certified operators).
- c. Repair, maintenance and care.
- d. Lock-up procedures.
- e. Spare equipment for emergencies.

7. Public Protection

- a. Pedestrian walkways.
- b. Traffic control.
- c. Warning signs.

8. Property Protection

- a. Fencing with locked gates.
- b. Removing keys from equipment.
- c. Hoisting valuable equipment by crane,
- d. Security service when required.
- e. Fire extinguishing equipment and trained personnel.

Safety Inspections

Safety inspections are an essential part of an effective injury and illness prevention program. Regular safety inspections serve to identify potentially unsafe or hazardous conditions, which could result in personal injury or physical damage. Proper documentation is an important tool in this process; this should include but is not limited to the Daily Report and a UNIQUE BUILDING GROUP INC. Accident/Incident Investigative Report. If relevant pictures or product samples should be attached to documentation.

When an unsafe condition, unsafe act or hazardous condition is observed, it should be corrected immediately. These unsafe conditions should be documented and reported to the Safety Department

By correcting unsafe conditions, unsafe acts or hazardous conditions, the chances of having an accident are greatly reduced. In addition, quickly correcting such conditions demonstrates to workers Unique Building Group Inc.'s commitment to employee safety.

The Unique Building Group Inc. job superintendent and supervisory personnel should watch out for and correct physical hazards and unsafe work practices on a continuing basis. Safety recommendations submitted by the Safety Director, as well as insurance carriers and authorized agencies (i.e., Cal-OSHA) should receive immediate attention. Copies of reports left at the jobsite should be turned into the main office within two working days. Corrections made should be noted on each report as well as the Superintendent Daily report.

The Unique Building Group Inc.' job superintendent or a qualified person should make daily safety inspections of the work areas. The Unique Building Group Inc. "Superintendent Daily" should be used as a guideline.

Both physical hazards and unsafe employee acts (i.e., improper lifting techniques, failure to wear personal protective equipment) should be noted. Corrective action should be taken and documented. Conditions that could lead to serious injuries and/or property damage should be corrected immediately or that portion of the job should be shutdown until the hazard is eliminated. Documentation should also be made of any employee suggestions or complaints specific to safety. This documentation will include corrective actions taken.

The project superintendent and/or the designated safety representative will conduct daily inspections of the jobsites. Additional inspections will be conducted:

- By the UNIQUE BUILDING GROUP INC. Safety Director, General Safety Superintendent, General Superintendent (Construction), VP Field Operations & Safety.
- Whenever new substances, processes, procedures, or equipment are introduced to the jobsite that represent a new occupational safety or health hazard.
- Whenever the jobsite is made aware of any new or previously unrecognized hazard.

The following will be used periodically to further evaluate the jobsites:

- Inspections by Workers Compensation and/or General Liability/Vehicle Insurance Carrier.
- Records review including workers compensation summaries, accident reports, injury reports, and new Material Safety Data Sheets.
- Input from safety meetings.

CAL/OSHA Inspections

In the event of a Cal/OSHA inspection, the job superintendent should take the following steps:

- A. Contact the Safety Director.
- B. Obtain information from the Department of Safety and Health (DOSH) inspector.
 - a. His/her identification
 - b. Find out why he/she is there.
 - i. Employee complaints.
 - ii. Stopped by because he / she was in the area
 - iii. Complaint made by another party (subcontractor, police, fire)
 - iv. Investigation of a serious accident

(You can request the DOSH Inspector to wait in the office or jobsite trailer until an authorized company official has arrived at the jobsite. This can include the general superintendent and/or the Safety Director. The authorized person must arrive within a reasonable amount of time – Cal/OSHA has deemed up to 1 hour reasonable time if a company representative has been contacted and is on his/her way.)

- C. Do not start the inspection until authorization representative from the company has arrived or you have received other instructions from a company representative.
 - a. Let the OSHA inspector see our IIPP, posters, HAZMAT book while they wait, you are not required to answer specific questions about the jobsite or the reason for their visit until a company representative shows up.
- D. Log the visit in your Superintendent Daily report.
- E. An employee representative must accompany the DOSH inspector on the safety inspection.
- F. Even if the inspection involves a subcontractor, follow the steps outlined above.

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ACCIDENT INVESTIGATIONS

Any incident, whether or not involving personal injury (Unique Building Group Inc. workers, subcontractor workers, the general public), and/ or property damage indicates a potential breakdown in the Injury and Illness Prevention Program. The incident should be quickly and thoroughly investigated. (See Appendix A for copy of Accident/Incident Investigation Report form.)

Since the difference between minor and major accidents is often small (i.e., "knick" from a power saw could have easily been an amputation), **ALL INCIDENTS SHOULD BE INVESTIGATED AND REPORTED.** Even near misses (i.e., a load of materials falls from a crane just missing a worker on the ground) should be reviewed and reported.

All incidents or accidents involving Unique Building Group Inc. employees and equipment should be reported immediately to the UNIQUE BUILDING GROUP INC. Safety Director. A written report should be completed on the Unique Building Group Inc. "Accident/Incident Investigation Report (AIIR)" form. This report should be turned into the main office within 24 hours.

NOTE: Serious personal injuries (fatalities, hospitalization of more than 24 hours observation, amputation or disfigurement) and severe property damage (estimated losses in excess of \$5,000) should immediately be reported to the Unique Building Group Inc. Safety Director or the VP of Field Operations or the CFO.

1. Call for appropriate emergency help (i.e., paramedic, ambulance, fire department).
2. Obtain witnesses' names, addresses, telephone numbers and written statements when possible.
3. Take pictures of the accident area and surrounding location.
4. Do not move anything except where necessary to protect rescuers and aid the injured. Make sure the area is safe before touching or moving anything.
5. Keep the area clear of sightseers.
6. For their own safety, keep the media out of the immediate area. Tell them a representative from the office will be by soon to give them a statement.

Purpose of Accident Investigation

1. To help management identify potential hazards that may exist at other jobs.
2. To determine the accident root cause so similar accidents can be prevented.
3. To pinpoint problem areas and improve methods.
4. Point out the need for additional training.
5. To obtain facts that may eliminate or reduce settlements in third party liability lawsuits.
6. To improve worker morale by showing Unique Building Group Inc.' interest in preventing future injuries.

Determining Causes

Find all causes. Nearly all accidents result from a combination of physical hazards and unsafe work practices.

1. Investigate accidents as soon as possible, while physical conditions are the same and facts are clear.
2. Interview the injured employee, if possible.
3. Interview witnesses.
4. Find facts -- do not find faults.
5. Test statements against actual physical conditions,

Corrective Action

1. Decide on a practical solution for eliminating each cause of the accident.
2. Implement corrective measures as soon as possible.
3. Review the accident and corrective measures at the next safety meeting.

4. Follow-up to assure controls are adequate.

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CORRECTING UNSAFE OR UNHEALTHY CONDITIONS AND WORK PRACTICES

All unsafe and/or unhealthy work conditions or work practices identified will be evaluated and corrected. Unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard. Under no circumstances will personnel be required to, or permitted to, work under conditions that pose a clear or imminent hazard.

The project superintendent will be responsible for problems that cannot be corrected immediately. Once corrected, written documentation of the action taken will be forwarded to the Safety Department by the project superintendent.

When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:

- Remove all potentially endangered employees from the area.
- Provide employees responsible to correct the condition with necessary safeguards.
- Correct the problem.
- Document and date the corrective action taken. The documentation is to be completed by the project superintendent. Documentation will be maintained at the project site and a copy forwarded to the Safety Department.

Unsafe or unhealthy work conditions needing corrective action will be documented on the Superintendent Daily Report form or other acceptable means.

Engineering controls are the best way to eliminate or minimize unsafe or unhealthy work conditions. They should be considered first when wanting to reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment. If engineering controls are impractical, administrative controls will be used. If engineering controls alone, or in combination with administrative controls cannot adequately minimize the hazard, personal protective equipment shall be used.

All operating procedures will be reviewed at least annually and whenever new chemicals, equipment, or processes are introduced into the system. When changes are made, affected employees will receive additional instruction.

TRAINING AND INSTRUCTION

All employees shall receive training and instruction in the following areas:

- General safety and health work practices.
- Specific instruction with respect to hazards unique to the job assignment.

Training of employees as to this IIPP shall occur:

- When the program is first established.
- To all new employees.
- To all employees given a new job assignment for which training has not previously been received.
- Whenever new substances, process, procedures or equipment are introduced to the jobsite and represents a new hazard.
- Whenever the jobsite is made aware of a new or previously unrecognized hazard.

In accordance with this IIPP, training shall be provided by:

- The project superintendent or their designee will conduct safety training at the jobsite at least every five working days.

This IIPP shall be made an integral part of the Safety and Health Program. Additional training will be provided to supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

It is the responsibility of the job superintendent to ensure that each Unique Building Group Inc. worker receives adequate training before beginning work and on a continuing basis during his/her employment with UNIQUE BUILDING GROUP INC. The primary objectives are to establish a clear concept of the employee's safety responsibilities, familiarity with the potential hazards involved, and knowledge of safety rules and proper job procedures.

Failure to adequately train and follow-up can result in injuries, property damage, work slow-down, and even lawsuits.

Training applies to experienced, as well as novice or inexperienced workers. Employees with previous experience may not be familiar with Roe! Construction Company's specific safety procedures and may have developed bad habits, which must be modified.

The new worker may be placed with an experienced Unique Building Group Inc. employee with good work habits, and who is known to be a good teacher. However, this should not occur until he/she has received initial orientation training from Unique Building Group Inc.' Safety Department or a designated supervisor.

Initial and ongoing employee safety training should include:

1. Orientation Safety Training, during hiring process.
2. Specialized Hazards Training, for special circumstances.
3. Tool Box Meetings, weekly.

Orientation Safety Training

A worker's overall safety attitude will be greatly influenced by what he/she learns about Unique Building Group Inc.' safety program during his/her first few hours on the job. Each new hire should:

- A. Be aware of Unique Building Group Inc.' commitment to employee safety and receive a copy of UNIQUE BUILDING GROUP INC.' "Safety Policy Statement."
- B. Be aware of the potential hazards associated with his/her job and the safety precautions to be taken including the availability and use of personal protective equipment and guards.
- C. Review Unique Building Group Inc.' Injury and Illness Prevention Program and "Code of Safe Practices."
- D. Know the procedures for reporting accidents, receiving medical attention, and know the location of the first aid kit.
- E. Review the safety bulletin board.
- F. Receive follow-up training on a regular basis or as his/her, job functions change.

Superintendents: Follow the established "Hiring Procedures" in your Superintendent manuals and you will not miss anything here.

Specialized Hazards Training

All employees should be aware of the general and specific hazards of the jobs they will be performing. The employee will be required to:

- A. Be aware of safe work procedures and safety equipment required.
- B. Demonstrate proficiency in their area of work.
- C. Have up-to-date training certificates as required.
- D. Know appropriate CPR/First Aid procedures in the event of injury.

Tool Box Meetings

Toolbox meetings are an effective way of making all workers aware of the need for job safety on a continuing basis. They help reinforce Unique Building Group Inc.'s commitment to safe production.

The UNIQUE BUILDING GROUP INC. Superintendent will provide weekly toolbox topics for each jobsite.

The success of toolbox meetings depends upon the positive attitude and advance preparation of the leader. A copy of the minutes of each meeting is to be maintained at the jobsite.

Here are some general guidelines for toolbox meetings:

- A. Hold meetings weekly, preferably at the same time.
- B. The first toolbox meeting on a job should review general safety rules and potential hazards as well as emergency procedures.
- C. Get feedback from the workers. Ask questions. Get opinions. Act quickly on good suggestions and tell what steps were taken at the next meeting.
- D. Talk constructively. ("I know you workers want to improve housekeeping so that no one will get hurt." NOT: "You're a bunch of slobs.")
- E. When possible, use props (i.e., a skill saw, a damaged ladder, a forklift).
- F. Use the forms provided for documenting these meetings. Make sure that you get an attendance list at each one.

Note: If we are a General Contractor on the job, the subs should have their own meetings. You should get a copy of their meeting documentation for your files. If we are a sub, we should still have our own weekly meetings and give a copy of the form to the general.

Toolbox topics will include:

- A. Unsafe acts that have been observed (i.e., failure of workers to tie-off with safety harness, unauthorized workers riding on moving equipment, workers not using personal protective equipment, horseplay, etc.).
- B. Hazards that have been observed (i.e., inadequate guardrails, unprotected floor openings, ladders not tied-off, frayed electrical cords, etc.).
- C. Emergency medical procedures.
- D. Proper lifting and material handling techniques.
- E. Recent accidents or near misses.
- F. Work plan for the next week – potential hazards to watch for, safety equipment to be used.
- G. New equipment or job procedures.
- H. Review of the safety inspection findings by site safety person and the UNIQUE BUILDING GROUP INC. Safety Director.
- I. Review of a job phase completed in a safe manner with no accidents.

MAINTENANCE OF RECORDS

Unique Building Group Inc. will keep records of the actions taken to implement and maintain this IIPP. The records will be maintained on file for a minimum of three years. The records kept relating to this IIPP will not adversely affect the retention of medical and exposure records in accordance with Title 8, California Code of Regulations, Section 3204 "Access to Employee Exposure and Medical Records."

Records of scheduled and unscheduled periodic inspections, as well as other records including methods used to identify and evaluate jobsite conditions and work practices, shall also be retained.

Records relating to the IIPP shall include at a minimum, person(s) conducting the inspection or evaluation; the unsafe conditions and work practices that have been identified; and actions taken to correct the identified condition or work practice.

Records and documentation of safety and health training shall include at a minimum, the name of employee and/or employee number, date of training, training topic(s), and the name of the instructor.

Recordkeeping and Posting Requirements

The following safety related records are to be maintained at each jobsite. A separate binder for recordkeeping is suggested.

- A. Superintendent Daily Reports (printed out)
 1. A copy forwarded to Project Manager
 2. Field Services and Safety Department will audit Daily Reports periodically.

3. A copy for job file onsite and an electronic copy placed in the job folder on UNIQUE BUILDING GROUP INC. computer main server.
- B. Weekly Toolbox Meeting
- C. Safety Inspection Checklist
- D. Accident/Incident Investigation Reports – Employees, Subcontractor, Equipment Damage, Auto Accident and Third Party Liability
- E. Signed forms certifying that each Unique Building Group Inc. worker has received orientation safety training
 1. Weekly Subcontractor Safety Meeting Reports
 2. Safety Hazard Notices for Subcontractors
 3. Inspection Reports from the UNIQUE BUILDING GROUP INC. Safety Department with copy to main office noting corrective measures within 24 hours.

Posting Requirements

The jobsite superintendent must ensure that the following items appear on the jobsite bulletin board (See Section IV: Attachments and Forms for detailed listing).

- A. Federal/State mandatory postings (large poster) which include highlights below. Note: State requirements may vary.
 1. Veterans Benefits (USERRA Notice)
 2. Pay Day Notice
 3. Notice to Employees – Injuries Caused by Work
 4. Discrimination or Harassment in Employment is Prohibited
 5. California Minimum Wage
 6. Federal Minimum Wage
 7. Pregnancy Disability Leave
 8. Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave
 9. Your Rights Under the Federal Family and Medical Leave Act of 1993
 10. Equal Employment Opportunity is the Law
 11. Time Off for Voting
 12. Notice Employee Polygraph Protection Act
 13. Notice to Employees -Unemployment Insurance State Disability Insurance, and Paid Family Leave
 14. Protection for Employee Whistleblowers
- B. Unique Building Group Inc.' "Safety Policy"
- C. Emergency Phone Numbers
- D. Safety and Health Protection on the Job
- E. Emergency Telephone Numbers and directions to the nearest emergency medical facility
- F. Fire Prevention Program and Evacuation Plan
- G. Unique Building Group Inc.' Code of Safe Work Practices
- H. "Access to Medical and Exposure Records"
- I. Notice to Employees of Possible Exposure to Toxic Substances
- J. Citations, Special Orders, Orders to Take Special Action and Notices on No Violation - posted at or near site of violation for three working days or until unsafe condition abated (whichever is longer)
- K. Notice of Verification of Abatement.
- L. "Log and Summary of Occupational Injuries and Illnesses" (OSHA Form 300A) – (Posting of Summary required from February 1- April 30 at a minimum).
- M. Employee Operating Instructions for safe operation of forklifts and other industrial trucks and industrial tow tractors (if applicable)
- N. Laser Warning Placard (if applicable)
- O. Registration for Asbestos-Related Work. Copy of registration must be posted beside the OSHA poster. An asbestos warning sign must also be posted.
- P. Proposition 65 Warnings

Q. Hazard Communication List of Chemicals Used on the job.

R. Cal/OSHA Permits (examples)

1. Construction of trenches or excavations which are five feet or deeper and into which a person is required to descend.
2. The construction of any building, structure, scaffolding or false work more than three stories high or the equivalent height.
3. The demolition of any building, structure, or the dismantling of scaffolding or false work more than three stories high or the equivalent height.

SECTION II: COMPANY POLICIES

ALCOHOL AND DRUG FREE WORKPLACE POLICY

UNIQUE BUILDING GROUP INC. Construction Co., Inc. (UNIQUE BUILDING GROUP INC.) is committed to providing a safe work environment and to fostering the well-being of all its employees. That commitment is jeopardized when any UNIQUE BUILDING GROUP INC. employee uses drugs or alcohol on the job, comes to work with these substances present in his or her body, or possesses, distributes, or sells drugs in the workplace. Therefore, UNIQUE BUILDING GROUP INC. has established the following policy with regards to alcohol or drugs to ensure that we can meet our commitments to our employees, clients and the public.

It is against company policy to:

- a) Use or consume alcoholic beverages of any kind while performing work related duties or on Company premises and jobsites.
- b) Possess, use, consume, distribute, sell, store, transport, manufacture, or transfer illegal drugs on Company premises or while conducting Company related business off premises.
- c) To be under the influence of any substance, drug or alcohol while performing work on any UNIQUE BUILDING GROUP INC. premises.
- d) To operate any company owned, company rented or leased vehicle, truck, power tool, crane, or other equipment while under the influence of any substance, drug or alcohol at any time.

This policy applies to all Company employees, as well as persons conducting Company business with the Company as independent contractors, and candidates applying for employment with UNIQUE BUILDING GROUP INC. A violation of this policy may lead to disciplinary action, up to and including termination. Such violations may also have legal consequences.

Drug and Alcohol Testing

To better demonstrate UNIQUE BUILDING GROUP INC.' commitment to safety and to enforce this policy, UNIQUE BUILDING GROUP INC. has implemented a post-accident/incident and a pre-employment based drug and alcohol testing program.

It is not the intent of UNIQUE BUILDING GROUP INC. to intrude into the private lives of our employees. Our main concern is to ensure that employees report to work unimpaired and fully able to perform their duties safely and efficiently in the interest of their fellow workers and clients, as well as themselves.

Who May Be Tested

UNIQUE BUILDING GROUP INC. RESERVES THE RIGHT TO TEST ANY CANDIDATE BEING CONSIDERED FOR EMPLOYMENT – We value drug-free candidates as a condition of employment. Pre-employment testing will help ensure our candidates are not impaired. Any candidate who is being considered for employment will be subject to a pre-employment drug and alcohol urine test after the offer for employment is made. The offer for employment is contingent upon successful completion of the test.

Testing will be performed within 48 hours from receiving an employment offer. If the candidate refuses to submit to the testing, the candidate will not be able to start work for UNIQUE BUILDING GROUP INC.

All positive results will automatically be referred to an MRO (medical review officer), which will evaluate further the origin of the positive result. If a candidate tests positive for drugs and/or alcohol that candidate will not be able to work for UNIQUE BUILDING GROUP INC. and the offer of employment is rescinded. The candidate may re-apply six months later. A candidate may only re-apply once. If the second test is positive, the candidate is not eligible to work for UNIQUE BUILDING GROUP INC.

Field Employees

Field candidates will be instructed by their hiring manager where to go for testing. The candidate will receive a card that provides an explanation of the process (clinic, directions, process). Candidates are responsible for contacting the lab for their results. If the test is negative, the candidate will report to the next available orientation and begin work. If the test result is positive, a representative of UNIQUE BUILDING GROUP INC. will notify the candidate that they are not eligible to work. If the test is positive, the candidate must wait 6 months to re-apply.

Non-Field Employee

Non-Field candidates will be instructed by Human Resources where to go for testing. Human Resources will notify the employee of their results and they will be notified of the orientation schedule.

Any Employee Involved in an Accident or Incident

Any employee directly or indirectly involved in an on the job accident or incident of any kind, whether or not the accident or incident resulted in actual property damage or personal injury, must submit to a urine drug screen test, within two hours upon request of the Company. This includes any accident involving a Company vehicle or equipment. The Company will provide the testing facility and transportation to and from the facility. For the purposes of this policy, an accident or incident shall be an event that actually did, or could have, resulted in property damage or personal injury. Verbal and physical altercations where violence is possible or threatened shall also be considered an incident.

A report summarizing the incident-giving rise to the Company's request for the test will be given to the employee on request and the original will be filed with the Company Safety Director. For definition purposes, an injury accident shall be defined as anything that requires medical attention from a doctor, clinic or hospital.

Any employee who refuses to submit to a urine drug screen test, or alters, tampers with or substitutes a urine sample, may be subject to discipline, including but not limited to discharge. An employee should also note that in California, according to Labor Code 5705, should an accident resulting in injury be found to be the direct result of an employee being under the influence of alcohol or drugs, any benefits under workers' compensation could be denied to that employee.

All positive results will automatically be referred to an MRO (medical review officer), which will evaluate further the origin of the positive result. A confirmed positive test result may result in disciplinary action, including but not limited to discharge, even for a first offense. The employee may also be placed on unpaid administrative leave while a final resolution is determined.

Over the counter medications and/or prescription drugs may result in a positive test result. Any employee taking a legal prescription drug(s), which may affect their ability to safely operate machinery or drive a company vehicle, must first contact their supervisor prior to the start of work, or upon return from their initial doctors visit. It would be a violation of this policy to work while on prescription medication that may affect the safety of the employee, co-workers or the general public. Additionally, the use of another person's prescription drug(s) is illegal and could result in a confirmed positive test result. Misuse or abuse of any over the counter and/or prescription medication could be grounds for discipline including, but not limited to, discharge.

What We Test For

The urine drug screen will screen for the following:

Alcohol Amphetamines Barbiturates Benzodiazepines
Cannabinoids Opiates Phencyclidine Cocaine

Certified technicians and laboratories to ensure the integrity and validity of the test results will administer all tests for drugs and alcohol. The test results are confidential and will not be released without the consent of the employee, except as required by law. An employee may request a re-test of the same sample by an alternative NIDA certified laboratory within 72 hours after receiving notice of the test result. Such a re-test will be at the employee's own expense.

All medical documentation that may result from this policy is considered confidential. All medical documentation will be housed and maintained by the safety department.

Any questions concerning this policy may be addressed to your supervisor, the Company Safety Director, or the Human Resources Generalist. The Policy Program Administrator for this program is Dave Little, Company Safety Director, and he may be reached at (619) 247-7642.

BACK INJURY PREVENTION POLICY

All employees shall follow the proper lifting techniques outlined in the employee orientation process. All employees shall get help when the item to be lifted is too heavy and awkward. For loads that are too large for two employees, a suitable piece of lifting equipment will be used.

All UNIQUE BUILDING GROUP INC. field employees are encouraged to participate in our Back Injury Prevention program in Section III before the start of each shift.

CONFINED SPACE ENTRY (CONSTRUCTION) POLICY

Definitions for Construction Work Only

A confined space is defined by the concurrent existence of the following conditions:

- Existing "insufficient ventilation" to remove "dangerous air contamination"*** and/or oxygen deficiency, which may exist or develop.
- Ready "access or egress" for the removal of a suddenly disabled employee is difficult due to the location and/or size of the opening(s).

**NOTE: Dangerous air contamination is an atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances. Oxygen deficiency is an atmosphere that contains less than 19.5% oxygen.

NOTE: Some types of jobs (i.e., treatment plants, refineries etc.) may require far stricter regulations and requirements to be enforced prior to entry. Certain construction managers and owners (SDGE, City of San Diego etc.) may also require adherence to these stricter regulations. Call the Safety Department for further assistance.

Operating Procedures

While working at the project site, the following provisions shall be implemented before an individual is permitted to do confined space entry work. If there are any questions, contact the project superintendent, or the Safety Department.

What to do Before Entry

Call the UNIQUE BUILDING GROUP INC. Safety department and set-up an appointment to check out the needed confined space equipment and receive authorization to enter the confined space. AFTER completing the above-required procedure, adhere to the following steps:

Step 1. A copy of these operating procedures and a rescue plan shall be provided to all affected employees.

Step 2. Prior to entry, surveillance of the surrounding area must be conducted to identify and avoid existing or potential hazards such as drifting vapors from tanks, piping, sewers, exhaust, etc.; If a hazard exists, it must be corrected prior to entry.

Step 3. Lines containing flammable, injurious, or incapacitating substances into the space shall be blocked and locked out, to prevent development of dangerous air within the space. This does not include sewer or storm drain laterals.

Step 4. The space shall be emptied, flushed, or otherwise purged of flammable, injurious, or incapacitating substances if present, to the extent feasible.

Step 5. The air shall be tested with gas detection equipment to determine whether dangerous air contamination and/or oxygen deficiency exists. A written record of such testing results shall be made and kept at the work site for the duration of the work.

Step 6. If no dangerous air contamination or oxygen deficiency is found, entry and work in the space may proceed.

What to do After Entry

- Testing of the air in the space must be repeated frequently enough to ensure that no dangerous air contamination or oxygen deficiency occurs while working in the space.
- If dangerous air contamination does exist or could develop, forced air mechanical ventilation shall be used in the space.
- If this additional ventilation removes the dangerous air contamination or oxygen deficiency, entry into, and work within the space may proceed, providing the frequency of testing is continued.
- No ignition source shall be allowed into the space until testing has confirmed the absence of flammable or explosive conditions.
- If welding, cutting, brazing, or any other oxygen consuming equipment is used, forced air ventilation is required.
- To the extent feasible, provisions for ready entry and exit shall be made.

What to do if Dangerous Air is Present

If dangerous air contamination or oxygen deficiency cannot be prevented by use of mechanical forced air ventilation, or in an emergency situation when the air cannot be tested or purged prior to entry, the following additional steps must be taken:

- The space shall be accessed from a side entry where practical.
- Appropriate approved respiratory equipment shall be provided and worn.
- An approved safety harness and lifeline shall be worn (unless this poses a greater danger to the worker).
- At least one employee shall standby outside the space to render assistance in case of an emergency. This standby employee must have appropriate, approved respiratory equipment, including availability of an independent source of breathing air.
- At least one additional employee, who may have other duties, shall be within sight or hearing distance of the first standby employee.
- The first standby employee must notify the second standby employee before entering the space to conduct a rescue. This person must be properly trained to perform such a rescue.
- When entering the space through a top opening, a harness of the type that suspends the employee in an upright position, and a hoisting device (tripod) shall be provided to lift employees out of the space.
- Individuals, including standby person shall be trained in the operating and rescue procedures, including instructions as to the hazards that they may encounter.

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CRANE SAFETY POLICY

Crane Rentals

All crane rentals at the project site will be through reputable crane companies. All crane rentals will include an operator and oiler as required. Crane rentals require quad and annual inspection

certifications, or inspection records per regulations in that area. Notification shall be submitted to the Safety Department at least 48 hours prior to move-on.

New regulation in 2005 requires that ALL crane operators possess a valid crane operators card for the type of crane they are using. In California, there are only two recognized accreditation entities:

1. NCCCO (National Commission for the Certification of Crane Operators)
2. Operating Engineers, Local 12

Jobsite Conditions

To determine the best type of crane for use on a project, the project superintendent will evaluate the following conditions:

- Soil conditions.
- Horizontal and vertical working space.
- Mobility required.
- Type and weight of loads to be handled.

To determine the most cost-effective crane, all lifting activities shall be reviewed with respect to weights, distances (reaches), and jobsite locations to establish the required crane capacities.

Types of Cranes

- Crawler Cranes. Crawler cranes are appropriate where mobility is not critical and stability problems exist because of soft ground, or where the terrain is uneven. These units move at an average speed of 2 mph. The lattice boom allows for a better range of loading throughout the chart.
- Truck Cranes. Truck cranes may be either lattice boom or hydraulic. The lattice boom machine is best suited to sites where the crane will be assembled and operated without having to be moved often. It has a better load chart than does a hydraulic boom unit. The hydraulic boom truck crane, however, is easier and less costly to erect on the site.
- Rough Terrain Cranes. The rough terrain crane is the most mobile of all cranes. It can be run completely by the operator, both in moving and setup as well as in the lifting mode. It is important that this type of crane have proper ground footing because the setting of the outriggers is critical in maintaining its stability.
- Tower or Climbing Cranes. Tower or climbing cranes are generally used in situations where site constraints preclude using a mobile crane, where height is a factor or the ability to reach without moving is required. This crane requires either a large concrete foundation or a well-prepared track.

NOTE: For tower cranes erected in California, you will need a permit from your nearest Cal/OSHA office. They will supply you with the forms needed to file for the permit. The crane cannot be operated until Cal/OSHA has inspected it. Whenever practical, the Safety Department should be called to assist with the Cal/OSHA inspection. During the erection, climbing, or dismantling of any tower crane, a safety representative for the manufacturer or the distributor is required to be present at the site. You must notify the Cal/OSHA District Office that issued the permit at least two weeks in advance, of the date and time that the tower crane will be climbed or dismantled.

Crane Operations

Charts

The lifting capacity charts rate cranes in terms of maximum total static loads. Lifting devices such as load blocks, headache balls, slings, jibs, weights, multi-part load lines, and other rigging must be subtracted to determine the maximum static.

Payloads

Since load ratings are static (at rest) for freely suspended loads (no side loads), operator judgment must be used to further reduce capacities to allow for the cumulative effects of swinging, traveling, hoisting, braking, being out of level, adverse operating conditions, and the crane's physical condition. All of these factors become increasingly critical as the load approaches lifting capacity.

Leveling

Cranes must be completely level (machinery deck) before any lift is made. Side loading must be avoided. Generally, when a crane is side-loaded, the crane is not completely level and one side of the boom takes more than its share of the load. Cranes are designed for and used only for vertical picks. The boom must be directly over the center gravity of the load before any attempt is made to hoist the load. Crawler cranes can be leveled by leveling the ground or by using mats. Truck and hydraulic cranes may be leveled with their outriggers. Outriggers must be fully extended and the crane level, with all tires off the ground. When it is necessary to block or crib under the outrigger pads, make sure the blocking is firmly set. Never block under the outrigger arms or beams.

Lift Plans Required

Lift plans are required for "critical lifts." Critical lifts are defined as those where the load will exceed 75% of the cranes' capacity at a given radius or when special conditions exist, i.e., overhead obstructions, wind loading, or other dynamic considerations. Even though the actual weight of the load may be small in comparison to the overall capacity of the crane, the radius of the lift may require a Lift Plan. Always consult appropriate load charts.

The Lift Plan will address all of the following (Note: All lift plans require written approval from the UNIQUE BUILDING GROUP INC. Safety Department):

- Support surface: Ground-bearing limits must be addressed. Mats and blocking are appropriate for stabilizing the crane.
- A diagram shall be prepared showing the placement of the crane, the lift point and placing point with accurate distances and elevations to determine if any obstructions may occur. Consult the crane company's representative for assistance.
- The machinery deck must be level.
- The load weight must be determined.
- The load radius must be accurately determined.
- The boom length must be determined.
- The weights of rigging, load blocks, crane attachments, jib and load line must be determined.
- All of these conditions must be within the parameters of the chart for the configuration of the crane.
- When multi-crane lifts are required, lift plans shall be made for each crane involved.

Multi-Crane Picks (Note: Multi-Crane picks require written approval from the UNIQUE BUILDING GROUP INC. Safety Department)

Careful planning is mandatory prior to any multi-crane pick. Lift procedures shall be prepared by a competent engineer with heavy lift experience, then reviewed and approved by project management prior to the lift.

Rigging

- All rigging should be in good condition and inspected prior to each day's use.
- The crane rental company shall provide specialized rigging when necessary.
- All rigging will have the capacity clearly marked.
- Any defective rigging will be removed from the job or destroyed.
- Only rigging of sufficient capacity will be used to pick the load.
- Rejection criteria for nylon slings are one red safety strand being exposed.
- Rejection criteria for wire rope slings:
 - Kinking – Distinctive permanent kink in wire rope.
 - Crushing – Permanent flattening distortion of the rope structure.
 - Bird caging – Distinguishing separation and opening in rope structure.
 - Ten randomly distributed broken wires in one rope lay.

General Rules

- Avoid swinging the boom or load over workers.
- Always use taglines to control loads.
- Keep swing speed slow when handling heavy loads.
- Use only one person to give standard crane signals. The signal person must remain visible to the operator at all times and signal through to completion of the picking cycle. In the event that this is not feasible, two-way radios shall be used. If the operator does not clearly understand a hand or radio signal, they are not to move until a clear signal is given and understood.
- The operator must never leave the cab with a load suspended.
- When leaving the cab, the operator must lower any load to the ground, disengage the master clutch, and set the swing lock or swing brake, travel brakes, and/or locks.
- All cranes have a maximum boom or maximum boom and jib combination that can be raised from the ground unassisted.
- Operators must properly position the crane to minimize the booming up and down.
- No part of a crane is to be located within 10 feet of any energized power lines. High voltage lines require a much greater clearance distance. If it becomes necessary to work within that 10-foot area, contact the local power authority and arrange to have the power lines de-energized.
- Serious tipping accidents due to overloading have occurred simply by extending the boom horizontally over the side without setting the outriggers. **ALL FOUR OUTRIGGERS ARE TO BE USED TO LEVEL AND STABILIZE THE MACHINE BEFORE EXTENDING THE BOOM OVER THE SIDE OR MAKING ANY PICK.**
- Outrigger beams are not to be used to carry material or to move objects.
- Make vertical lifts only; never attempt to drag a load. Booms are only designed for vertical lifts and will not tolerate side loading.
- When traveling with a load, use the shortest boom possible. Travel with the boom to the forward center position with the load as close to the ground as possible. Where possible, travel with the outrigger extended and as close to the ground as possible. Never travel with a capacity load.
- All cranes with a capacity of 50 tons or greater must have a Load Indicator or Load Moment Indicator to warn of approaching overload condition.

Crane Personnel Platform Policy

NOTIFY THE SAFETY DEPARTMENT PRIOR TO USING A CRANE BASKET FOR LIFTING PERSONNEL.

Use of a crane suspended personnel hoist is prohibited unless use of other conventional means; i.e., hoist, elevator, ladder, stairway, aerial lift, scissors lift, or scaffold are not possible, or the use of one of these conventional means creates a greater hazard.

Crane Specifications

- Cranes with telescoping booms shall be equipped with a device to indicate clearly to the operator, at all times, the boom's extended length, or an accurate determination of the load radius to be used during the lift, shall be made prior to hoisting personnel.
- A positive acting device shall be used which deactivates the hoisting action before damage occurs in the event of a two-blocking situation (two block damage prevention feature).

Note: This anti two-block device must shut down the crane operation, not just sound an alarm or bell.

- The crane capacity shall be calculated at 50% of the applicable charts based on the configuration of the crane at the time of personnel hoisting.

Platform Specifications

- Each personnel platform shall be engineered and designed specifically as a personnel platform and shall be equipped with a guardrail system. The top rail shall be between 42-45 inches high. The mid-rail shall be half way between the top rail and the platform
- The personnel platform shall be conspicuously posted with a plate or other permanent marking which indicates the weight of the platform and its rated load capacity.
- Each platform shall be certified by the manufacturer for use as a personnel basket and the certification, or a copy thereof, shall be kept on the jobsite.
- Each platform shall be delivered with test weights suitable for performing the trial lift requirements of this policy.

Rigging

- All rigging shall be inspected prior to each use.
- Rigging used for attaching the platform to the crane shall not be used for any other lifting.
- When a wire rope bridle is used to connect the personnel platform to the load line, each bridle leg shall be connected to a master link or shackle in such a manner to ensure that the load is evenly divided among the bridle legs.
- Hooks on overhaul ball assemblies, lower load blocks, or other attachment assemblies shall be of a type that can be closed and locked, eliminating the hook throat opening.
- Wire rope, shackles, rings, master links, and other rigging hardware must be capable of supporting, without failure, at least five times the maximum intended load applied or transmitted to that component.
- All eyes in wire rope slings shall be fabricated with thimbles.

Operational Criteria

- Hoisting of the personnel platform shall be performed in a slow, controlled, cautious manner with no sudden movements of the crane or platform.
- Load lines shall be capable of supporting, without failure, at least seven times the maximum intended load.
- The total weight of the loaded personnel platform and related rigging shall not exceed 50% of the rated capacity for the radius and configuration of the crane.

Trial Lift

- A trial lift, with the unoccupied personnel platform loaded to at least the anticipated lift weight, shall be made from ground level, or any other location where employees will enter the platform, to each location the personnel platform is to be hoisted and positioned. This trial lift shall be performed immediately prior to placing personnel in the platform.
- The trial lift shall be repeated prior to hoisting employees whenever the crane is moved and set up in a new location or returned to a previously used location.
- After the trial lift, and just prior to hoisting personnel, the platform shall be hoisted a few inches and inspected to ensure that it is secure and properly balanced.

Employees shall not be hoisted unless the following conditions are determined to exist:

- Hoist ropes shall be free of kinks.
- Multiple part lines shall not be twisted around each other.
- The primary attachment shall be centered over the platform.
- The hoisting system shall be inspected if the load rope is slack to ensure all ropes are properly positioned on drums and sheaves.

- A qualified person shall conduct a visual inspection of the crane, rigging, and personnel platform immediately after the trial lift to determine whether the testing has exposed any defect or produced any adverse effect upon any component or structure.
- Any defect found during an inspection shall be corrected before hoisting personnel.
- At the project site, prior to hoisting employees in the personnel platform, and after any repair or modification, the platform and rigging shall be proof-tested to 125% of the platform's rated capacity by holding it in a suspended position for 5 minutes with the test load evenly distributed on the platform (this may be done concurrently with the trial lift). After proof testing, a qualified person shall inspect the platform and rigging. Any deficiencies found shall be corrected and another proof test shall be conducted. Personnel hoisting shall not be conducted until the proof testing requirements are satisfied.

Pre-Lift Safety Meeting

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

Personnel Platform Loading

- The personnel platform shall not be loaded in excess of its rated load capacity.
- The number of employees occupying the personnel platform shall not exceed the number required for the work being performed.
- Personnel platforms shall be used only for employees, their tools, and the materials necessary to do their work, and shall not be used to hoist only materials or tools when not hoisting personnel.
- Materials and tools for use during a personnel lift shall be secured to prevent displacement.

Work Practices

- Employees shall keep all parts of the body inside the platform during raising, lowering, and positioning.
- Before employees exit or enter a hoisted personnel platform that is not landed, the platform shall be secured to the structure where the work is to be performed, unless securing to the structure creates an unsafe situation.
- Tag lines shall be used unless their use creates an unsafe condition.
- The crane operator shall remain at the controls at all times when the crane engine is running and the platform is occupied.
- Hoisting of employees shall be promptly discontinued upon indication of any dangerous weather conditions or other impending danger.
- Employees being hoisted and the signal person(s) shall remain in continuous radio communication with the operator.
- Except over water, employees occupying the personnel platform shall use a body harness system with a lanyard appropriately attached to the lower load block or overhaul ball, or to a structural member within the personnel platform capable of supporting a fall impact for employees using the anchorage.
- No lifts shall be made on another of the crane's load lines while personnel are suspended on a platform.
- Hoisting of employees while the crane is traveling is prohibited.

DIG ALERT POLICY

It shall be required for any UNIQUE BUILDING GROUP INC. jobsite doing excavation in soil of any kind (from a depth of few inches to 20 feet or more) to have an open "Dig Alert Ticket". When you call Dig Alert, they will open up a "ticket" based on the information you provide them and issue you a tracking number. This will also apply to ANY sub contractor doing any type of excavation on a UNIQUE BUILDING GROUP INC. job site and it shall be the responsibility of the UNIQUE BUILDING GROUP INC. Superintendent to ensure compliance. If your job has already started and you don't have a current "open" Dig Alert ticket, simply call and have the service activated. **Requirements and Process**

1. **SURVEY & MARK:** Survey your proposed excavation site. Make a list of affected facility owners (owner/operators of underground facilities) at your job site, their needs and requirements. Mark the excavation site on paved surfaces with White Spray Paint; use flags, steaks, whiskers, etc., on unpaved surfaces. (Homeowners use flour)
2. **CALL BEFORE YOU DIG:** Call USA North two working before you dig in CA and NV. Only owner/operators who are members of the USA North program will be notified. North accepts design state requests through its internet access only. Emergency calls are not accepted in California. In case of a life-threatening situation, call 911 or your local fire department. Compare your list of affected owner/operators determined in Step 1, with the list of owner/operators notified by USA North. For your safety, contact any owner/operator(s) at your job site that is not a member of USA North.
3. **WAIT THE TIME REQUIRED:** The two working days notice allows USA North members to examine their underground facility records and respond to you. Our members will provide you information about the location of their facility, mark or stake the horizontal path of their facility with the appropriate color code, or advise of clearance. Depending on our member's workload, they may contact you to try to negotiate a new start time for your excavation. This will allow them the opportunity to provide you with greater service.
4. **RESPECT THE MARKS:** Maintain facility marks for the duration of the job. If any of the owner/operator's markings are not reasonably visible, you must call USA North and request a re-mark by the affected owner/operator(s). A request for the owner/operator to re-mark their facility requires a two-day working notice for CA. & NV. When you request a re-mark, you will be asked if your excavation site is still outlined in white spray chalk, so the USA North members can respond to your request. Your ticket is active for fourteen calendar days from the date of your call to USA North. You must have an active USA North ticket for the entire duration of your excavation.
5. **DIG WITH CARE:** In California, hand excavation within 24 inches of the outside diameter of the facility-in Nevada 30 inches. Facilities that are in conflict with your excavation are to be located by hand and to be protected before power equipment is used. Notify the effected utility of any contact, scrape, dent, nick, or damage to their facility.

Legislation in California and Nevada (California Government Code 4616, Nevada NRS 455), make it mandatory for those excavating to call the One-Call System (USA North) at least two full working days before digging. Failure to do so can result in a fine and/or the cost of any damages. In addition, there could be liability for third party damages.

All owners of sub-surface utilities pay for this service. The best place to track your Dig Alert Number is on your Superintendent Daily Report. Likewise, have your sub contractors use their daily report for their tracking.

DISCIPLINARY POLICY

UNIQUE BUILDING GROUP INC. Employees

Unique Building Group Inc. is committed to providing a safe and healthful place to work for our employees. Workers will be expected to know our safety policies and to comply with the safety guidelines. Any worker found in violation of the safety and health procedures will be subject to disciplinary action.

Subcontractor Employees

Unique Building Group Inc. is sincere in its efforts to provide a safe place to work for all workers on our jobsites. To accomplish this, we have established policies and procedures for safety. The subcontractors will be made aware of Unique Building Group Inc. safety and health policies and will be required to confirm to these standards.

Subcontractors or their employees who do not comply with the safety requirements may be removed from the project. Continued willful disregard for safety on an Unique Building Group Inc. jobsite can result in the termination of the subcontractor's contract.

The following guidelines have been developed for disciplinary action when there is a violation of the safety and health procedures:

- The subcontractor's foreman or lead person will be verbally notified of the safety infraction, by a UNIQUE BUILDING GROUP INC. supervisor.
- Written Safety Warning Notice given to the subcontractor employee.
- The superintendent/foreman/Safety Department will review the safety infraction and what is to be done to correct the unsafe condition or unsafe act.
- If the safety infraction is serious (can result in a disabling injury or a fatality), the person(s) in violation of the safety requirements may be removed from the jobsite.
- Copies of all warning notices will be forwarded to the Safety Director.
- If the subcontractor does not take corrective action, Unique Building Group Inc. will implement the necessary action to either correct the problem or have the subcontractor replaced.
- When the safety infractions are minor and not life threatening, and the subcontractor resists in complying with the safety requirements, Unique Building Group Inc. will notify the subcontractors office and if necessary stop work until a meeting can resolve the problem.

Unique Building Group Inc. would rather have its subcontractors cooperate with the safety and health policies rather than have to take disciplinary action. The cooperation of the subcontractor and their employees should be solicited. If the cooperation is not forthcoming, then disciplinary action will be necessary.

ELECTRICAL HIGH VOLTAGE SAFETY POLICY

The following procedure will be adhered to when working near high voltage lines or equipment:

- No employee is to perform any function in proximity to energized high voltage lines or equipment; to erect, install materials or structures (including scaffolding or hoisting equipment), operate tools, machinery, or equipment, until danger from accidental contact with voltage lines has been effectively guarded against.
- Overhead electrical distribution and transmission lines must be de-energized and visibly grounded prior to any work on them or within the clearance distances listed below.
- All work over or around energized overhead high voltage, lines shall be prohibited, unless the minimum clearances below are maintained.

General Work Clearances

Nominal Voltage Minimum Required Clearance (Feet)

Over 600-50,000 6 Feet
Over 50,000-345,000 10 Feet
Over 345,000-750,000 16 Feet
Over 750,000-1,000,000 20 Feet

Operation of boom type equipment shall conform to the minimum clearances set forth in the table below except in transit where the boom is lowered and there is no load attached, in which case the distances specified in the table above shall apply. The erection, operation, or dismantling of any boom type lifting or hoisting equipment, or any part thereof, closer than the minimum clearances from energized overhead high voltage lines set forth in the table below shall be prohibited.

Boom Type Lifting or Hoisting Equipment

Clearances from energized open conductors are as follows:

Nominal Voltage Minimum Required Clearance (Feet)

Over 600- 50,000 10 Feet
Over 50,000 -75,000 11 Feet
Over 75,000 -125,000 13 Feet
Over 175,000 -250,000 17 Feet
Over 250,000 -370,000 21 Feet
Over 370,000- 550,000 27 Feet
Over 550,000 -1,000,000 42 Feet

- Storage of tools, machinery, equipment, supplies, and materials, under or near energized overhead high voltage lines is prohibited if they are brought closer than the minimum clearances set forth in the above general clearance table.
- All overhead conductors shall be considered to be energized until the utility operating such line verifies that the line is not energized, and the line is visibly grounded at the work site.
- When operating a crane in the proximity of high voltage lines and there is a possibility of a contact, and conditions will not allow a de-energization of the lines, the crane boom will be tethered by shackle and slings to prevent the boom or load line from swinging past the legal clearances from power lines, as described in the previous tables.
- When moving the crane, the boom shall always be down.

Electrical Safe Practice

Unique Building Group Inc. personnel shall perform no repairs, maintenance, construction, or service work involving energized electrical circuits or equipment.

Electric cords shall not be exposed to damage from vehicles. Electrical cords shall be inspected prior to each use. Damaged cords must be immediately removed from service and repaired or destroyed. Only trained electricians shall perform work on an energized circuit.

Only GFCI equipped temporary power will be used at the jobsite.

Authorized Personnel

Anyone that works on electrical equipment requires very specific training and authorization. No Unique Building Group Inc. field personnel have authorization to work on electrical equipment at any time. Every effort should be made to have the electrical subcontractor at the project site install, maintain, test, and inspect all temporary power systems and GFCI receptacles.

Documentation

All temporary power systems and GFCI receptacles must be tested at least every 30 days and the documentation for that test kept on file at the project. This documentation is to include the unit number of the item being tested, the test date, results, and name of the person conducting the test.

Assured Grounding Program

It is Unique Building Group Inc. policy to purchase only double insulated tools, and provide only GFCI protected circuits on all of our projects. If, however, there is a need to use a non-double insulated tool, or non-GFCI protected circuits, the Assured Grounding Program must be followed. All properly tested and maintained GFCI protected circuits used with double insulated tools are exempt from this program.

For all 120 volt, AC single-phase equipment, receptacle cord sets, and portable hand tools falling under the program, the following steps apply:

1. Visual inspections shall be made on a daily basis before the use of any electrical hand tools, equipment, extension cords, etc. Any damaged equipment shall be returned to the yard for repair.
2. Equipment ground conductor continuity tests and electrical continuity and polarity tests shall be performed by a qualified electrician, as follows:
 - a. Before first use of new equipment.
 - b. Before equipment is used after any incident which may have caused any damage.
3. All repaired equipment must pass all continuity tests satisfactorily before returning to service.
4. All equipment, tools, and cords that are to be maintained under the Assured Grounding Program, shall be marked, tagged, or color-coded to insure timely inspections.
5. All equipment, tools, and cords that are covered under this program shall be tested at least every 90 days.
6. Documentation that contains the unit number of the item being tested, the date, results, and name of the person conducting the test shall be kept at the project site.
7. Any equipment, tools, or cords not passing all continuity tests satisfactorily shall be removed from service and returned to the yard for repair.

Training

OSHA regulations require employers to train employees about electrical safety and hazards. These training requirements apply to all employees who face a risk of electric shock. All such employees will receive training and be familiar with safety related work practices that pertain to their respective job assignments. This training will be conducted at the new employee orientation held at the project site. The project superintendent will ensure that all such training has been completed. Required Topics are:

- Electrical Hazards and how to avoid or eliminate them.
- Power Tools -Inspection and use, proper storage, and handling.
- Temporary Power -Inspection of cords and boxes, GFCI testing, routing of cords.
- Cords- Inspection for damage, proper routing to avoid vehicle and pedestrian traffic.
- Lights- Proper installation, maintenance, and routing.
- Permanent power installations being constructed -Live circuits, live wiring, energized panels and equipment.
- Demolition - Assume hot, LOTO, testing.
- Welding -Current path, and proper grounding.
- The effects of electricity and electrical shock on the body.
- Unique Building Group Inc. policy to not work on, or repair, electrical tools, systems, or equipment.
- Lock-Out Tag-Out procedures for electrical equipment and systems specific to the project site.

EMERGENCY ACTION PLAN POLICY

This Emergency Action Plan has been developed for the safe and efficient egress of employees during an emergency situation such as fire, explosion, earthquake or chemical spill. This Emergency Action Plan is designed with three fundamental objectives:

- To facilitate a safe evacuation of company employees in the event of an emergency.
- To minimize the potential for personal injury during an evacuation.
- To establish methods or procedures to minimize loss of property including buildings and equipment.

It is company policy for all employees to follow the requirements set forth in this Emergency Action Plan, which will be kept in the office or job trailer, and will be available for employee review.

Responsible Person

It is the responsibility of the project superintendent to ensure the overall implementation of the Emergency Action Plan and to direct the following tasks for the project site:

- Identify and evaluate potential emergencies at the project site that may require personnel evacuations.
- Establish and/or review procedures for emergencies.
- Ensure that employees receive training on this program, and that the training is up to date.
- Ensure compliance with the safety and health work practices as specified in this plan.
- Ensure that records of training, inspection, and corrective measures, are properly maintained.

Training

Training of all employees regarding the Emergency Action Plan will occur at the following times:

- At the beginning of the project, when the program is first developed.
- When new employees are hired.
- When the program is modified.
- When employee responsibilities change.

Training for the project site will be documented by the project superintendent and sent to the Safety Department.

Emergency Procedures

An emergency is an unforeseen combination of circumstances that calls for immediate action. An emergency generally creates a sense of panic and confusion at a time when prompt action and clear thinking is essential. In an emergency, seconds can be the difference between life and death. That is why it is important to be prepared for the emergencies that can occur.

Employee Responsibilities

It is the responsibility of every employee at the project site to know:

- How to protect themselves in each type of emergency.
- How to report an emergency.
- The proper sequence of actions to take.
- Location of emergency equipment (e.g., fire extinguisher, first aid kit, emergency telephone number, etc.) in or near your work area.

Remember that the most important aspect of an emergency is the protection of human life; property is of secondary importance.

Types of Emergencies

Potential emergencies that are likely to occur at the workplace include:

- Fire
- Earthquake
- Chemical spill, leak, or threatened release explosion
- Power outage
- Others (e.g., flood, hurricane, bomb threat etc.)

Reporting Emergencies

Emergencies must be reported promptly. Regardless of the type of emergency, use one of the methods of reporting listed below that will produce the quickest and most effective response:

- Call 911
 - Give the following information:
 - Your name, telephone number, your exact location and any special directions of how to find the victim or incident.
 - Description of the emergency, need for paramedic, ambulance, fire department, police department, etc.
 - Wait for questions. **DO NOT HANG UP!**
- Call the office on the phone or radio
 - Notify the local Unique Building Group Inc. office and the Safety Department.
 - Safety Director, Dave Little – (619) 247-7642
 - The Safety Department needs notification so a representative can be sent immediately if needed.
 - General Superintendent assigned to job.
- Accident scenes need to be secured, preserved, and investigated as soon as possible after the event to ensure accuracy.
 - The project superintendent should take photos of the scene to aid the Safety Department in the investigation.
- Call project site emergency numbers
 - Notify appropriate owner I client representatives.
 - Notify appropriate subcontractor representatives.

Elements of the Project Site Evacuation Program

- A means or method by which to sound an alarm or otherwise alert workers of an emergency.
- Instructions as to the various evacuation routes and assembly locations.
- Specific instructions as to employee and supervisor actions and responsibilities if an emergency occurs.
 - Examples:
 - Stay calm, don't panic.
 - Exit as quickly as possible without stopping to gather personal belongings.
 - Proceed to assembly point.
 - Supervisors must direct others to leave when an evacuation has been sounded.
 - Designated employees will check to see that no one has been left behind, particularly where the alarm may not be audible.
 - Once in the designated assembly area, supervisors will take a head count to verify that everyone has evacuated the emergency area.
 - Keep access clear for emergency equipment. Do not congregate in roadways or near building access points.
 - Do not re-enter the emergency area until the "All Clear" has been given.

At no time should information concerning the emergency be given to members of the news media until a company representative has approved it for release. Contact with the media is limited to designated personnel.

Rescue and Medical Duties

Only trained and company designated employees are to perform emergency medical actions. The project superintendent and foreman are trained in first aid and CPR and are authorized to perform first aid duties. Outside emergency response services (911) is the primary source of emergency medical treatment.

Emergency Phone Numbers

The "Emergency Contact List" that is issued at the Pre-job safety review shall be posted in the job trailer, near the phone, for easy accessibility. A blank copy is available on the Admin Page.

Notification of Main Office

In the event of a serious injury or incident, the following notifications are to be made:

- Prepare a written accident investigation report and forward a copy to the Safety Department. It will be the responsibility of the Safety Director to distribute the report to the appropriate people.
- If a subcontractor is involved in an accident, have the subcontractor's foreman notify their office of the accident. If serious in nature, a separate Unique Building Group Inc. investigation is needed.
- Get a copy of the subcontractor's accident investigation report and forward a copy to the Safety Department for legal filing.

REMEMBER: Prompt action by a qualified first aid person can save the injured person's life. Do not panic, remain calm. Others will be looking for direction and leadership during an emergency.

FALL PROTECTION POLICY

Introduction

Falls are the leading cause of death in the construction industry. Every workday, two people die as a result of a fall while they are at work. The intent of this policy is to train the workers at the project site, to identify the hazards associated with falls; and to choose and use the best means possible to eliminate fall hazards.

The regulations require that whenever construction workers are exposed to a potential fall of 6 feet or more, employers must take some action to protect workers from falling. The rule applies to all Unique Building Group Inc.' employees at the project site, unless another construction standard specifically regulates fall protection, such as steel erection or roofing.

General

The vast majority of Unique Building Group Inc. employees will use fall protection of one form or another while working at the project site. There are many different hazards and many ways to protect employees from them. The best method is to make use of "PASSIVE FALL PROTECTION." Passive fall protection works without any action being taken by the protected worker.

Examples of passive fall protection:

- Do the work from the ground, and then hoist the nearly finished product into place.
- Use equipment with passive fall protection built in:
 - Scissors Lifts
 - Aerial Lifts
 - Personnel Hoists
 - Safety Nets

- Guardrails
- Scaffolds with passive guardrail systems installed.
- Roof and floor opening covers that are built and installed correctly.

Passive systems provide fall protection for everyone that is potentially exposed to a fall and requires no training by the end user. Use it first!!

If there is no feasible way to provide passive fall protection, then the use of an active system is permitted. Examples of active fall protection:

- Fall Restraint Systems
- Positioning Systems
- PFAS -Personal Fall Arrest Systems

The object is to eliminate the possibility of the employee falling. If this cannot be accomplished, then an approved way of catching, or arresting the employees fall, if one should occur, may be used.

Duty to Have Fall Protection

The project superintendent or jobsite competent person in PFAS will determine whether walking/working surfaces are structurally capable of supporting workers safely and when and what types of fall protection are needed.

Unique Building Group Inc. employees exposed to a fall of 6 feet or greater shall be protected from falling by one of the means outlined in this policy.

The project superintendent will complete the following evaluation in determining what type of fall protection is required.

1. Can the hazard be eliminated?
 - a. Can the work be completed from the ground?
 - b. Built and lifted into place.
 - c. Cover or guard a hole or opening.
2. Can the hazard be minimized?
 - a. Can some portion of the work be done from the ground, and then completed at elevation?
 - b. Can the number of employees working at elevation be reduced?
 - c. Can equipment, or some other means or methods be used to reduce the number of employees, the height or severity of the potential fall, or the duration to which the employees are exposed to a fall?
3. Can a passive fall protection system be used?
 - a. Scaffold with rail
 - b. Elevating equipment
 - c. Guardrails
 - d. Catch platforms
4. Can a fall restraint system be used?
5. Limit the travel of the employee so that they cannot fall.
6. If the answer is no to all of the above, then determine the type of PFAS system to be used.
7. What is the nature of the work and the hazards specific to that work at the project site?
 - a. Leading Edge
 - b. Vertical walls below 18 feet in height.
 - c. Use rope and grabs or lanyards or self retracting lifeline(s)
 - d. Vertical walls above 18 feet in height.
 - e. 6 foot "Y" Lanyards acceptable
 - f. 3 foot lanyards with rope grabs

NOTE: In a fall event, 6-foot lanyards require a minimum of 16.5 feet of clear space from the anchorage point to the surface below.

8. Falsework, shoring, and decks.

- a. For erection work requirements see "Special Circumstances and Exceptions."
 - b. For work on completed systems see guardrail section.
9. What type of anchorage is needed and / or available?
- a. Fixed
 - b. Cantenary line for horizontal movement
 - c. Multiple workers attached
 - d. Vertical mobility
10. What equipment is available to meet the project site fall protection needs?
- a. Harness
 - b. Vertical lifelines
 - c. Horizontal lifelines
 - d. Retractable lifelines
 - e. Attachment points
 - f. "Y" Lanyards
 - g. Positioning lanyards
 - h. Safety nets

A great deal of time and effort has been spent researching the best equipment for use by Unique Building Group Inc. employees. It is up to the project superintendent to ensure that fall protection equipment used at the project site, is of good quality, good fit (ergo wise) and built for heavy commercial construction.

FIRE PROTECTION POLICY

General

Good housekeeping is the first rule of fire prevention. Oily rags, paper, shavings, etc. shall be cleaned up and stored in the containers provided.

The project superintendent will be responsible for the maintenance of an effective fire protection and prevention program throughout all phases of construction, repair, alteration or demolition work. Each project shall ensure the availability of the fire protection and suppression as required by CAL-OSHA.

- Combustible scrap or debris shall be removed at regular intervals during the course of construction and all other debris shall be kept clear from work areas, passage ways, and stairs, in and around buildings and other structures.
- Safe means shall be provided to facilitate such removal.
- Containers shall be provided for the collection and separation of trash, oily rags, and other refuse.
- Containers used for garbage and flammable materials shall be equipped with covers.
- Garbage and other waste shall be disposed of at frequent and regular intervals.
- The correct capacity fuse or circuit breaker shall protect all electrical circuits. See electrical safety policy for more details.

Fire Fighting Equipment

- Fire fighting equipment for the project site shall be available for fighting fire in the early stages of the project. All fire fighting plans and rescue responses shall be coordinated with the local emergency response team.
- Fire extinguishers shall be multi-purpose ABC type. Travel distance from any point of a protected area to the nearest extinguisher shall not exceed 75 feet or 3,500 square feet of building area.
- A fire hose, not to exceed 75 feet in length and equipped with an adjustable nozzle, may be used in place of a fire extinguisher, provided it is connected to a reliable water pressure system capable of discharging a minimum hose stream range of 30 feet horizontally. The hose line shall be mounted on conventional racks or reels.

- A fire extinguisher rated not less than 10B shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used on the jobsite.
- The project superintendent shall ensure that all portable fire extinguishers are inspected monthly and serviced at least annually.
- All employees shall be given basic instruction in the use of fire extinguishers.
- All fire extinguishers shall be replaced with a fully charged extinguisher promptly after discharge.
- All self-propelled equipment shall be equipped with a multi-purpose fire extinguisher.

Fire Alarm Protocol

- An alarm protocol; e.g., telephone system, siren, air horn, etc., shall be established whereby employees on site and the local fire department can be alerted for an emergency.
- The alarm protocol shall be conspicuously posted.
- The project superintendent will inform all new employees of the alarm protocol at the project site, during the safety orientation.

Flammable/Combustible Liquids

- Flammable liquids shall not be used for cleaning.
- Flammable liquids, gases, or dusts shall not be used in proximity of open flames, sparks, incandescent surfaces, or other sources of ignition.
- Quantities of flammable or combustible liquids drawn from storage shall be kept in labeled, approved, safety cans.
- Such containers shall be labeled and bear the word "FLAMMABLE" in large letters.
- Combustible liquids, including oil or grease, shall be sorted in approved containers or storage tanks. Tanks shall be:
 - Capable of withstanding working pressures and stresses and compatible with the type of liquid stored.
 - Maintained in a manner that prevents leakage.
 - Located in areas free of combustible materials.
 - Vented or otherwise constructed to prevent development of pressures or vacuum as a result of filling, emptying, or atmospheric temperature changes.
- All piping valves and fittings shall be capable of withstanding working pressures and stresses compatible with the type of liquid stored and maintained in a manner that prevents leakage.
- Fuel lines shall be equipped with valves capable of stopping the flow of fuel at the source and shall be located and maintained to minimize fire hazards. This does not apply to fuel lines on self-propelled equipment.
- Leakage or spillage of flammable or combustible liquids shall be contained and disposed of promptly and safely.

Good fire protection prevents injuries, keeps insurance costs down, and eliminates or reduces costly loss of property, equipment and materials. Fires and injuries due to fires usually occur due to one or more of the following problems:

- A. Poor housekeeping.
- B. Poor control of heat sources (i.e., space heaters, welding equipment, cutting torches, etc.).
- C. Inadequate quantity and improper type of fire fighting equipment.
- D. Improper storage and handling of combustible materials and flammable liquids.
- E. Lack of training of workers with regard to fire prevention and fire fighting.
- F. Faulty electrical installation.

Accordingly, these minimum safeguards should exist at each jobsite:

- Fire department number posted.

- Maintain good housekeeping, especially of combustible materials (i.e., scrap lumber, sawdust, rags, etc.).
- A fire extinguisher, rated not less than 2A, for each 3,000 square feet of floor area. Travel distance to the nearest extinguisher.
- Should not exceed 75 feet. In multi-story buildings, at least one fire extinguisher for each floor located adjacent to the stairwell and clearly designated.
- Maintain clear access to all fire fighting equipment.
- Provide for regular maintenance of extinguishers.
- Keep rags, waste, etc., soiled by flammable liquids in tightly closed metal containers for daily disposal.
- Approved drums of flammable and combustible liquids should be kept in remote areas (at least 20 feet from buildings) free from ignition sources.
- At least one 10 BC rates fire extinguisher should be within 50 feet of storage areas containing more than 5 gallons of flammable or combustible liquids.
- During construction, if automatic sprinkling systems are to be provided, the installation should be made operable as soon as possible.
- Exhaust pipes should have a clearance of at least 6 feet from combustible materials.
- Smoking should be prohibited in the vicinity of operations that constitute a fire hazard (i.e., painting, flammable liquid handling, welding, etc.).
- Flammable materials in quantities other than required for daily use should not be stored in buildings under construction.

Fire prevention and fire protection should be reviewed regularly with all employees.

Fire Prevention and Control

- Good housekeeping is the first rule of fire prevention. Oily rags, paper, shavings, trim, turnings, etc., shall be kept cleaned up and in the containers provided.
- Flammable liquids shall be kept to a minimum and stored in closed metal containers. Such containers shall be labeled and bear the work "FLAMMABLE" in large letters.
- Flammable liquids, gases or dusts shall not be used in the proximity of open flames, sparks, incandescent surfaces or other sources of ignition.
- All electrical circuits shall be protected by the correct capacity fuse or circuit breaker. Fuses or circuit breakers which "go out" shall not be put into service again until the cause of the overload is located and corrected.
- The proper fire extinguishers have been distributed. Know where they are located and how to use them. Keep them unobstructed at all times.
- All fire extinguishers cannot be used on electrical or flammable liquid fires. Read the labels on the extinguishers and remember what type of fire they are used on.
- Know how to turn in a fire alarm in your area.
- Report every accidental fire.
- Welding and cutting torches start many fires. Be sure it's safe. Don't let hot slag fall on combustibles.
- Don't block fire doors or sprinkler heads.
- Don't smoke in hazardous areas. Be sure the match and ash are out!

HEARING CONSERVATION POLICY

Scope and Objectives

The purpose of this policy is to provide guidance in developing and implementing a Noise Control and Hearing Conservation Program for construction activities at the project site. This procedure applies to all personnel, including supervisors, required to work in noisy environments and/ or wear hearing protection devices.

Responsibilities

The project superintendent is responsible for implementing the Noise Control and Hearing Conservation Program and will ensure that:

- Engineering controls are implemented when feasible.
- Qualified personnel perform proper monitoring (call the Safety Department).
- Proper hearing protection devices are identified and used.
- Accurate records are reviewed and maintained.
- All personnel working in hazardous noise areas are properly trained.
- Ensure that appropriate action is taken to correct any deficiencies.

The foreman at the project site shall be responsible for conducting inspections, identifying the need for engineering controls, and maintaining and issuing personal protective devices. The project superintendent shall ensure that the appropriate noise survey and calibration records are maintained. The project superintendent is responsible for ensuring that all affected personnel comply with the Noise Control and Hearing Conservation Program.

Definitions

Decibel (dB): A unit of measurement of sound level.

Noise Reduction Rating (NRR): The number of decibels the hearing protective device will reduce the noise level.

Noisy Environment: A subjective term used to describe work environments/locations where noise is present at levels high enough to prevent normal voice conversations between two individuals at a distance of 3 to 4 feet.

Permissible Exposure Limit (PEL): The allowable noise exposure for compliance with OSHA requirements.

Time Weighted Average (TWA): The sound level averaged over an 8-hour exposure period.

Requirements

Instrumentation: Noise monitoring shall be conducted whenever noise levels may exceed 90-dB 8-hour TWA and/or when evaluating the adequacy of engineering controls and personal protective equipment.

Individuals using noise-measuring instruments must be qualified in the calibration, use maintenance and limitations of associated instrumentation. Measurement devices and training are available from the Safety Department.

Hearing Protection: The primary means of reducing noise levels is the use of engineering controls. However, when engineering controls are not feasible or cannot reduce levels to within the permissible limit, hearing protection shall be worn. The project superintendent will determine when and what type of hearing protective devices shall be used.

Training: All personnel included in the Hearing Conservation Program shall be properly trained as to the harmful effects of excessive noise and the methods of protection against noise exposure. Each employee shall be trained during orientation at the project site, in the use, care, and maintenance of hearing protection devices.

To alert employees, contractors, and casual visitors to the potential for hearing damage, appropriate warning signs will be posted where noise levels exceed 90-dB. Anyone working in these areas will be required to wear suitable hearing protection.

HEAVY EQUIPMENT POLICY

Audible back-up alarms shall be installed and maintained on all heavy equipment.

Safety inspections shall be made daily by job superintendents. It is the responsibility and requirement that operators immediately report to supervisors at any time of the workday any apparent or latent unsafe conditions of the piece of equipment under operation. Jobsite records shall be maintained as required.

- Unless it is part of his regular duties, for which he has had adequate training, no employee may operate machinery or equipment without specific instruction and guidance.

- Vehicles and equipment shall be adequately secured against accidental or unauthorized starting or movement when not in use.
- Operators must examine their equipment before starting, and observe it carefully during use, reporting immediately any malfunction or deviation from best performance.
- Floors and decks of equipment must be kept clean, and free of anything which might cause a slipping, tripping, or falling hazard.
- The need for servicing or repairs shall be reported to the supervisor.
- No repairs or adjustments shall be made on units during operation. No lubrication shall be performed on units while in operation except those in which the manufacturer has installed safeguards specifically for the protection of the person doing the lubrication.
- Working under suspended loads is forbidden at all times.
- Employees are prohibited from riding booms, loads, slings, hooks, lift-truck forks or platforms.
- Air hoses must not be disconnected until bled, and pressure securely turned off at its source. All air hoses shall meet the necessary requirements.
- Employees must inspect all back-fill areas before starting backfilling operations.
- Adequate devices shall be worn for protection of hearing by operators or employees working near units producing noise of an uncomfortable level.
- No vehicle shall be operated in a reckless or careless manner, or at a speed that is not reasonable and proper with regard to weather, traffic, surface, visibility condition, load, type of vehicle, etc.
- All vehicular accidents, of whatever size and nature, and whether injury or non-injury, shall be reported immediately.
- Be sure no one is below, when operating equipment near tops of cuts, banks, or inclines.
- Special care, and observer(s) with whom effective communications have been set up, shall be used where there is any possibility of overturning equipment; e.g., near tops of cuts, banks, inclines, deep fills, soft or murky terrain, etc.
- Loose or frayed clothing, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
- Seatbelts shall be worn while operating equipment provided with Roll Over Protective Structures (ROPS).

LOCK-OUT TAG-OUT POLICY

The purpose of this policy is to establish the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or startup of the machine or equipment or release of stored energy could cause injury.

Compliance

All employees are required to comply with restrictions and limitations imposed on them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked out for servicing or maintenance, shall not attempt to start, or energize that machine or equipment.

NOTE: Unauthorized removal of tags, signs, or locks will result in disciplinary action and can result in termination.

Methods of Locking Out Controls

- There are many different ways of locking out a piece of equipment. Commonly the main disconnect switch has an opening where a lock can be placed.
- If more than one employee works on the equipment, a lockout adapter suitable for the installation of several locks must be used, enabling all workers to lock out the machine with their individual locks.

- If the switches are in a metal box, the box itself must be locked out.
- If a fuse was removed in order to de-energize the equipment, the fuse box must be locked.
- If the controls are in a metal covered box, a hasp can be welded or riveted to the door to facilitate the lockout procedure.
- Machines operated by compressed air or steam must be locked out and bled down to release any stored energy, substance, or back pressure.

Locks, Blocks and Tags

Locks

- Each worker will have their own lock along with the one and only key to that lock.
- Each lock will be substantial and durable and be suitable for the type of equipment to be locked out.
- Each lock will have the employee's name written on it. In addition, the locks may be color coded to distinguish different shifts or types of crafts.
- When more than one worker is required to lockout a piece of equipment, an adapter that allows multiple locks will be used. Individual workers are responsible for installing and removing their own lock.

Blocks

- Suitable blocks are another important safety device for making a piece of equipment safe for repair or service. Blocks must be placed under raised equipment that might inadvertently move by sliding, falling, or rolling.
- Blinds will be used in piping to ensure that no air, steam, or other substance can pass through the blind point. Special care shall be taken to evaluate the area. Double blinds may be necessary to eliminate back-flow of substances into the work area.
- Before installing blinds or blocks, bleed down any air, steam, or hydraulic lines to eliminate any pressure. Coiled springs, spring-loaded devices, or suspended loads must also be released so that their stored energy will not result in inadvertent movement.

Tags

- Do not use tags alone; use tags or signs in addition to locks.
- Tags must have the following information:
 - Reason for the lockout.
 - Name of the person who locked out the equipment and how they may be contacted.
 - Date and time that the tag was attached.
- Tags must be durable and attached to withstand 50 pounds of pull force.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by normal stopping procedure (depress stop button, open switch, close valve, etc.). The machine operator must be notified before the machine is turned off. A sudden loss of power could result in an accident.
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Stored energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air; gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning blocking, bleeding down, etc.

6. Lockout the energy isolating device(s) with assigned individual lock(s) and tags. If more than one person is working on the equipment, each person must place their own lock on the lockout device. Only the worker that placed their lock should remove it.
7. Test the operating switch, if possible, to ensure that the equipment has been isolated from all potential energy sources. Caution - return controls to the "off" position after testing.
8. Attach accident prevention tags that state the reason for placing the tag, the name of the person placing the tag, how they may be contacted, and the date and time the tag was placed.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact (Including guards and safety devices).
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment.
5. Test the equipment.
6. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING POLICY

The purpose of this policy is to establish minimum clothing requirements and Personal Protective Equipment at the project site. These requirements apply to all personnel, including management and visitors at the project site.

Employees must come to work on time, fit for duty, and in suitable attire for construction work, including shirts with sleeves, long pants, and proper work shoes (i.e., leather work boots).

Hard hats shall be worn at all times while on the jobsite.

Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.

Additional protective requirements will depend upon the hazards associated with each task to be performed.

Hard hats and approved safety glasses are to be worn by everyone at all times on site, for the duration of the project.

Visitors must wear all required personal protective equipment as conditions require.

Clothing

All employees shall wear suitable clothing at all times. Minimum requirements are:

Acceptable
Leather boots with a minimum 1/4 inch sole, in good condition.
Long pants, jeans preferable for trades-people.
Shirt with sleeves.
Hard hat at all times.
Safety glasses at all times for trades people, equivalent protection for visitors is acceptable.
Prescription lenses allowed with side shields.

Not Acceptable
No shorts* or sweat pants are allowed.
No hiking boots, tennis shoes, or loafers are allowed.
No broken or modified hard hats.
No Tank tops are allowed.
Cowboy style hard hats and metal hardhats are not allowed.

* Shorts may be allowed under extreme conditions and depending on the hazardous exposure to the affected employee with prior written approval.

Additional Requirements

Under Certain Conditions Additional PPE May be required

- Grinding or chipping concrete requires a face shield in addition to safety glasses.
- Loud work activities require use of earplugs or muffs, as required; see Hearing Conservation Program.
- Appropriate gloves for the material or substance being handled.
- Overshoes are required when using a jackhammer or wacker.
- Fall protection required above 6 feet; see fall protection policy.
- Respiratory protection as required; See Respiratory Protection Program.

- For sand blasting or other supplied air activities call the Safety Department.
- Long sleeved shirts for work requiring forearm protection.
- Leathers for cutting and welding as required.
- Extremely loose clothing, jewelry, and rings shall not be worn when these items could present a hazard from entanglement.
- Splash suits when working with toxic chemicals etc.

Enforcement

The project superintendent is responsible to assure that the requirements of this policy are communicated with the workers and their foreman. Supervisors of individual work activities shall ensure that all personnel at the project site comply with the requirements of this procedure.

Improper use of personal protective equipment or failure to wear the approved clothing apparel is considered a violation of safe work practices and work rules. Employees that fail to meet the minimum clothing requirements shall not be allowed to work until the minimums are met. PPE violations shall be remedied, and documentation shall be kept accordingly.

Disciplinary action will be taken according to the disciplinary action procedure established in this manual for the project site.

Temporary Facilities

Maintain portable fire extinguishing equipment in the project offices and in all equipment, material storage, and welding areas.

Provide and maintain adequate toilet facilities. This requires one toilet for every twenty employees or fraction thereof, for each gender. To service twenty employees, the toilets usually need to be emptied twice a week. Consult the service provider for recommended service schedule.

RESPIRATORY PROTECTION PROGRAM POLICY

Respiratory protection will be provided to all Unique Building Group Inc. employees at the project site when conditions require such protection. The respiratory protection program has been established to ensure consistency in protecting Unique Building Group Inc. employees. The qualified administrator of the program is the Division Safety Director, who will coordinate with both the project superintendent and designated Safety Department personnel, to enforce the program.

Respirator use, like many other employee protections, is a method of last resort. This means that if it is feasible for the hazard to be eliminated, elimination or reduction of the hazard must be the first course of action. If after eliminating or reducing the cause of the hazard, an employee exposure still exists, then respirators may be used.

Some of the hazards that can be eliminated:

Concrete dust from grinding concrete. This exposes the employee and others nearby to concrete dust and silica. The method for eliminating this exposure is to use dustless grinding equipment available from the yard.

Silica From Sandblasting. Silica sand should be avoided at all times. Other blast media should be substituted; i.e., copper slag, walnut shells, and glass beads. All sandblasting activities require a supplied air hood with Grade "0" breathing air. Filters are permitted for using compressor air if they meet the grade "0" requirements and are equipped with a carbon monoxide alarm. Oil-less supplied air breathing pumps are also permitted.

Other Means and Methods. If there is a choice between materials or substances used, every effort should be made to use the least hazardous version, or method (roll rather than spray). Location of application or work should also be considered, perform work outside rather than indoors where possible.

The first step in the program is to assess the condition or process that may require protection for the worker. The project superintendent at the project site conducts this process. This assessment includes all materials the worker is using, location that the work is being done, (confined space, adequate ventilation, etc.), existence or probable existence of hazardous atmospheres, secondary hazard streams (dust, fumes, smoke created by the work being performed), and the

concentrations of toxic gas, fumes, dust, or mist that will be present for the direct employee, as well as others in the vicinity.

After conducting this assessment, the project superintendent will determine if the hazard can be eliminated or reduced.

The assessment must be in writing and include the types and extent of exposures and methods used to eliminate or reduce hazards. If there is no way to eliminate the hazard or reduce it to acceptable levels, respiratory protection may be used. The assessment must then include the proposed respirator (North Model 7700 Half Mask), filter, and all environmental or job specific information pertaining to the employee's ability to work in a respirator.

Information to include in the assessment:

- Type and location of work task.
- Duration of the task per day and other extended time periods if applicable.
- Repetitive nature of the task.
- Levels of exertion, how strenuous is the activity.
- Any heavy lifting requirements.

In addition to the assessment the following steps must be taken:

1. Send a copy of the assessment for the project site to the Program Administrator and the Approved Health Care Provider (AHCP).
2. Provide the affected employee with a copy of the medical questionnaire.
3. Go through the questionnaire's content to ensure that the employee understands the questions.
4. This questionnaire is confidential; no answers should be discussed with the employee.
5. Have the employee take the completed questionnaire to the AHCP.
6. The AHCP will review the project site assessment and a copy of the OSHA standard, (OSHA standard to be provided to the AHCP by the program administrator).
7. The AHCP will review the questionnaire and perform a physical and pulmonary examination.
8. The AHCP will determine if the employee is able to wear the respirator and what if any limitations will be imposed. If the AHCP deems it necessary for the employee to be provided with a Powered Air Purifying Respirator, then a PAPR must be provided.
9. If the AHCP determines that the employee is able to perform the proposed work task, while wearing the proposed respirator, the AHCP must "Certify" that fact, in writing.
10. A copy of the certification will be kept by the Program Administrator, and on file at the project site.

NOTE: Do not proceed with any fit testing or work requiring use of a respirator until all of these steps have been completed and documented.

After all of the above steps have been successfully completed, then the employee may be fit tested, by an approved member of the Safety Department, or a certified North Representative. Fit testing requirements are very detailed and fit tests are to be conducted by trained Program Administrator approved personnel only.

NOTE: No employees with any facial hair at the sealing edge of the respirator will be tested, no exceptions.

- All employees will be fit-tested per the OSHA protocol and a copy of the test results will be kept at the project site and a copy sent to the Program Administrator.
- The questionnaire will be given annually or when there is a physical change to the employee that would affect their ability to wear a respirator.
- The physical and pulmonary examinations will be repeated annually.
- The fit test will be conducted annually, or when there is a physical change to the wearer that might affect the fit of the respirator.

Additional respiratory program requirements:

- Breakthrough; i.e. the smell or taste of the hazardous substance inside the respirator, is no longer an acceptable means of determining the life of the cartridge.
- After conducting the initial assessment and determining the required filter cartridge, a schedule must be developed by which the employee changes cartridges or a cartridge

equipped with an End of Service Life Indicator must be used. (Note: There are very few ESLIs in existence.)

- The change schedule must be developed based on the exposure and concentrations present at the project site. These determinations will be made using the MSDS for the products or substances being used. The project superintendent will work with the Program Administrator and the cartridge supplier to develop this schedule.
- If no MSDS is available (i.e. for secondary hazard streams such as smoke from cutting galvanized pipe), the cartridge manufacturer's recommended cartridge will be used.
- All components of this program must be in writing and a copy kept at the project site and a copy with the Program Administrator.
- All voluntary use of company provided respirators falls under the requirements of this program.
- No personal respirators will be allowed on the project site. All respirators will be issued and fit-tested by approved Safety Department personnel.

SCAFFOLD SAFETY POLICY

Because of the widespread use of scaffolding, and by its nature presenting several potential serious hazards, attention to scaffold erection, inspection, and use is extremely important. There are two major categories of regulations pertaining to scaffolding. The first applies to erector/dismantlers and the second applies to users of scaffolds. These regulations apply to the activity, not the quantity or size of the scaffold. This means that erector and user regulations apply to all erection activities, even to a one-jack high, two-frame long rolling tower.

Because of the difference in regulatory and skill requirements associated with the erection of scaffolding, it is highly advised that all scaffold erection be performed by qualified scaffold erection companies. In addition, all major scaffold installations should conduct a pre-erection meeting with a member of the Safety Department prior to beginning erection, to review the design and requirements of the system.

Definitions

Competent person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Qualified person. One who, by possession of a recognized degree, certificate, or professional standing, or one who by extensive knowledge, training, and experience, has successfully demonstrated their ability to solve or resolve problems related to this subject matter, the work, or the project.

Each scaffold requires a competent person both for the erection phase and for the user phase. The erector competent person inspects and directs the installation of the scaffold. The user competent person is required to inspect the scaffold prior to each day's use. These are probably not the same people. Because of the unique knowledge required in scaffold erection, the requirements for the erection competent person are far greater, and therefore beyond what Unique Building Group Inc. can provide. The scaffold erection company, or subcontractor at the pre-erection meeting, should identify the competent person that they will be providing to oversee the erection of the scaffold system.

The project superintendent is the competent person providing daily inspections of the scaffold systems prior to use by Unique Building Group Inc. personnel. Each subcontractor using a scaffold is also required to provide a competent person to inspect the scaffold prior to each work shift. The project superintendent acting as the competent person for Unique Building Group Inc. is also responsible for insuring the integrity of the system. If a problem develops with the scaffolding at the project site, the project superintendent should immediately notify the erection company or affected subcontractor, to correct the problem.

A qualified person is not normally needed on most scaffolding jobs. That is because the manufacturer employs a qualified person to design the scaffold system prior to production. A qualified person, who is usually an engineer, would provide design assistance on unusual or irregular scaffold, or scaffold that is higher than 120 feet. This qualified person might actually

design a scaffolding system or merely review or modify a stock scaffolding system. In all cases where tarping or shrink-wrap is attached to the scaffold system, a qualified person must provide the design for the scaffold and the required building tiebacks. Contact the UNIQUE BUILDING GROUP INC. Safety Department for review of all scaffolding systems requiring qualified person design.

Scaffold Erection

There are several elements that go into a well-planned scaffold erection process. A good design, well-maintained equipment, and knowledgeable personnel are several of these elements. The project superintendent is responsible for verifying the proper erection of the scaffolding, including that of all subcontractors (and 2nd tier subcontractors) at the project site.

There are several conditions at the project site that need to be taken into account when erecting scaffolding. Some items to consider:

- Access to scaffolding.
- Overhead power lines.
- Openings and excavations.
- Obstructions.
- Uneven ground conditions.
- Walkways, roads, and passages.
- Soil condition and bearing capacities.
- Strength of supporting structures.
- Protection for those employees working around the scaffolding.
- Protection for the general public.

There are several other site conditions that may present a hazard after the scaffolding has been erected. These may include:

- Damage to scaffold by equipment or other means.
- Weather conditions that affect soil bearing capacities.
- Weather conditions that affect the use of the scaffolding.
- Activities or loading of the scaffolding outside of the design characteristics.

The following are general requirements that apply to all types of scaffolding systems. These items should be verified or inspected during the erection process to ensure the integrity of the scaffolding system.

- All scaffolding should be erected, altered, or dismantled under the direct supervision of a competent person possessing experience in the scaffolding being used.
- No equipment shall be used that has been damaged, broken, or modified.
- The foundation must be adequate to support the intended load.
- All scaffolding must have manufactured base plates or casters.
- In addition to base plates, mudsills are required when scaffolding is erected on anything other than a concrete slab or foundation. Mudsills are typically 2" x 10" that are 16 inches long.
- All scaffolding must be erected level, plumb, and square with all required components including x-bracing, plan bracing, horizontal bracing, etc.
- Screw jacks should be used to level scaffold frames. Cribbing with substantial wood members may be allowed. Note: Cribbing should occur only in isolated conditions where other manufactured scaffolding components are not feasible.
- At no time should shims, concrete blocks or other unstable material be used for cribbing.
- All work platforms will be fully decked with scaffold grade plank. Framing lumber is not acceptable as scaffold plank; this includes framer's bracket scaffold.
- Standard guardrails will be used on all open sides or ends. Exception: for mason's scaffold, no guardrail is required on the side of the work as long as the wall height is equal to or greater than the work plank height.

- Scaffolding must be erected within 14 inches of the structure or have guardrail installed on the structure side.
- At locations above 6 feet, where standard guardrails cannot be installed, other means of fall protection will be provided.
- All planking must extend past the horizontal support the minimum of 6 inches, and provide a 12-inch minimum lap with adjacent plank.
- All planks must be free from defects such as holes, cracks, splits, or cuts and must be made of scaffold grade lumber with a normal dimension of 2" x 10".
- All defective equipment, including planks, will be marked, removed from service, or destroyed.
- To prevent tipping, all scaffolding will be tied to the building or structure beginning at three times the minimum base dimension vertically and continuing every 26 feet thereafter.
- Ties will be repeated at each end of the scaffold and every 30 feet horizontally between each end.
- Safe access must be provided to all work levels. This access may include bolt-on or extension type ladders, stair towers, or ramps from the interior of the building.
- At no time will climbing of the exterior x-bracing be permitted. This will be considered grounds for immediate removal from the project.
- At no time should an incomplete scaffold be used. Any scaffold in an unstable, unfinished, or unsafe condition will be tagged, and not used until completed or corrected.
- Adequate barriers should be provided to prevent workers or pedestrian traffic from being exposed to objects falling from the scaffold.
- All scaffolds above 6 feet in height will be equipped with standard guardrails, or employees will be provided with another means of fall protection.
- Scaffolding must be designed and installed to support four times the maximum intended load. It is extremely important that the correct type of scaffolding be selected for the work to be performed.
- Light duty for loads of 25 pounds per square foot or less. (Painting, plastering, etc.)
Maximum span for plank as follows: Light duty equals 10 feet.
- Medium duty for loads of 50 pounds per square foot or less. (Drywall, glazing, etc.)
Maximum span for plank as follows: Medium duty equals 8 feet.
- Heavy duty for loads of 75 pounds per square foot or less. (Masonry, stone veneer, etc.)
Maximum span for plank as follows: Heavy duty equals 7 feet.

Dismantling Scaffolding

Additional guidelines apply to the dismantling of all scaffolding.

- If the scaffolding is unusual in nature, a thorough understanding of the design characteristics and erection methods is necessary before beginning the dismantling process.
- The structural integrity and condition of the scaffold must be verified prior to beginning the dismantling process. Very often the scaffold has been modified during use, and this modification may cause a failure during the dismantling process. The scaffold must be returned to its original structural integrity before beginning the dismantling process.
- All scaffolding equipment and parts shall be handled with care, especially during the dismantling process. Equipment or parts will not be thrown or dropped to the ground. Scaffold ties will not be cut until the dismantling process has reached the level of the ties.
- Damaged equipment should be marked or tagged, and set aside or destroyed so that it is not reused.
- At no time should a partially dismantled scaffold be left unattended without proper notice and warning signs being posted.

Types of Scaffolding Systems

There are many different types and variations of scaffolding systems. Each type or variation of application may have specific requirements for the safe erection and use of that particular system.

Welded Metal Frame

Generally we use welded metal frame scaffold in most applications. Situations to watch:

- Tarps, screens, or shrink-wrap installation requires specific design for the type, quantity and location of building ties. Generally these types of installations are subject to uplift conditions and require all frames to be pinned together. Also care should be taken on the installation and maintenance of tarps so that they are not allowed to billow or flap in the wind. This greatly increases the dynamic loading on the building ties.
- Eccentric loading such as outriggers, gin wheels, or bolt on ladders require the scaffold frames to be pinned together and may require additional building ties.
- Stair towers require all connections to be bolted including the frames being pinned together. Every effort should be made to use systems-type scaffolding for stair tower installations. This allows for a greater stairway width creating a safer and more productive access point. Building ties are required at both "ends" of the stair tower starting at three times the minimum base dimension, and every 26 feet thereafter.

Rolling towers require all connections to be bolted including all frames being pinned together. In addition, if plank is used for the platform, they must be cleated or secured to prevent movement. Every effort should be made to use pre-fabricated hook-on-type plank. All casters used on rolling scaffold must be equipped with locks. A horizontal diagonal brace is required near the base of the tower, where building ties would normally occur, and directly under the work deck when hook on type plank are not used.

Perry Type Scaffold. This type of scaffold is very often abused. The requirements for height to base dimensions are stricter than that of normal scaffold. Because it is narrow, the maximum height for Perry type scaffold with wheels is twice the minimum base dimension, which in most cases is 5 feet. Outriggers may be used to increase the minimum base dimension.

NOTE: When outriggers are used on rolling scaffold, they must be installed on both sides of the frames. Guardrails are required at 6 feet, and locking type wheels must be provided.

Suspended Scaffold or "Swing-Stages" are sometimes the only method available to reach a particular work location. Great care should be taken to order top quality equipment from a reputable vendor. This vendor should provide all employees working on this type of scaffold with the additional training they will need prior to using this type of equipment.

There are two methods of providing fall protection for employees working on suspended scaffolding. The first and best method is to use passive protection in the form of a dual point suspension system. This system consists of two suspension wire ropes for each motor or climber: one primary, and one back up. If the first rope or one of the braking systems fails, a safety engages on the secondary wire rope to catch or stop the platform. When using this type of system, all employees must be using a PFAS connected to an approved anchorage inside the platform.

The second method is for the employees to use a PFAS connected to a vertical lifeline, attached to a separate, and adequate anchorage point on the roof of the building, and capable of the PFAS design requirements. (See Fall Protection Policy.) Great care should be taken to assure that the lifeline is protected with a softener at the point it hangs over the building so that it is not cut in a fall event.

Systems Scaffold is very versatile scaffolding. It is readily adaptable to almost any shape or configuration. These are very specialized and proprietary systems. A thorough understanding of design, installation, use, and inspection requirements is mandatory. Some systems require special tools or special erection and dismantling methods. Most systems have no parts that are interchangeable.

Training Requirements

All employees engaged in the erection of any type or amount of scaffold, must receive training specific to that type of scaffold, the hazards associated with the erection of scaffold, and all other OSHA requirements. Scaffolding erector programs are available from various organizations. Call the Safety Department for assistance.

All employees that use scaffold must receive training on the hazards associated with scaffold and its use, and all other OSHA requirements. A scaffold user program has been developed by Unique Building Group Inc. for training Unique Building Group Inc. employees. Call the Safety Department for scheduling requirements.

Authorization

Only trained and authorized personnel are allowed on scaffolding of any type or size. For training requirements, or training programs, call the Safety Department. All trades that need access to scaffold that has been provided by Unique Building Group Inc. must sign a release prior to using the scaffold. Call the Risk Management Department, or the Vice President of Operations for more information or for authorization forms.

TRAFFIC CONTROL POLICY

- A suitable traffic control plan must be developed for guarding work areas adjacent to all public streets as well as some on-site projects of developers before the work in the area can begin.
- Every reasonable effort must be taken to minimize worker exposure to moving traffic. All discussions and planning should take place off the street or highway- not in traffic lanes.
- All work areas must be roped off with barricades and tape, or equivalent, if practical, to designate a safe means of access and egress for foot and traffic around obstruction, such as ditches, holes and stored materials, etc., especially on all busy streets and sidewalks.
- Traffic conditions must be carefully observed when working adjacent to any type of moving equipment or traffic and extreme caution must be exercised when placing warning devices.
- Warning devices must be placed before positioning work equipment or materials and starting work. All warning devices should be set up in a manner that they do not create a hazard for foot or motoring traffic.
- Where motorists cannot see the work area from the vicinity of the initial warning sign because of hills, curves, trees, parked vehicles, or other obstructions, a high level warning must be placed with flags and/or high intensity flashers must be placed at this location. This is in addition to those warning devices which are normally required for all work areas.
- Additional warning devices must be used in locations such as crowded streets and dangerous or heavily traveled highways, as needed. If placing additional devices will not afford adequate protection, or in the use of sufficient warning devices is not practical, a flagman must be stationed at a location(s) that will permit traffic to be given sufficient warning ahead of the work area.
- Flagmen must be constantly alert, trained in flagging techniques and provided with adequate traffic control and safety devices.
- If it is absolutely necessary to use a flagman at night, he must be illuminated with a floodlight, wear highly reflective garments, and use a red, hand-held signaling light.

WORK PLACE VIOLENCE POLICY

Purpose

The Company is committed to maintaining a workplace free from harassment, intimidation and violence. Therefore, an employee is strictly prohibited from making verbal or written threats or engaging in behavior that is intimidating, threatening, harassing, coercive, abusive, or assault directed towards another employee, company guest or individuals engaged in a business relationship with the Company. This Policy is in effect on or off Company premises. The above list of prohibited behaviors is not all-inclusive. Other similar or related behavior is also strictly prohibited by this Policy.

An employee determined to be engaging in prohibited behavior will be subject to one or more of the sanctions/disciplinary actions outlined below. At a minimum, the employee, as a condition of continued employment, will be required to participate in a program of counseling. Counseling will be at the employee's expense and continue until such time a decision to terminate the counseling is mutually agreed to by the counselor and Unique Building Group Inc. An employee who refuses or fails to participate in counseling as required will be subject to immediate termination of employment.

During their employment, employees convicted of a crime involving violence will be subject to one or more of the sanctions/disciplinary actions outlined below. At a minimum, employees, as a condition of continued employment, will be required to participate in counseling as previously stated.

This policy does not preclude disciplinary action up to and including termination for convictions of non-violent crimes.

Prohibited Behavior

The Company's standard on prohibited behaviors is to tolerate none, whether made in jest or not, the behavior is unacceptable and is strictly prohibited.

Reporting Incidents

Any individual subjected to or aware of prohibited behavior should immediately bring the matter to the attention of management or the Human Resources Department. Individuals who report an incident need not be concerned about being subjected to retaliation. Retaliation is grounds for disciplinary action up to and including termination. However, employees who maliciously make false accusations concerning prohibited behavior will be subject to disciplinary action up to and including termination.

Management must immediately notify Human Resources of any reported or observed incident.

Investigation/Follow-Up

The Human Resources Department/Safety Department when made aware of an incident of prohibited behavior will fully investigate the matter and in conjunction with appropriate levels of management impose appropriate sanctions/disciplinary actions. Pending the outcome of an investigation, the employee may be suspended (with or without pay).

Sanctions/Disciplinary Action

- Physical Evaluation/Drug test
- Written warning to personnel file
- Suspension
- Demotion
- Transfer
- Termination of Employment

This is not an all-inclusive list of sanctions/disciplinary actions. Imposed sanctions/disciplinary actions are not progressive and any sanction/disciplinary action may be imposed as deemed appropriate for the incident violating the policy.

Imposed physical evaluations will include a release of information to Unique Building Group Inc.'s Company physicians for the purposes of determining the employee's fitness to return to work and under what conditions/sanctions/disciplinary actions etc.

Postings

This Policy must be posted at all company jobsites and offices in a conspicuous place.

SECTION III: COMPANY PROGRAMS AND PROCEDURES

Asbestos Procedure

Introduction

The word *asbestos* refers to six naturally occurring, fibrous, hydrated mineral silicates that differ in chemical composition. They are actinolite, ammonite, anthophyllite, chrysotile, crocidolite, and tremolite.

You may encounter asbestos at a construction site in the following applications and areas:

- Excavations where asbestos-bearing rock outcroppings are at or near the surface
- Fireproofing for steel-frame high-rise buildings
- Pipe and boiler insulation
- Insulators of electrical conductors Plaster, cement, drywall, and taping compounds
- Floor tile and tile adhesives
- Acoustical ceilings (tiles and sprayed on)
- Asbestos cement piping, shingles, and panels
- Roofing felt and sealing compounds

Because asbestos exposure has been linked to serious illnesses, UNIQUE BUILDING GROUP INC. Construction Co. has implemented regulations to minimize exposures to work site and “take-home” asbestos.

Below is a summary of requirements when working in and around Asbestos:

A. The following types of Construction projects are subject to regulation under Cal/OSHA 1529 if they involve one or more of the following activities, regardless of the percentage of asbestos present:

1. Demolition or salvage of structures where asbestos is present
2. Removal or encapsulation (including painting) of materials that contain asbestos
3. Construction, alteration, repair, maintenance, or renovation of structures, substrates, or portions thereof that contain asbestos
4. Installation of products that contain asbestos.
5. Erection of new and the improvement, alteration, and conversion of existing electric transmission and distribution lines and equipment
6. Excavation that may involve exposure to naturally occurring asbestos, excluding asbestos mining and milling activities
7. Routine facility maintenance
8. Transportation, disposal, storage, and containment of and site housekeeping activities involving asbestos or materials containing asbestos
9. Asbestos spills and emergency cleanups Regulatory requirements for work activities subject to **1529** vary depending on the *percent*, the *amount*, or the *type* of asbestos-containing materials involved. Listed below are selected requirements and the activities to which they apply:

B. Cal/OSHA administrative requirements are as follows:

1. Registration and district notification, if disturbing 100 sq. ft. or more of manufactured construction materials containing more than 1/10 of 1% of asbestos-containing construction material (ACCM).
2. Carcinogen notification, with exposures in excess of permissible exposure limits (PELs) *Exception*: Carcinogen notification is not required of employers registered with DOSH per **341.6**.....**5203, 1529(e)**
3. DOSH certification, if the person performs duties of an asbestos consultant or technician that involve 100 sq. ft. or more of ACCM.....**341.15(a)**

C. **Training** is required for all employees engaged in Class I through IV work and all work in which they are likely to be exposed in excess of the PELs. The training must be provided:

1. At the employer's expense
2. Before or at the time of initial assignment
3. Annually after initial training
4. In accordance with **1529(k)(9)**

D. **Permissible exposure limits:** The employer must ensure that employee exposures do not exceed the following PELs:

1. Eight-hour time-weighted average of 0.1 fibers/cc
2. Thirty-minute excursion limit of 1 f/cc.....**1529(c)**

E. **Multi-employer work sites are regulated under 1529:**

1. UNIQUE BUILDING GROUP INC. Construction Co. will exercise general supervisory authority.....**1529(d)**
2. An employer doing work involving asbestos must notify other employers at the site..... **1529(d)**
3. All employers on site must ensure that their own employees are not exposed to asbestos fibers because of a breach in containment or control methods used by the creating employer.....**1529(d)**

F. **Exposure assessments and monitoring** are required as follows:

1. Initial exposure assessment must be made by all employers subject to **1529** before or at the onset of the project.....**1529(f)(2)**
2. Daily exposure monitoring of employees must be conducted by all employers disturbing materials that contain more than 1% asbestos in Class I and II work.....**1529(f)(3)**
3. Periodic exposure monitoring of employees must be conducted when disturbing asbestos-containing materials (ACMs) in operations involving other than Class I and II work during which the PELs might be exceeded.....**1529(f)(3)**
 - a. *Exception:* Periodic exposure monitoring is not required if a negative exposure assessment has been made within the past 12 months.....**1529(f)**

G. **Respirator protection** requirements are specific to asbestos-related activities and exposures as outlined in the UNIQUE BUILDING GROUP INC. Construction Co. Respiratory Policy.

1. The employer must provide respirators.
2. The appropriate respirator must be selected from Table 1 of **1529**.....**1529(h)**
3. A written respiratory protection program must be implemented in accordance with **5144(c)**...**1529(h)(2)**

H. **Methods of compliance and work practices** are noted below:

1. The wet method must be used unless it can demonstrated that it is not feasible.....**1529(g)(1)**
2. Vacuum cleaners with high-efficiency particulate air (HEPA) filters must be used to clean up ACM and presumed asbestos containing material (PACM).....**1529(g)(1)**
3. Prompt cleanup and disposal in leak-tight containers are required except as specified in **1529(g)(8)(B)**.....**1529(g)(1)**
4. Specific work practices for different activities are also outlined in **1529**.....**1529(g)(4-11)**

I. **Prohibited work practices and controls** are as follows:

1. Spraying of any substance containing any amount of asbestos (see exception) **1528**
2. High-speed abrasive disc saw cutting of ACM or PACM without appropriate local exhaust or point-of-cut ventilation.....**1529(g)(3)**

3. Using compressed air to remove asbestos or materials containing asbestos.....**1529(g)(3)**
4. Dry sweeping, shoveling, or other dry cleaning of dust or ACM or PACM debris.....**1529(g)(3)**
5. Rotating employees as a means of reducing exposure to asbestos...**1529(g)(3)**

Back Injury Prevention Program

Introduction

The National Safety Council's Accident Facts reports that back injuries are the number one occupational hazard in the United States.

Construction is one of the high-risk industries for lower back injury. The indemnity for a construction related back injury is nearly 40% higher than the average indemnity payment. Moreover, back injury victims are four times as likely to re-injure their backs.

In order to help our employees prevent injuries to their back, Unique Building Group Inc. has instituted the following "Back Injury Prevention Program". The program consists of two parts:

Part 1. New Employee Orientation

All Unique Building Group Inc. employees need to know how to lift correctly and what can happen if they don't. During the employee orientation program, the video entitled "Back Injury Prevention/Lifting Safely" will be watched and the following topics will be covered:

Back Injury Statistics

- One-half of workers suffering from a back injury had lifted 60 pounds or less and carried the object for one minute or less.
- Over one-half of these injured workers had no previous back injury.

Protection from Back Injuries

Knowing your own personal limits is an essential part of protecting yourself from back injuries. The pain and limitations from back injuries can be prevented by following these simple guidelines:

The four principals of proper lifting techniques:

- Keep the load in front of you.
- Keep the load close.
- Bend at the knees, keeping the pelvis tucked, and lift with the legs.
- Never twist while lifting-

Hazard avoidance:

- If the load is too heavy or awkward, get someone to help you lift it.
- If it is still too heavy, get a piece of equipment to move it.
- Make sure you have good footing and a clear path of travel.
- Set the load down using the same techniques as lifting.

Part 2. Project Site Follow-Up

Back injuries are the easiest injury to prevent if the project superintendent and foreman will encourage and reinforce the following:

- Stretching and conditioning should be conducted prior to starting work.
- Back injury prevention techniques will be periodically included at weekly toolbox training meetings.
- Incorporate feedback from employees regarding suggestions towards ways to improve back safety and lifting requirements.
- Demonstrate the basic lifting techniques to workers that are lifting something wrong.

ANY BACK INJURY, NO MATTER HOW MINOR, SHOULD BE REPORTED TO THE PROJECT SUPERINTENDENT IMMEDIATELY.

Back Safety -- Material Handling

Material handling is a job everyone does. It is easier and faster to do it the safe way, why do it the hard way? The following safe practices will help.

- Don't move it twice if once will do. Plan your work!
- Proper lifting techniques shall be observed when manually handling any size, shape, or weight of materials. An employee should observe the following rules:
- Get down close to the load (bend your knees – do not stoop).

- Keep a straight back.
- Lift gradually, using your legs, without twisting, or jerking.
- Get help for bulky or heavy loads.
- Motorized or special handling equipment shall be used to move heavy or bulky objects to prevent needless back injuries.
- Use gloves, aprons or pads when handling materials which are rough, sharp, hot or cold, or which are covered with hazardous substances.
- When moving a load, be sure you can see where you are going. Push, don't pull.
- When carrying long objects like pipe or lumber, keeping leading end close to the ground.
- Pile material on a strong, level base. Interlock so the pile won't come apart. Chock around stock so it can't roll.

Hazardous Communication Program

Introduction

As a company, we will provide employees with information about chemical hazards and other hazardous substances, and the control of hazards via our comprehensive Hazardous Communication Program. This program includes container labeling, Material Safety Data Sheets (MSDS) and employee training.

Container Labeling

It is the responsibility of the project superintendent to ensure that all products containing hazardous substances have a MSDS on file at the project site. To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers. The project superintendent will ensure that all secondary containers are labeled with the trade name, or manufacturer's name, to facilitate MSDS reference.

Any person who obtains information that indicates a chemical substance or mixture (including emission or effluent) handled at the project site, has caused a "significant adverse reaction" should report the allegation to your supervisor. Your supervisor will report the allegation to the Safety Department so that corrective action may be taken.

Use of Hazardous/Toxic Substances

All hazardous substances used at the project site are subject to the provisions of the OSHA Hazard Communication Standard. Personnel who use, or may be exposed to such substances, shall be informed by the project superintendent of the hazards of the substance and the necessary precautions to be taken. Employees shall be provided access to a Material Safety Data Sheet (MSDS), for each substance.

- MSDSs will be kept on file at the job trailer, in a well-marked and easy to reach location. All employees at the project site shall be informed as to the location of the MSDSs.
- Hazardous materials shall be labeled with the name of the material, the hazards associated with its use, and necessary precautions to be taken.
- All personnel should read the product labels and become familiar with their use.
- Where contact or exposure to hazardous materials could exceed safe limits, or could otherwise have harmful effects, the appropriate personal protective equipment such as gloves, goggles, aprons, chemical resistant clothing, and respirators shall be used.
- Unnecessary contact with such hazardous materials shall be avoided.
- Hazardous and/or toxic materials shall be stored in approved containers. Original shipping containers are considered approved containers for transporting and storing these materials.
- Use of a container, other than the original shipping container, is permitted if the new container is properly marked.
- All hazardous or toxic materials shall be returned to designated storage areas at the end of each shift
- All chemical spills shall be immediately contained to prevent further spread or contamination. Generally, a dike, or use of absorbent materials is recommended for containment. Chemicals identified as hazardous by Federal and State agencies require special handling and clean-up procedures.
- Any release of a hazardous substance to the environment (air, water, or ground), must be reported to your supervisor, and the Safety Department immediately.

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Employees shall take proper precautionary measures to counter any known environmental or health hazards associated with such a release. This may include remedial procedures such as spill control, containment, evacuation and notification to the proper authorities. Do not make these notifications without talking with a member of the Safety Department first.

Material Safety Data Sheets (MSDS)

MSDSs will be sent to the project site prior to, or with all Unique Building Group Inc. material deliveries that contain hazardous substances. Copies of the MSDS's for all subcontractor hazardous substances, to which employees at the project site may be exposed, are to be returned with subcontract documents.

The MSDSs should be separated from the contract documents and kept on file in the trailer at the project site. The responsibility for obtaining and maintaining the MSDS's for both Unique Building Group Inc. and all subcontractors will be that of the project superintendent.

The project superintendent will review incoming MSDS's for completeness, and for new and significant health and safety information. Information relating to health and safety shall be passed along to all affected employees. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the subcontractor or manufacturer. The Safety Department will be notified if there is an ongoing problem with receiving complete MSDSs.

MSDS are to be made available to all employees at the project site, for review during each work shift. A MSDS book or file will be maintained for the project site, which is clearly marked and easily accessible to all employees. The Hazcom program, along with all MSDS's for substances that affect an employee, shall be reviewed with the employee, by the project superintendent, prior to that employee working with the substance.

Employee Information and Training

Employees at the project site are to attend a health and safety orientation, conducted by the project superintendent, prior to starting work. Information and training are to be completed on the following topics:

- An overview of the requirements contained in the Hazard Communication Regulation, including employee rights under the regulation.
- Inform employees of any operations in their work area where hazardous substances are present.
- Location and availability of the written hazard communication program.
- How to read labels and review MSDS's to obtain appropriate hazard information.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How to lessen or prevent exposure to these substances through usage of engineering controls, work practices, and the use of personal protective equipment.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

List of Hazardous Substances

Listed below are the known hazardous substances common to most of our jobsites. Specific information on each hazardous substance can be obtained by reviewing the Material Safety Data Sheets.

- Acetylene • Motor Oil • Concrete Cure • Oxygen
- Diesel • Form Release • Portland Cements • Silica Sand
- Gasoline • Solvents • Grease • Spray • Paint

NOTE: This is not a comprehensive list of all of the possible hazardous substances located on the project site. Each project is different and has different hazardous substances. The project superintendent will monitor, review, and list substances which may affect employees at the project site.

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during such an activity. This information will include:

- Specific hazards present or anticipated at the project site.
- Personal protective safety measures that must be utilized.
- Engineering controls used to lessen the hazards including ventilation, respirators, and how to use them.
- Emergency procedures.

Informing Subcontractors

To ensure that subcontractors work safely at our jobsite, it is the responsibility of the project superintendent to provide subcontractors the following information:

- Hazardous substances to which they may be exposed to while on the jobsite.
- Precautions that the employees may take to lessen the possibility of exposure to these substances.

Any questions about this program may be referred to the Safety Department. The project superintendent will monitor this program to ensure that the policies are carried out and the program is effective.

Hazard Communication Employee Training Program

The Unique Building Group Inc. employee training program has been developed for the types of hazardous substances used and the methods used to minimize the hazards associated with these substances. Material Safety Data Sheets (MSDS) must be reviewed for specific hazard information on each brand of material. Unique Building Group Inc. uses two methods for communication of hazardous substances to employees:

1. UNIQUE BUILDING GROUP INC. Hazardous Materials Book
2. 3E Company 1-800-451-8346 (MSDS On Demand)

Hazard Communication Regulation Overview

The Hazard Communication Regulation is intended to ensure that both employers and employees are aware of the dangers associated with hazardous substances at the project site. The following information is a review of the specific requirements of a Hazard Communication Program, including container labeling, MSDSs, and training.

Hazardous Substances Used in our Workplace

At the project site, a variety of products are used. Most of these products contain one or more hazardous substances.

Reading Labels and MSDS

Labels: The product label along with the MSDS should be reviewed prior to working with any material. Each label will contain important information including:

- The identity of the hazardous substance.
- Hazard warnings.
- Name and address of the manufacturer.

It is essential for employee safety that they read the hazard warning and use the hazardous substance(s) within the guidelines prescribed on the label. Questions concerning the label should be directed to the project superintendent.

Material Safety Data Sheets (MSDS)

MSDS: This is the primary method used to convey information about the hazards of the substances that Unique Building Group Inc. employees use. The manufacturer must provide users of hazardous substances with adequate information to use the substance safely. The specific items used at the project site will be reviewed with all affected employees.

A typical MSDS consists of nine sections. The nine sections are as follows:

Section I: Manufacturers Name, Address, Telephone Number and Basic Chemical Information. This may become critical information in a first aid situation, or be used by medical personnel to contact the manufacturer for additional information.

Section II: Hazardous Ingredients. This may be useful information if further research into a specific compound is necessary.

Section III: Physical Data. How the substance looks, acts, and smells under normal circumstances.

Section IV: Fire and Explosion Hazard Data. How and when the substance might explode or catch fire.

Section V: Fire Hazard Data. How to fight a fire that may occur involving the substance.

Section VI: Reactivity Data. List of other types of chemicals that may have a bad reaction if mixed or stored incorrectly.

Section VII: Spill or Leak Procedures. Procedures and Personal Protective Equipment (PPE) for spill or leak situations.

Section VIII: Special Protection Information. Types of PPE and precautions and when to use them in normal operating circumstances.

Section IX: Special Precautions. Any other dangers to watch out for.

Hazards of Owner's Chemicals

While performing work at the project site, employees may encounter hazardous chemicals produced or used by the owner/client. This may include contaminated soils, abandoned storage tanks and similar items, as well as fully functional storage areas. The owner/client may have established a Hazard Communication Program, which Unique Building Group Inc. may have to follow. The project superintendent must be notified if such an encounter occurs.

Other Employers

When a subcontractor brings hazardous chemicals onto the project site, they are responsible for informing their own employees in the affected work area. A copy of their MSDSs must be present at the project site office. If Unique Building Group Inc. employees will be affected by a subcontractor's use of chemicals in a work area, the project superintendent will inform all affected employees of the hazards and review the MSDSs with them.

NOTE: It is critically important that all employees understand the training. If employees have any additional questions, they need to project superintendent or the Safety Department. When new hazardous substances are introduced, the project superintendent will review the above items as they relate to the new material in your work area.

References

Lead/Chromate Procedure

Occupational exposures to lead can occur in construction activities, such as plumbing system retrofits; the spraying, removal, or heating of paint that contains lead; and the welding, cutting, and grinding of lead containing construction materials. Occupational lead exposures can affect workers as well as family members and friends who come into contact with the “take -home” lead on the worker’s clothing, hair, hands, etc. The toxic effects of lead on the human body have been well documented and include damage to the kidneys, brain, and reproductive organs that in turn causes the loss of kidney function, sterility, decreased fertility, and birth defects and mental retardation in offspring.

Because of these serious and, in many cases, life threatening health effects, laws and regulations have been enacted to protect people from lead exposure.

A. UNIQUE BUILDING GROUP INC. Construction Co. abides by Cal/OSHA’s “Lead in Construction Safety Orders” that makes employers responsible for the following:

1. Before engaging in any work during which an employee may be exposed to lead, the employer must be thoroughly knowledgeable about the requirements of CSO **1532.1**.
2. For each job site the lead hazard must be assessed.
3. Where lead is present the following is required:
 1. Lead dust must be controlled by HEPA vacuuming, wet cleanup, or other effective methods.
 2. Workers must be provided with washing facilities that are supplied with soap and clean water.
 3. Workers must receive appropriate training.
 4. The employer must implement a written compliance program to ensure control of hazardous lead exposures.
 5. The employer must provide the worker with and require the use of appropriate personal protective equipment.

B. The **permissible exposure limits (PELs)** for airborne lead are 0.05 milligrams per cubic meter of air (mg/m³) and an action level of 0.03 mg/m³, both as an 8hour time-weighted average (TWA).

C. **Trigger tasks** are certain highly hazardous tasks that carry the presumption of airborne exposure above the PEL. They require special protective measures until it is determined that worker airborne exposures to lead are below levels specified in **1532.1**.

Following are the three levels of trigger tasks involving lead containing materials and associated respirator requirements:

1. Level 1 trigger tasks: spray painting, manual demolition, manual scraping or sanding, using a heat gun, and power-tool cleaning with dust collection system
 - a. • Minimum respirator requirement: a half-mask respirator with N - 100, R - 100, or P - 100 filters
1. Level 2 trigger tasks: using lead containing mortar; burning lead; rivet busting; cleaning power tools without a dust collection system; using dry, expendable abrasives for clean-up procedures; moving or removing an abrasive blasting enclosure
 - a. • Minimum respirator requirement: a full-face mask respirator with N-100, R-100, or P-100 filters; a supplied-air hood or helmet; or a loose-fitting hood or helmet with a powered air purifying respirator with N - 100, R - 100, or P - 100 filters
2. Level 3 trigger tasks: abrasive blasting, welding, cutting, or torch burning on structures
 - a. • Minimum respirator requirement: a half mask, supplied-air respirator operated in a positive pressure mode

D. **Protective requirements** for all trigger tasks and any other task that may cause a lead exposure above the PEL include the following:

1. Respirators, protective equipment, and protective clothing
2. Clothing change areas and a shower if necessary.
2. Initial blood tests for lead and zinc protoporphyrin (It is the reasonability of each employer to determine if this standard applies to their employees).

3. Basic lead hazard, respirator, and safety training 5. The establishment of a regulated area and warning signs as shown below:

**WARNING
LEAD WORK AREA
— POISON —
NO SMOKING OR EATING**

Note: The above protective requirements must be enforced until worker airborne exposures are shown to be below levels specified in..... **1532.1**

E. Employees must refer to Unique Building Group Inc.'s Respiratory Protection Program.

Mold/Water Intrusion Procedure

GENERAL INFORMATION

Mold spores are everywhere in the environment. Most places are NOT “mold-free”; however, a fertile growth of mold will dramatically increase the spore count in the air, which can be harmful to some people.

Mold inside a building is undesirable because people can get sick – some seriously sick and many can become simply afraid of becoming sick. Only a small fraction of the molds that exist in buildings are toxic, although all mold can be harmful in large quantities. Also, people with allergies and sensitivities can be powerfully affected by mold. So, UNIQUE BUILDING GROUP INC. must take the presence of mold in its buildings very seriously for the safety of its workers and building occupants.

For mold to grow, it requires dampness, warmth, darkness and a “food source” for an extended period of time (about 48 hours or more). If you deprive the mold spores of these factors, it will not grow.

When mold is growing – it produces additional microscopic spores and toxins. These spores and toxins are released into the atmosphere and they can settle onto nearby areas where new mold growth can begin, when the conditions are right. Containment of mold growth therefore, is important.

Spores can remain dormant for a long time until they become “activated” when they become moist and are in a dark, warm area with a “food source”. Just about any building material, especially drywall and wood, are “food sources”

- Mold can damage the material that it is growing on.
- Mold grows very quickly.
- Mold will not grow without moisture. Therefore keep it dry!
- Exterior building leaks can lead to mold growth.
- Condensation inside enclosed spaces can cause mold growth.
- Dripping pipes or condensation on pipes can cause mold growth.

Other organic materials can cause mold growth, like bread, cheese, and even potted plants. Obviously, these are not construction issues, but they can become part of a problem when trying to diagnose a mold problem

When testing for the presence and concentrations of mold, a hygienist will take air samples inside the space where there is a question and also at several other nearby locations, including outside the building. If the mold count (spore count) in one area is above the other areas, then it is possible (although not certain) that an active mold source is adding to spore count in that affected area. Remember, the area of concern is usually determined relative to adjacent areas. There is no “magic number” of allowable mold count. It’s a relative thing.

The old-fashioned way of just removing the visible mold may be insufficient, because significant amounts of invisible mold spores may have been released into the adjacent environments. Even the invisible spores can cause illness to some people. Containment and cleanup of the affected space therefore is important.

Since mold spores are released by active mold growth and the spores occupy the environment, we must be concerned about the presence of mold spores in areas where they may exist but have not yet begun to grow. For example, if we open up a wall cavity and find mold growth, we should take care not to allow the air in the wall cavity to flow into the adjacent spaces. This air may contain high counts of mold spores and could contaminate the adjacent areas. Building ventilation can further distribute mold spores throughout a space. If this happens, the breadth and cost of cleanup can become dramatically more involved and expensive. Containment is key!

When a UNIQUE BUILDING GROUP INC.-built building is found to contain mold, we must act quickly and effectively to contain the mold growth and remediate it.

Do not take shortcuts when dealing with mold remediation.

Cleanup of mold is more involved than one would think. You must first isolate and remove the visible and "invisible" mold spores from the affected areas. Lastly, you must repair the damage that you have done to the building.

INITIAL OBSERVATION

• Step 1 - Stop the Leak and Begin Dry-Out Immediately - When there is a leak.

- The first 48 hours are critical. Mold reproduces quickly and our goal is to stop it from developing in the first place so immediate action is required.
- Locate and stop the source of the leak. This may mean temporary barriers and creative measures must be taken, but stop the water flow immediately.
- Provide a temporary fix to prevent a recurrence of the leak until a permanent fix can be determined and made.
- Mop or vacuum all standing water. Dry all surfaces as much as possible.
- Remove all wet drywall, carpet, baseboards, molding, flooring and other damaged materials. Be aggressive with drywall removal – be sure you remove at least 6 inches to a foot beyond the wet area.
- Thoroughly Investigate surrounding concealed areas (behind baseboards, mirrors, etc.)
- Open all affected wall cavities and hidden spaces to allow ventilation for drying.
- Consider using a dehumidifier during this period.
- Run fans or heaters as required accelerating the dry time, **ONLY IF NO MOLD IS VISIBLE AND WITHIN 48 HOURS OF THE WET EVENT.**
- To inhibit possible mold growth, when applicable, spray all known areas and adjacent areas, including any concealed cavity with anti-microbial disinfectant. Be careful not to damage finished surfaces. (See Product List Attached).
- *Open a 99-code to track all costs and expenses related to the leak. Be sure to code costs accordingly.*
- *Notify the UNIQUE BUILDING GROUP INC. CFO of the leak if it expected the costs to remediate and repair may exceed \$5,000 and if an insurance claim may be possible.*
- *Notify potentially responsible Subcontractors with a written letter that they may be responsible for the costs of repair if our investigation determines they are liable.*
- *Superintendent should prepare a "DAILY EXTRA WORKSHEET" for each day's activity on the leak. Careful documentation is important. Photographs are helpful.*

ASSESSMENT

• Step 2 – Assess Mold Growth

- Thoroughly investigate all affected areas using visual inspection and "boroscopes" or other devices (if needed) to determine if any mold growth exists.
- If Only Small Mold Growth – Go to Step 3
- If More Than Small Mold Growth – Go to Step 4
- If No Mold Growth – Continue with Repairs - Step 5

REMEDICATION (SMALL SCALE)

• Step 3 – If only a Small Amount of mold is found.

- Confirm amount of mold growth. If wide spread or the mold has grown to have discernable vertical dimension above the surface then go to Item #3. ***(Call RCC Consulting and/or Dave Little for a second opinion if there is any question relating to the severity – Be conservative, quick action, and aggressive removal minimizes risks to humans.)***
- If material is to be left in place for any period of time, isolate and contain the area. Do not run mechanical/ventilation systems, they can spread the spores.

Carefully contain the space and do not set up negative or positive pressurization which can move spores around.

- Carefully Remove, bag, and discard all damaged or contaminated materials.
- Spray all known areas and adjacent areas, including any concealed cavity with anti-microbial disinfectant. Be careful not to damage finished surfaces. (See product list).
- Bleach & water solution can be utilized to remove minor mold on exposed finish surfaces. Be careful not to damage finishes.
- Go to Step 5 - Repairs.

REMEDICATION (LARGE SCALE) AND ISOLATION

• Step 4 – If mold is found and exceeds the “Small Amount” test.

- Carefully contain the area to prevent mold spores from spreading.
- Turn off all mechanical systems and close off all ductwork to the affected area.
- Provide a visqueen barrier around the affected area.
- Do NOT disturb the mold area.
- Contact an industrial hygienist (See attached list) to advise UNIQUE BUILDING GROUP INC. on the proper remediation procedure. A written remediation protocol shall be obtained. The remediation protocol may include isolation, air sampling and testing, air scrubbing, HEPA filters, Dehumidifiers, removal of contaminated materials, fogging of air space, retesting, etc – all depending on the advice of the hygienist.
- Contact a professional mold remediation contractor to perform the remediation work per the instructions of the hygienist. See attached list.
- Perform the remediation work and document all steps taken with a written narrative and photographs. Ensure that the remediation contractor follows the written remediation protocol.
- After removal of visible mold, a thorough cleaning of interior spaces may be required to remove remaining microscopic spores (see remediation protocol).
- Depending on severity consider air samples to confirm complete cleanup (see remediation protocol).

REPAIR

• Step 5 – Repair the Condition that led to the original leak.

- Call RCC consulting for an expert opinion of the cause of the leak. Identify the original source of the water intrusion – Document the leak and what was found as the cause. Note that water testing may be required to identify the source of the leak. A careful, scientific and methodical approach should be used.
- With RCC consulting assistance, develop a proper repair plan for each leak. Do not band-aid – fix it right the first time.
- Thoroughly water test to insure the leak was in fact repaired
- Document the completion with written correspondence to Owner describing repair in detail for the Owner’s records.
- Note that if new mold growth is observed at any time during this process, then we must go to back to step 2, 3 or 4 to remediate the mold.

Return to Work Program

Unique Building Group Inc. believes employees are our most important resource. We are committed to assisting our injured employees return to work as soon as medically appropriate and to work with the medical community to help our injured employees regain their livelihood and self respect.

There are many ways to implement a Return to Work program that meets the needs of both UNIQUE BUILDING GROUP INC. and our injured employee. Should work be available, our focus will be to accommodate the employee's existing position and/or work schedule temporarily, or to create a position to accommodate the temporary physical restrictions identified by the treating medical provider.

All employees are encouraged to notify your supervisor or the Safety Director if you may be unable to safely perform the essential duties of your position. For example, if driving is a requirement of your position and you are prescribed a medication which may impair your motor skills, or if you are a field laborer and have a back injury which may be aggravated by heavy lifting, you should notify your supervisor or the Safety Director as soon as possible. UNIQUE BUILDING GROUP INC. respects the privacy of its employees.

UNIQUE BUILDING GROUP INC. will make every reasonable effort to provide the accommodations needed for you to perform the essential duties of your position and keep you and your co-workers in a safe work environment. Please review our Privacy and Disability Accommodation policies (in Volume I) for more information.

The current Return to Work program is in the process of being updated; please contact your supervisor and/or the UNIQUE BUILDING GROUP INC. Safety Department should you need to apply for light and/or modified duty.

Safety Incentive Program

To promote individual and crew safety awareness on each of our jobsites, Unique Building Group Inc. holds various activities to create safety awareness and show appreciation for our employee's safety:

- The "UNIQUE BUILDING GROUP INC. BBQ Trailer" is dispatched to show appreciation to UNIQUE BUILDING GROUP INC. employees and subcontractors for having finished a safe job.
 - UNIQUE BUILDING GROUP INC. Executives, superintendents and the Management team along with the Marketing and Safety Department help serve the workers to personally thank them for a job well done.
- Each jobsite is encouraged to participate in the "Safety T-Shirt" program where:
 - As a jobsite reaches 100 days without a lost time injury employees are given a custom-made safety t-shirt.
 - As a jobsite reaches 200, 300 days without a lost time injury we give out more prizes, have BBQ's and raffles.

This program is designed to remind everyone that safety is each worker's responsibility, for both themselves and their crew. Remember, Think Safety and Work Safely.

Silica Procedure

Construction work that involves exposure to airborne sand and rock dust can expose employees to crystalline silica. Exposure to crystalline silica has been shown to cause silicosis, a lung disease. Although most cases of silicosis develop after years of exposure, instances of extremely high exposure have resulted in illness and even death in a matter of weeks.

Hazardous activities include abrasive blasting with sand and loading, dumping, chipping, hammering, cutting, and drilling of rock, sand, or concrete.

Airborne permissible exposure limits (PELs) are established for several different forms of crystalline silica. These limits range from 0.05 to 0.1 mg/m³ of respirable dust, expressed as an 8hour TWA (see Table AC-1 of Cal/OSHA General Industry Safety Orders **5155**).

Generally during work on materials, such as rock or concrete, that contain a significant amount of silica (20% or greater), continuous exposure to a visible cloud of dust will probably result in levels

of exposure that exceed the PELs. However, in some cases the PELs can be exceeded even when there is no visible cloud of dust.

Before beginning work that could expose employees to crystalline silica, employers must comply with the following requirements:

- A. Employers must measure and control employees' exposure to airborne contaminants..... **5155(c), (e)**
- B. Employers must train employees in the hazards of crystalline silica exposure and the measures to control risk, including proper use of respirators when required.....**5144, 5194**
- C. Operations in which employees may be repeatedly exposed to rock dust or sand should be evaluated by a qualified industrial hygienist. Assistance can be obtained from the Cal/OSHA Consultation Service.
- D. Employees must refer to Unique Building Group Inc.'s Respiratory Protection Program.

Vehicle Fleet – Company Trucks and Automobile Program

Employees are prohibited from operating any vehicle without a valid driver's license in their possession and must be specifically authorized to operate that vehicle. Employees are required to be fit for duty before operating any vehicle.

Before operating vehicles or motorized equipment a check should be made of the following: Tail lights, headlights, and signal lights, mirrors, windshield wipers, back-up alarms, etc. should be checked to see that each is working and adjusted properly.

Maintenance Deficiencies

Any type of motor vehicle or equipment that is known to be in a seriously defected condition must not be operated.

All defective items, such as broken or missing parts, excessive wear or faulty conditions must be promptly reported to the supervisor. UNIQUE BUILDING GROUP INC. will be responsible for payment of vehicle/ equipment repair and maintenance, however, UNIQUE BUILDING GROUP INC. will not be responsible for the resulting use of any vehicle or equipment with known deficiencies.

The driver shall not move the vehicle until all riders comply with safety precautions and all loads are well secured.

Employees shall not back up any vehicle or equipment when the view to the rear is obstructed, unless equipped with an operable back-up alarm or an observer is used to signal that it is safe to do so.

The driver shall make sure that any towed trailer, air compressor, or other construction equipment is securely attached to the towing device. The safety chain must be secured to both the truck and the equipment being towed. Also, it must be ascertained that the brake and signal lights are properly connected, when required. Air compressors should not be towed on the highway by a ½ ton pick-up.

Parking

It is required for all employees to always park legally.

- An employee is full responsible for any moving or parking violations, and UNIQUE BUILDING GROUP INC. will not be required to contribute or reimburse employees for such violations.

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SECTION IV: CODE OF SAFE PRACTICES

Asbestos

No Unique Building Group Inc. employee shall work with or around asbestos unless specifically trained and authorized to do so. Any material suspected of containing asbestos or lead shall be reported to the superintendent or foreman immediately, who will there notify the UNIQUE BUILDING GROUP INC. Safety Director.

Asbestos is a proven carcinogen that may cause cancer due to exposure, and is most hazardous when it is airborne. All pipe and duct insulation or floor and ceiling tiles in buildings built prior to 1982 (and in some cases after 1982) must be treated as Asbestos Containing Material (ACM) until proven otherwise. The law mandates that an asbestos survey is to be conducted by the owner/client prior to any work being done. If no survey exists, the building must be treated as if ACM is present until proven otherwise.

- Asbestos is most hazardous in an airborne or dust state, which allows it to be deposited in the lung tissues.
- Overexposure to asbestos can lead to chronic health problems and warnings shall be posted to alert all personnel of any asbestos hazard in the area.
- Asbestos has been used for various types of insulation and contained in other building materials so the hazard may not always be obvious.

DO NOT WORK WITH OR AROUND ASBESTOS UNLESS TRAINED, AUTHORIZED TO DO SO AND PROVIDED WITH PROPER PPE (Personal Protective Equipment)

Boom Lift

Employee shall familiarize themselves with each boom lift prior to operation. Employees shall read the manual prior to operating a boom lift.

Purpose

This procedure is to be used as a guide for the safe operation of articulating boom platforms for contractors and subcontractors at the project site.

Instructions

- Only trained/authorized Unique Building Group Inc. employees are allowed to operate equipment. Training shall be documented and kept on file with the Safety Department.
- Operators shall read and obey all warning placards on the machines and become familiar with the operator's manual.
- A malfunctioning lift shall not be operated until repaired as per manufacture recommendations by a qualified mechanic. Unique Building Group Inc. employees shall not make repairs to any equipment.
- The controls shall be plainly marked as to their function. All functions shall be checked before beginning work.
- A "Pre-Start" checkout of machine shall be conducted before each shift.
- A safety harnesses and lanyard must be worn, and tied off to the designated attachment point, or if there is no manufactured point, to a substantial structural member inside the platform (see Fall Protection Policy).
- Equipment shall be on level ground at all times when working with the equipment in the air. Platforms/baskets shall not be loaded in excess of the design-working load.
- Weight of personnel, their tools and materials in the basket is counted as part of the load. Check manufactures data for maximum WLL (working load limit).
- This equipment is not to be used as a crane. No lifting with basket or hanging chokers and lifting with boom.
- Always be sure that there is sufficient clearance before moving under any overhead obstruction and working near electrical lines.
- Employees are not to walk under boom to gain access to the platform.
- Employees are not to tie the platform off to any structure for any reason.

- Employees are not to stand on platform handrails; only on platform floor.
- Employees will look in the direction they are moving the machine.
- Employees are not to rest the boom or basket on a structure of any kind.
- Platforms shall not be used as access to any structure. Employees will stay in the basket at all times (unless there is a variance).
- There may be written occasions issued by the UNIQUE BUILDING GROUP INC. Safety Department when access to a structure from the lift platform is needed. Before the work begins, a Hazard Analysis must be performed and all hazards must be addressed. If an employee must exit the platform to access a structure, they must be 100% tied off to prevent a fall.
- Proper barricading or flag persons should be used when operating in high traffic areas.

Chemicals

Labels on materials and chemical containers must be read before use and the instructions for proper use, handling, and personal protective equipment must be followed.

Wash thoroughly after handling hazardous substances, and follow all special instructions from authorized sources regarding this matter.

Hands should be thoroughly cleaned just prior to eating if they have been in contact with hazardous, toxic, or similar substances.

Confined Space Entry (For Construction)

Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined by the competent person that it is safe to enter.

Authorization from The UNIQUE BUILDING GROUP INC. Safety Department is required for entry into confined spaces, trenches or enclosed areas that may contain a hazardous atmosphere. All employees shall read and follow the confined space entry procedures contained in the Safety Manual.

Cranes

Cranes shall not be operated in such a manner that any part of the equipment or its load is permitted to come within ten feet of low voltage electrical lines. Any crane work near high voltage electrical lines shall be performed under the high voltage electrical safety policy.

Only trained and qualified employees may rig loads or signal cranes.
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Employees must inspect all rigging prior to use and only use nylon and wire chokers free from cuts, broken wires and chemical damage. All rigging must be clearly labeled stating the lifting limits according to State and Federal Regulations.

Employees must be warned before loads are lifted overhead. Employees must stay out from under crane loads if at all possible. Tag lines shall be used to control loads as required.

Employees must not stand between crane loads and other objects, and hands must be kept clear of rigging and pinch points as loads are lifted and moved.

Electrical

Unique Building Group Inc. personnel shall perform no repairs, maintenance, construction, or service work involving energized electrical circuits or equipment.

Electric cords shall not be exposed to damage from vehicles. Electrical cords shall be inspected prior to each use. Damaged cords must be immediately removed from service and repaired or destroyed. Only trained electricians shall perform work on an energized circuit.

Only GFCI equipped temporary power will be used at the jobsite.

Authorized Personnel

Anyone that works on electrical equipment requires very specific training and authorization. No Unique Building Group Inc. field personnel have authorization to work on electrical equipment at any time. Every effort should be made to have the electrical subcontractor at the project site install, maintain, test, and inspect all temporary power systems and GFCI receptacles.

Documentation

All temporary power systems and GFCI receptacles must be tested at least every 30 days and the documentation for that test kept on file at the project. This documentation is to include the unit number of the item being tested, the test date, results, and name of the person conducting the test.

Assured Grounding Program

It is Unique Building Group Inc. policy to purchase only double insulated tools, and provide only GFCI protected circuits on all of our projects. If, however, there is a need to use a non-double insulated tool, or non-GFCI protected circuits, the Assured Grounding Program must be followed. All properly tested and maintained GFCI protected circuits used with double insulated tools are exempt from this program.

For all 120 volt, AC single-phase equipment, receptacle cord sets, and portable hand tools falling under the program, the following steps apply:

1. Visual inspections shall be made on a daily basis before the use of any electrical hand tools, equipment, extension cords, etc. Any damaged equipment shall be returned to the yard for repair.
 2. Equipment ground conductor continuity tests and electrical continuity and polarity tests shall be performed by a qualified electrician, as follows:
 - a. Before first use of new equipment.
 - b. Before equipment is used after any incident which may have caused any damage.
- Permanent power installations being constructed -Live circuits, live wiring, energized panels and equipment.
3. All repaired equipment must pass all continuity tests satisfactorily before returning to service.
 4. All equipment, tools, and cords that are to be maintained under the Assured Grounding Program, shall be marked, tagged, or color-coded to insure timely inspections.
 5. All equipment, tools, and cords that are covered under this program shall be tested at least every 90 days.
 6. Documentation that contains the unit number of the item being tested, the date, results, and name of the person conducting the test shall be kept at the project site.
 7. Any equipment, tools, or cords not passing all continuity tests satisfactorily shall be removed from service and returned to the yard for repair.

Training

OSHA regulations require employers to train employees about electrical safety and hazards. These training requirements apply to all employees who face a risk of electric shock. All such employees will receive training and be familiar with safety related work practices that pertain to their respective job assignments. This training will be conducted at the new employee orientation held at the project site. The project superintendent will ensure that all such training has been completed. Required Topics are:

- Electrical Hazards and how to avoid or eliminate them.
- Power Tools -Inspection and use, proper storage, and handling.
- Temporary Power -Inspection of cords and boxes, GFCI testing, routing of cords.
- Cords- Inspection for damage, proper routing to avoid vehicle and pedestrian traffic.
- Lights- Proper installation, maintenance, and routing.
- Demolition - Assume hot, LOTO, testing.
- Welding -Current path, and proper grounding.
- The effects of electricity and electrical shock on the body.
- Unique Building Group Inc. policy to not work on, or repair, electrical tools, systems, or equipment.

- Lock-Out Tag-Out procedures for electrical equipment and systems specific to the project site.

Elevating Work Platforms

Aerial Lifts

- All employees working in an articulating aerial lift shall wear a full body harness, and lanyard. **
- The lanyard shall be attached to a manufacturer designed and approved attachment point inside the basket.
- If there is no such manufactured point, the lanyard shall be attached to a structural component of the basket near the floor.
- Unless specified by the manufacturer, top and mid-rails are not to be used as attachment points for lanyards.

**NOTE: If the unit is supplied with a body belt from the rental yard, and there is no harness on the project, the body belt may be used until a harness can be delivered. It is critical that the lanyard attachment made with a body belt be at or near the floor, to prevent the wearer from being ejected, and being subjected to a fall arrest.

Scissors Lifts

- Employees working in a scissors lift are not required to wear PFAS.
- Manufacturer railings are considered fall protection.
- At no time shall an employee climb on the rails or above the floor of the unit.
- Ladders shall not be used in the unit.

Personnel Hoists

- A hoist is required for access on a building when the highest part of the building exceeds 60 feet above the main entry elevation.
- A hoist is also required if the bottom floor of the building is 48 feet or more below the main entrance of the building.
- Personnel hoists reduce fall exposures by eliminating the need for employees to climb up and down ladders.

Scaffolding (See scaffolding policy for specific set-up requirements and applications.) Scaffolding, when properly erected and used, provides a platform with railing, from which employees can safely work.

Active Systems

These systems require the employee to have training on the hazard, and equipment used to provide protection from falls. This training must be specific to the project site, and conducted by a designated competent person.

Positioning Systems

These allow workers, at elevation, to have their hands free to work.

- Positioning systems alone (without a fall arrest system) are allowed as the sole source of fall protection for ROD BUSTERS ONLY.
- Positioning systems can be, and often are, included as part of the PFAS.
- Positioning systems attach to the wearer at the D-rings located on each hip.
- No Unique Building Group Inc. employees will use positioning alone as the sole source of fall protection.
- Positioning lanyards may be made from rope, webbing, chain, or cable.

- Various hooks are used to facilitate positioning, the most common being a "Pelican Hook".
- "Pelican Hooks" are legal, as long as the hook has a double locking action built-in.
- All hooks, used in any type of fall protection, must be the double locking type.
- Double locking is defined as requiring two distinct actions to open the device.

Fall Restraint Systems

Restraint systems are designed similar to fall arrest systems but have far less capacity.

Restraint systems are not designed to catch or arrest a workers fall.

Components of the system include:

- An approved harness.

Note: Body belts are acceptable for fall restraint for non-Unique Building Group Inc. employees only. Harness will be issued by Unique Building Group Inc. only, no personal harnesses will be allowed.

- A lanyard.
- A lanyard, rope with grab, tether, or some other means of connecting the worker to the anchorage point.
- This tether shall be rigged so that the employee cannot possibly fall from elevation.
- An anchorage point.
- The anchorage point must be capable of withstanding four times the maximum intended load.

NOTE: A fall restraint system must be designed and installed under the direction of a "qualified Person," In most cases this would involve the Safety Department.

PFAS Personal Fall Arrest System

PFAS are designed to protect the worker from serious injury, after they fall. The design, installation, selection, and use of equipment are critical for the system to work. Components must be compatible and rated for the duty they are performing. Components of the system are identical to that of a restraint system, with much higher capacities.

Components of the system include:

- An approved harness (NOTE: Body belts are illegal for all trades in a PFAS). A designated competent person will fit harnesses to each employee. The designated competent person at the project site shall instruct each employee on the following:
 - Proper fit and adjustment of the harness.
 - What to look for during safety inspection of the harness.
 - The importance of wearing the harness correctly at all times.
 - To immediately turn in the harness to the project superintendent if any defects are found.

NOTE: Harnesses will be issued by Unique Building Group Inc. only, no personal harnesses will be allowed.

- A lanyard.

A lanyard is a means of connecting the worker to the anchorage point. The designated competent person at the project site shall instruct each employee on the following:

- Proper attachment of the lanyard to the harness.
- All lanyards must be equipped with a soft stop device located at the employee end of the lanyard.
- What to look for during daily inspection of the lanyard.
- The proper methods of connecting the lanyard to the anchorage point.
- To rig the lanyard above the employees head, or as high as possible.
- To never hook the lanyard back on itself.

- To never hook to something that does not allow the safety gate to fully close and lock.
- An anchorage point.

The anchorage point must be capable of withstanding 5,000 pounds. A designated competent person at the project site shall instruct each employee on the following:

- Proper selection of an anchorage point.
 - Using the proper connection device if the anchorage point throat or opening is less than 2 inches in diameter.
 - Only one employee may be attached to anyone anchorage point.
 - Equipment that is available to create an anchorage point if there is not one naturally available.
 - Common anchorage points used that are not legal and will not withstand a fall event (i.e. electrical conduit, plumbing pipe, etc.).
 - When a cantenary line should be used.
 - When and how to use a rope and grab system.

A PFAS must be designed and installed under the direction of a "qualified person". In most cases this would involve the Safety Department.

Training

At the San Diego office, general fall protection training will be given to all new hire employees at the "new hire orientation and training" presented at the office. This training will discuss the general hazards associated with working-at elevation, and methods of fall protection used to minimize those hazards.

For all other offices, new hire orientation and training, including all fall protection training, will be given at the project site, before the employee begins work.

Specific fall protection training must be given to all employees at the project site. This training will be given by the designated competent person and address the following topics:

- The actual hazards present or anticipated at the project site.
- Methods being used to control those hazards.
- How to identify existing hazards or ones that may develop.
- Equipment issued and fit to each employee.
- Systems being used by an employee.
- Inspection of equipment and systems by the employee.
- Inspection of the equipment and systems by the designated competent person.
- Disciplinary program being enforced for the project site.

NOTE: At the project site, the designated competent person will ensure the proper instruction on the fit and use of a body harness. It is critical that the harness be the correct size, and be adjusted and worn properly at all times while working at elevation, in order to provide the required protection.

Additional Safe Work Practices

- Always visually inspect equipment before each use.
- Never reduce the length of a lanyard with a knot.
- Never lengthen a lanyard by attaching two lanyards together.
- Always use the shortest lanyard length possible to minimize the potential free fall distance.
- One person to a lanyard and anchorage point. No multiple person attachments of any kind with any fall protection system. (This may be modified by a Registered Professional Engineer, call the Safety Department).
- Do not use rope or web lanyards across, or near sharp surfaces such as glass or metal.
- Anchorage points for lanyards must be at least waist-high where possible.

- Do not use lanyard if surface abrasion has exposed the red marker thread within the webbing.
- Lanyards with snap hooks that have been damaged, or will not close completely, must be removed from service, destroyed, and replaced immediately.
- Never rely on the sound of the snap hook closing on a D-ring, check it visually for proper attachment.
- Anyone who has a history of back or neck problems, which could be aggravated or complicated by using fall protection equipment, should not use a PFAS.
- Never use belts, harnesses, lanyards, webbing, snap hooks or other fall protection equipment for any other use except personal fall protection.

IMPORTANT: After a fall event, remove PFAS equipment from service and immediately report what happened to the project superintendent and the Safety Department. The entire system, including the anchorage point, must be removed from service and replaced.

Safety Nets

Safety nets are a passive form of fall arrest. They should be used when fall prevention is not feasible. Nets can be very versatile and effective in certain applications. Nets may be installed vertically as a barrier, or horizontally as an arrest system.

Nets are usually rented by the square foot, and an attachment method is developed by the "qualified person" and the net manufacturer. No training is needed for users of the nets; however, training is required for those employees engaged in the installation, inspection, and maintenance of the system. Training elements should include:

Proper Selection of the Net System

Some nets have options of debris liners and other handy features. Consult with the Safety Department before ordering a net system, to ensure proper selection.

Sizing

Nets come in a variety of "stock" sizes. There are also adjustable net systems that are adaptable to almost any situation.

Installation

The net manufacturer will recommend an attachment method and provide a schedule of attachment points. The "qualified person" needs to be involved with the project site and the manufacturer. Call the Safety Department.

Testing

OSHA regulations require testing with a 400-pound sandbag dropped from 6 feet.

PLEASE NOTE: Almost all safety net manufacturers will not stand behind the integrity of a net that has been tested according to OSHA guidelines. Testing in this manner will in all probability damage the net severely. Do not test the net system until the manufacturer and the Safety Department have been consulted.

Special Circumstances and Exceptions

The following special circumstances and exceptions exist for the fall protection requirements of:

Iron Workers - Iron workers are exempt from PFAS while:

- Connecting, up to 30 feet, above 30 feet or on the exterior of the building (where the distance to the ground is greater than 30 feet) a PFAS or safety net is required.
- Work other than connecting, up to 15 feet, above 15 feet, a PFAS or safety net is required. Note: "Metal Deckers" are considered "iron workers" and fall under these exemptions.
- Rod Busters - are allowed to use a work-positioning belt as the sole source of fall protection while working on a rebar mat up to 30 feet high.

Framers - Framers are exempt from using fall protection while:

- Working on a 4-inch nominal level surface up to 15 feet; above 15 feet a PFAS is required.

Roofers - Roofers are exempt from using fall protection while:

- Applying the final waterproof membrane at an eave height of 20 feet or less on a roof with a pitch of 4 and 12 or less. Above 20 feet fall protection is required. Note: Roofs that are steeper than 4 and 12 require the use of fall protection at all times.

Carpenters and Laborers - Carpenters and laborers are exempt from using fall protection while constructing falsework or vertical shoring, provided:

- That there is no practical means which a fall protection system could be used.
- That each employee has a minimum of two 12-inch nominal planks on which to stand, while erecting frames.
- That while employees are rolling joist, a full sheet of plywood is used as a walkway, where possible. Where size constraints do not allow for a sheet of plywood to be used, a minimum of two 12-inch nominal planks will be provided.
- Guardrails are installed as the deck is completed.
- Employees use a PFAS while working on shoring on which the concrete has been placed. This condition would be primarily while stripping activities are taking place. Note: extreme care should be taken to ensure all employees involved in stripping activities are trained in the fall hazards present. Employees must understand when and what can be used as an anchorage, and more importantly, when and what cannot be used as an anchorage.
- Employees are trained in the hazards of working on falsework and vertical shoring, and understand all of the fall protection requirements.
- Employees are aware of the disciplinary program, and that the program is enforced.

Fall Protection System Criteria

Passive Systems

Unprotected Sides and Edges - Guardrails

Wood

- Top rail to be installed between 42 inches and 45 inches of the work surface-
- Mid-rail to be installed halfway between work surface and top rail.
- Select 2"x 4" minimum nominal size lumber shall be used.
- Lumber will be free of cracks, splits, splinters, and other defects, and shall provide a smooth, sound surface.
- Wooden posts to be 2"x 4" spaced no more than 8 feet apart horizontally.
- Do not use duplex nails.
- Guardrail systems need to be built to withstand 200 pounds of force in any outward or downward direction.
- Toe boards, mesh, or barriers are required to contain material stored at elevation, when workers below could be exposed to objects falling from elevation.

Cable

- Where cable is used for rail, three 18"-diameter cable in good condition rated at 13,500 pounds, must be used.
- Posts will be 2"x 2" x 5116", and spaced no more than 10 feet apart.
- Cable guardrail shall not be used as an anchorage point for fall arrest systems, unless specifically designed to do so. (Call the UNIQUE BUILDING GROUP INC. Safety Department)

- Cable clamps shall be installed at all terminations with the saddle on the live side of the cable, and the "U bolt" on the dead end.
- A minimum of three "Crosby clamps" is required on three 18" cable terminations.
- A minimum of three "Crosby clamps" is required on Y -- 2" cable terminations.
- Loading areas shall be designed to allow for the shortest portion of guardrail to be removed as possible.
- When a loading area section of rail is removed, the system shall be designed so that no other part of the guardrail is affected.
- Employees at the loading area must use additional fall protection while the guardrail section is down.

Roof and Floor Openings – Covers

- All roof or floor openings that are 2 inches or larger in the smallest dimension shall be covered or protected with guardrails.
- Covers shall be constructed of minimum 3/4" thick plywood or other materials suitable for increased loads.
- Covers shall be designed to sustain twice the intended load.
- Covers shall be secured against movement by:
 - Fastening the cover down.
 - Cleating the underside of the cover on at least three sides.
 - If stringers are used, nailing the plywood to the stringers and securing the stringers.
 - Covers shall be marked with a decal, sign, spray painted or stenciled with the words "OPENING. DO NOT REMOVE."
 - Inspections will be made daily and covers will be maintained to these specifications as required.

Fall Protection

All employees exposed to a fall of six feet or greater shall be protected by a method of fall protection. All employees working at elevation and exposed to a fall shall be trained on the hazards present and how to minimize them.

Employees shall use passive fall protection instead of active fall protection when there is an option. Employees will wear all fall protection equipment in the proper manner. Any employee issued fall protection equipment is responsible for completing a thorough inspection before each use. All fall protection, both active and passive, shall be inspected before each use and replaced immediately if damaged.

Controlled Access Zones (CAZs), areas marked with warning lines, or Authorized Employees only signs must not enter control lines. These areas are blocked off for safety reasons, and they may contain hazards that are not obvious.

A personal fall arrest system or other approved means, must be used for fall protection at unguarded floor edges, floor openings, and other fall hazards where the fall distance is six feet or greater. Know your fall clearance zones, a shock absorbing lanyard needs 16.5 feet of clear unobstructed distance to work safely, if your fall distance is between 6' to 16.5' you must use a self-retractable lifeline which only allows 2' of total fall distance.

Fire Protection

No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent. Employees should be aware of the locations of fire extinguishers that have been provided throughout the project and know-how to use them. A five-pound, ABC rated fire extinguisher must be readily available while welding, burning, cutting or using flammable gases or liquids.

Smoking is not permitted around gasoline or other flammable liquids or gases. Equipment must be turned off before refueling.

Gasoline must be stored and transported only in approved safety containers and gasoline must not be used for cleaning purposes.

Compressed gas cylinders must be kept secured, upright, capped and separated when not in use. Empties should be marked and returned to the storage area for pickup.

Fitness for Duty

No one shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury. Employees should advise supervisor of any limitations that might impede their required duties.

Forklifts

All employees that operate a forklift must be trained and certified by Unique Building Group Inc. prior to any operations. Operators shall read the operating manual for each specific model of forklift they operate.

Seatbelts shall be worn at all times while operating a forklift.

No riders are permitted anywhere on the lift.

Approved and certified man baskets are permitted only if the manufacturer has approved the forklift for use with such baskets. Employees must use the man baskets per manufacturer's recommendations.

The operator is responsible for all mechanical and safety inspections on a daily basis.

The operator must ensure that the back-up alarm is in working condition prior to use at all times.

The operator must use a spot tower where the back-up alarm is not working or where there is any doubt as to safe backing operations.

General Safety

Foreman shall ensure that all employees observe and obey all rules and regulations.

Employees shall observe and obey the safety and health requirements at the project sites.

The Code of Safe Practices and all other established safety and health standards are necessary to the safe and healthful performance of work activities.

All project employees will be subject to fair and consistent disciplinary action for policy noncompliance.

Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.

Persons not directly involved with the construction of this project shall not enter the site without obtaining permission from The UNIQUE BUILDING GROUP INC. Superintendent and completing a visitor release form, if required.

Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.

Materials must not be stored within six feet of floor openings or within ten feet of open floor edges.

Materials on roofs and open floors must be secured to prevent them from being wind blown.

Material, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling object hazard.

Hazardous Communications

All employees shall read and understand the MSDSs for each material they are working with. All instructions contained in the MSDS shall be followed. All employees shall be aware of the location of the MSDS binder at the jobsite.

Hearing Protection

Employees working in loud environments shall wear proper hearing protection when needed.

Employees shall make every effort to reduce or eliminate the cause of the noise where possible.

Ladders

All ladders shall be used and set-up properly. "A-Frame" ladders shall not be used while leaning against the work. The legs must be spread apart and spreaders locked prior to use.

- Employees must not stand on the "Top Cap" or the Top step of an "A-Frame" ladder.
- Extension ladders shall extend above the landing three feet, and shall be secured prior to use.
- Face ladders while climbing and descending always maintaining a 3-point contact.

- Job-built ladders shall be constructed under the supervision of a competent person, using select or good quality grade Douglas, for lumber free of knots, splits, or cracks.

Employees shall not carry tools or materials while climbing ladders.
All ladders shall be inspected prior to each work shift. Damaged or defective ladders shall be immediately tagged and removed from service, and repaired or destroyed.

Definitions

Qualified Person - Experienced craft persons who have been approved by the craft supervisor.

Type 1 Ladder - Portable ladder that supports at least 250 pounds of weight.

Type 1 A Ladder - Portable ladder that supports at least 300 pounds of weight.

General Requirements

- Unique Building Group Inc. personnel will use only type 1 or type 1A portable ladders.
- All ladders will be inspected by yard personnel prior to project site delivery.
- Unique Building Group Inc. personnel should use only NDBI ladders, not those belonging to subcontractors.
- All ladders will be inspected by the user prior to each work shift.
- All "A-Frame" type ladders shall be opened and the spreaders locked while being used.
- Two or more people shall not work from the same ladder unless it is specifically designed for two people. Training should be given before employees use a two-person stepladder.
- All straight and extension ladders will be tied off when the ladder is set up.
- Only non-metallic, approved ladders shall be used during electrical operations where employees may come in contact with electrical circuits or systems.
- Job-built ladders shall be fabricated per the regulations in CAL-OSHA Title 8 CCR 1675.
- The ladder's side rails shall extend 36 inches above the landing.
- All ladders in use shall be tied, blocked, or otherwise secured to prevent an accidental displacement.
- Employees shall be prohibited from carrying equipment or materials, which prevent the safe use of ladders.
- Employees shall be required to face the ladder when ascending and descending.
- Employees shall always use both hands when climbing up or down the ladder.

Ladder Specifications

- Straight ladders must not be longer than 20 feet in length.
- Extension ladders must not be longer than 36 feet in length.
- Stepladders and platform ladders must not be longer than 12 feet as determined by the front rail.
- Wooden ladders may not be painted except for the platform and top step, which should be painted to indicate not to step there.
- All portable ladders shall be placed on a stable base. The access areas at the top and bottom of ladders in use shall be kept clear of obstructions.

Inspecting Ladders

Ladders shall be in good condition at all times. The user shall inspect the ladder before each use. Bends, dents, cracks, loose or missing rivets, disconnected braces, and corrosion weaken a ladder seriously. Carefully inspect the area around rivet points on fiberglass ladders for hairline stress cracks. Destroy any defective ladders immediately, and remove them from the site.

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Ladders with broken or missing rungs, broken or split side rails, or otherwise damaged, shall not be used and shall be removed from the project.

Storing and Transporting Ladders

When using ladders, store them in locations protected from the elements, with good ventilation, and away from excessive heat. Do not stack materials on stored ladders.

Lock-Out Tag-Out

Where required, Lock-out Tag-out procedures shall be used. Any employee removing a lock or tag outside the Lock-out Tag-out procedure will be terminated.

The superintendent will monitor all Lock-out Tag-out activities.

Medical and First-Aid

All employees are required to report immediately to their foreman or superintendent for first-aid regarding any incident involving personal injury or illness. The failure of an employee to comply with this regulation may result in disciplinary action and/or denial of insurance benefits.

A doctor's report must accompany the employee when they return to work. Employees are responsible for notifying the company if they are going to be absent from work. First-Aid services and provisions for medical care are available for all employees working on the project site.

First-Aid and Medical Treatment

The project superintendent at the project site shall hold a current CPR/First-Aid certification. The project superintendent is responsible to give prompt medical attention in case of serious injury and is responsible for proper transportation of the injured person to a physician or hospital if required.

The local clinic and hospital emergency phone numbers and locations shall be posted in the jobsite trailer, and this information shall be reviewed by the project superintendent with all new employees during the new employee orientation for the project site. In addition, during the Pre-Job Safety Review, a Workers Compensation package will be supplied to the project superintendent. This package will include:

- Directions and a map to the nearest industrial medical clinic.
- Medical Authorization form.
- DWC-1 form.
- MPN (Medical Provider Network) paperwork
- 5020 form.
- Accident/Incident Investigation Report form.
- Employee compliance/consequence form.

The project superintendent is responsible for completing these forms and sending them to the Safety Department. In order to keep costs at a minimum, these forms are needed within 24 hours of the incident to allow for timely claims management.

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First-Aid kits and replacement supplies are available and information about ordering is included in the front pocket of the IIPP. Kits are restocked before delivery to a new project. The project superintendent will have the responsibility for maintaining the kit at the project site. It is important that each kit contain latex gloves and barrier shield for mouth-to-mouth resuscitation. These items must be used when dealing with a body fluid exposure.

Transportation

When an employee requires emergency medical treatment for an occupational injury or illness, emergency services will provide transportation for that employee. All treatment provided shall be in accordance with protocols established by a physician and within the training offered by an authorized agency or group such as the American Red Cross.

The project superintendent is responsible to provide routine transportation during non-emergency cases. Employees will provide their own transportation on subsequent days for follow-up treatment, therapy, or revisit.

Compensation

Employees who are injured or become ill because of an occupational exposure and are required to leave the site for treatment will be compensated for the time they are away from work during the day of the incident.

NOTE: Every effort should be made to schedule appointments so that there are minimal work time conflicts.

Modified Work

If work is available, it is the company intention to provide modified work for all employees, in accordance with medical limitations, who have been injured or become ill because of an occupational exposure. Work provided for employees will be compatible to their work restrictions, and will not expose the employee to additional harm or injury.

It is extremely important that the injured employee understands that when modified work is available (except in the most severe circumstances), employees should still expect to report for work at their normal times. Any

employee that has modified work available, and fails to report for that modified work, will not be paid for the time absent.

A medical statement of release from the treating physician or other licensed provider, detailing all work restrictions, must be provided. Upon return to work this release must be submitted to the supervisor and forwarded to the Safety Department.

Employees who are injured or become ill while not at work must provide the company with a written medical release, without medical restrictions, when returning to work.

Medical Records

- Any injury or illness that is treated must be recorded on the first aid log.
- Any injury or illness for which medical treatment is refused shall be recorded on the first aid log, and a signed statement of refusal completed by the affected employee.
- The first aid log must be kept current on a daily basis, and forwarded weekly to the Safety Department along with the safety package.

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- The Safety Director will record all medical treatment (recordable) cases as required, on the OSHA 300A Log. This log is kept electronically at the San Diego office, and is posted annually at all of the jobsites, and is available upon request.

Employees who are taking over the counter and prescription medications that affect their ability to perform their work in a safe manner must report such usage to their supervisor. Great care should be taken as to the affected employee's fitness for duty.

All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.

Blood may contain communicable diseases. Spilled blood and exposure to blood must be reported to a supervisor immediately.

All accidents, incidents, and injuries must be reported to a supervisor immediately.

Prompt medical treatment in the event of an accident can greatly reduce the severity of injury or even save a life. All workers at the site should be made aware of proper procedures to follow when an injury occurs (i.e., through orientation training and safety meetings).

- Ensure that there is enough trained first-aid providers at the jobsite so that at least one will be present at all times.
- Keep emergency phone number and names of trained first-aid providers posted by the job phone.
- Use walkie-talkies and phone systems to get prompt aid. *Note: Use a "Land-Line" phone over a cell phone, as this will speed up emergency response time and help reduce confusion.
- Provide an approved first-aid kit in a weatherproof container in each job trailer. Inspect the kit regularly and replenish missing supplies promptly.
- For buildings and structures five or more floors or 48 feet or more above or below ground:
 - Install an emergency call system (i.e., walkie-talkies) to notify trained first-aid providers of the location of the accident.

- Use of the construction passenger elevators for medical emergencies shall take precedence over all other use.
- Provide at least one basket or equally appropriate litter with straps and two blankets.

Personal Hygiene

Good personal hygiene is very important when working with any chemical, especially when working around lead or asbestos. All UNIQUE BUILDING GROUP INC. Supervisors and/or Subcontractor(s) Supervisor shall ensure that all personnel working with or around asbestos or lead are aware of the personal hygiene requirements.

- Always wash the face and hands thoroughly before eating, drinking, smoking, and before and after using the restroom.
- Keep food, drinks, medicine, and cosmetics out of work area.
- Never wear contaminated clothing home.
- Should clothing become contaminated or splashed with a potentially harmful substance, it shall be promptly removed and the contaminated clothing and the affected area washed with large volumes of water.
- Check with the project superintendent regarding the proper procedure for decontamination or disposal of contaminated clothing.

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Remember that working with lead or asbestos is something that Unique Building Group Inc. does not perform. This type of work requires a large amount of very specialized equipment and training. Abatement contractors and industrial hygienists are required. Abatement work and a "clean certification" for the project site must be complete, before any work is started. Call the Safety Department if the presence of either of these materials is suspected on the project.

Respiratory Protection

Respirators are a method of last resort. Engineering controls will be used as the primary method to protect workers. If respirators are used they will be used under the supervision of the Program Director (Safety Director).

Only approved respirators issued and fit tested by Unique Building Group Inc. or their approved provider may be used, users must also pass a Medical Examination designed for respirator use. Employees will use all respiratory protective equipment within the manner described in their training.

Respiratory protection will be used around but not limited to conditions of exposure to asbestos, lead/chromate, mold and silica. (See Section II: Company Programs and Procedures)

Scaffolding

All employees working from scaffold will be trained in the hazards associated with scaffolding and how to minimize them. All employees working from scaffolding will check with the competent person on the job prior to using the scaffolding, on each work shift.

Guardrails on all open sides and ends shall be used as the primary means of fall protection on scaffolds.

At no time shall any employee leave a partially assembled or unsafe scaffold unattended without tagging the scaffold out of use and notifying the competent person and superintendent.

Any defects or damage shall be reported immediately to the competent person and the superintendent.

No employee shall use any scaffold that is unsafe.

Tools and Equipment

All tools and equipment shall be maintained in good condition.

Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE." Only appropriate tools shall be used for the job.

Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Tools and power cords must be inspected for damage or defects before each use.
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Any problem found must be reported to a supervisor and corrected before being put into service. Guards and other safety devices on tools and equipment must be kept in place and working properly.

Specific training and certification are required for the operation of power-activated tools.

Each employee shall inspect their personal tools or company-furnished tools before using them each day to insure that they are in good working condition. Damaged or defective tools must be returned to the yard and tagged for repair.

- When using any of the tools below or working near others using such tools, employees must use the specified personal protective equipment to use or manufacturer's safety instructions; contact your supervisor before using any special tool.
 - Asphalt breakers (jack-hammer), tampers, wackers, etc. – eye and foot protection required.
 - Chipping hammers, impact wrenches, reames, powder actuated tools, etc. – eye protection required.
 - Cutting torches, arc welders, etc. – eye, face, hand and body protection required.
 - Grinders, hand-held chippers, asbestos pipe cutters/shavers, etc. – eye and respiratory protection required.
- Cutting tools must be dressed at the proper angle and kept sharp. Keep them in a scabbard not your pocket. Store them in a safe place.
- Sharp-edged or pointed tools shall not be carried in pockets unless adequately covered.
- The heads of striking tools must be dressed square (with a few exceptions) and without burrs.
- Use the right kind of tool. Use the right sized tool.
 - A screwdriver is not a punch or chisel
 - A file is not a pry bar
 - A wrench is not a hammer
 - A Stilson is not a crescent
- Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or miss, you will not be hurt.
- Do not use a file without a handle.
- No tool or equipment shall be used without its guard in place and operable. That includes skill saws!
- A hand-line will be used to hoist and lower small tools, never by the power cord or hose.
- Extension cords and hoses must not create a tripping hazard and obstruct safe means of egress by workers and public. Also, they should not be used where they may be damaged by equipment, materials, or vehicular traffic.
- All portable electric tools must be grounded, except those labeled "UL" approved – double insulated tool.
- All pneumatic hose connections must be securely fastened by the means of wire or cotter pin and attached to the "OSHA" check valve at the compressor. Any bleed air hoses must be turned off before attempting to disconnect them from the compressor.
- Before using a drill on a wall, floor or ceiling, be sure electrical wires, gas lines and high pressure lines are not in the way and are de-energized.
- Do not use "cartridge" tools for driving nails or spikes in walls, ceilings or floors when people are working on the other side.
- Compressed air shall not be used to remove dirt or dust from any part of anyone's body or clothing.
- Safety clips or retainers must be used on all pneumatic tools to prevent the tool bit from being accidentally expelled from its barrel.
- Powder-actuated tools may be used only by persons licensed to use that particular tool. The license must be in the workers possession and warning signs must be posted.

Trenching, Excavating and Shoring Procedure

A competent person shall visually inspect all excavations before employees are allowed to enter to ensure that it is safe. Employees shall not enter a trench or excavation until the competent person has directed them to do so. Employees in a trench or excavation shall notify the competent person and the superintendent if the condition of the trench or excavation changes or becomes unsafe. Employees will immediately evacuate the trench if water becomes present or any other unsafe condition develops. A ladder or other means of egress shall be located not more than 25 feet in any direction from any employee working in a trench.

A competent person will always be on site whenever employees are in an excavation.

All excavation or trenching work must be performed under the immediate supervision of a competent person as defined by Title 8 CCR 1504 (a). Before starting work, follow these procedures:

What to do before you dig:

1. Determine who is responsible for the direction and supervision of the excavation.
 - a. If it is Unique Building Group Inc., a copy of the Unique Building Group Inc. annual Trenching and Excavation Permit must be posted along with a copy of the completed Activity Notification for the project site. All trenching and excavation activities must be performed under the direct supervision of the project superintendent.
 - b. If it is a subcontractor, the subcontractor must furnish the project superintendent with a copy of their Trenching and Excavation Permit, a completed Activity Notification for the project site, and a letter designating their COMPETENT PERSON. This person must directly supervise the work and meet the Cal/OSHA requirements for a Competent Person.
2. The competent person will verify that no conditions exist which will expose employees to moving ground, in or adjacent to the excavation or trench.
3. All surface encumbrances (trees, boulders, poles, etc.) that could create a hazard for workers shall be removed or supported as necessary to safeguard employees.
4. Install support systems for foundations or footings for sidewalks, pavement, or other structures below which the excavation or trench will be dug (unless the excavation or trench is in solid rock or a registered professional engineer has determined such supports are not necessary).

What to do when you're digging and working in the excavation:

Inspections of all excavations or trenches, adjacent areas, and protective systems shall be conducted by the project superintendent at the start of each shift and throughout the day as necessary to enforce compliance with the following requirements. All excavations or trenches greater than 4 feet in depth shall be:

- Evaluated for the potential of being a confined space. If the criteria for confined spaces are met, the procedures outlined in the Confined Space Policy shall be followed. The excavation or trench must be certified "safe to enter" by the competent person.
- Equipped with stairways, ladders, ramps, or other safe means of worker egress within 25 feet of any worker, in any direction, in the excavation or trench.
- Equipped with cave-in protective systems or sloped or benched as required by the Cal/OSHA Construction Safety Orders.
- The protective system shall have the capacity to withstand all intended or foreseeable loads without failure.
- All protective systems, sloping or benching shall be done in accordance with the soil classification as determined by a designated competent person, and meet the Cal/OSHA standards for work to be performed in that soil classification.

NOTE: If a designated competent person is unable to determine a soil classification, the soil will be assumed to be Class "C", and sloped no less than 1½ to 1.

Exceptions: excavations or trenches do not need to be equipped with protective systems if they are either: a) in solid rock; or b) are less than 4 feet in depth and a designated competent person verifies there is no potential for cave in.

Additional Safety Precautions

- Workers will be ordered out of any excavation or trench where a designated competent person determines possible cave-in, hazardous atmosphere, or other hazardous condition exists. Workers will not be permitted to re-enter the excavation or trench until the hazardous condition is identified and corrected.
- Equipment and excavated materials must be kept at least 2 feet from the edge of the excavation or trench.
- Workers must not be permitted to stand under loads that are handled by lifting and digging equipment.
- Employees exposed to vehicular traffic must wear warning vests or other suitable high visibility garments.

The project superintendent will keep a copy of the current Title 8, CCR, Sections 1541 through 1547 which governs all excavations and trenching at the project site.

Vehicles

Only authorized persons shall operate company vehicles.

Before operating vehicles a check to insure components are working and adjusted properly: Tail lights, headlights, and signal lights, mirrors, windshield wipers, back-up alarms, etc.

Do not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.

No worker is allowed to ride outside of the cab of any truck without a seat provided by the manufacturer that includes a seat belt. Arms or legs should never be dangled over the sides. Workers should never ride on fenders, tailgates, running boards, or loads.

The parking brake must be set and the ignition turned off when a vehicle is parked. Vehicles must not be left unattended until after the motor has been shut-off, parking brakes set, and doors locked.

Welding and Burning Operations

Employees must remember that all welding and burning operations may have a high potential for personal injury and fires. If safety requirements cannot be complied with, the supervisor must be contacted.

- Before starting work, employees must ascertain that no potential fire hazard exists. Portable fire extinguishing equipment must be immediately available to work area.

When burning or welding, employees are responsible for wearing appropriate eye, face, hand, and body protection.

- Employees must wear safety glasses or goggles when chipping slag or grinding are performing other weld-cleaning activities which produce flying particles.

When employees are welding near other workers or the general public, they must be protected, if practical, from the dangerous arc ray by a non-combustible screen or by appropriate eye and face protection.

Employees must never weld or burn on barrels, tanks, piping or other systems which may have contained either combustible materials or toxic materials, without approval from the supervisor.

When welding, burning, or heating operations are performed in manholes, pits, tunnels, and other similar confined spaces, it will require the use of general mechanical or local exhaust ventilation to reduce the concentrations of smoke and fumes. The employee must review safety precautions with his supervisor prior to working in any confined space.

Employees must keep all welding leads and hoses off walkways, passageways, stairs, and any other location where they may create a tripping hazard or be exposed to physical damage. This is especially important for jobsites that have situations where the general public could be exposed.

If a crescent or special wrench is required to open the valve of a compressed gas cylinder, the wrench must be kept in position of the valve while in use. Oxygen cylinders should be opened only ¼ turn or 7 PSI. The protective caps must be attached and screwed securely when applicable on all cylinders whenever they are no longer being used.

Employees must not use matches or smoking materials to light torches. Spark igniters must be used.

All cylinders must be positively secured with a non-combustible material, preferable chains and in the upright (Vertical) position.

Oxygen, acetylene, and other compressed gas cylinders when stored shall be separated by either a five (5) foot high, one-half hour fire resistant wall on three sides, or segregated by type of gas by a distance of twenty (20) feet between each type of gas.

Welding hoses and lines shall be checked periodically for deterioration, cuts, and other damages.

APPENDIX: ATTACHMENTS AND FORMS

Injury & Illness Prevention Program (IIPP) Signature Confirmation Form (Page 102)

Upon receipt and complete review of this Injury & Illness Prevention Program (IIPP) binder the superintendent will be required to sign off and return the confirmation. All safety materials should remain with the job until complete unless directed otherwise from the UNIQUE BUILDING GROUP INC. Safety Director.

00-00 UNIQUE BUILDING GROUP INC. Safety Forms Master Index (See Attached)

The **00-00 UNIQUE BUILDING GROUP INC. Safety Forms Master Index** is to assist with the easy identification of required safety forms provided to each jobsite. It is the superintendent's responsibility to post all forms or if applicable make readily available to jobsite employees. Most forms are available electronically should you need to replace or post additional copies.

Current Safety Forms

Safety forms are available on the company main server at F:\DATA\ADMFORMS\Safety Forms. These forms should be posted on the jobsite or used for reference. If you are unable to print out and need additional copies or replacements, contact the UNIQUE BUILDING GROUP INC. Safety Department.

INJURY & ILLNESS PREVENTION PROGRAM
SIGNATURE CONFIRMATION

I have read, understand and agree to abide by this Injury & Illness Prevention Program and all other State Federal, Local, and Unique Building Group Inc.'s safety regulations. I understand that safety is my responsibility and I will correct or report any unsafe conditions that I encounter immediately.

Date: _____
Employee Signature

Printed Name

Job Name: _____

Job Number: _____

Estimated Start Date: _____

Estimated Completion: _____

UNIQUE BUILDING GROUP INC. SAFETY FORMS MASTER INDEX

- 00-00 UNIQUE BUILDING GROUP INC. Safety Forms Master Index
 - 20-00 UNIQUE BUILDING GROUP INC. IIPP Binder
 - 20-01 Hazardous Materials Guide Binder
 - 20-02 Safety Violation Notice Ticket Book
 - 20-03 CAL/OSHA Pocket Guide**
 - 20-04 OSHA Large Poster (CA, NV or AZ)
 - 20-05 Notice - USERRA Flyer (Military)
 - 20-06 Notice - Access to Medical and Exposure Records Flyer (Orange)**
 - 20-07 FORM - Accident Investigation Report
 - 20-08 Notice - Activity Permit – DOSH Activity Notification**
 - 20-09 FORM - Automobile Accident Report (White)
 - 20-10 REF - CAL/OSHA Regulation On-line Memo **
 - 20-11 SIGN - Danger 25 Feet Sign (White)
 - 20-12 Notice - Dig Alert Sign
 - 20-12.1 FORM – Dig Alert Notification (White)
 - 20-12.2 REF – Dig Alert Information
 - 20-13 Notice - Emergency Action Plan Notice (Salmon)
 - 20-14 Notice - Emergency Numbers 911 (Goldenrod)
 - 20-15 SIGN - Emergency Phone Inside Sign (Bright Pink)
 - 20-16 Notice - Emergency Sticker for Phone
 - 20-17 FORM - Employee's Claim for Workers' Compensation DWC-1 Form (White)**
 - 20-18 Notice – Crane Certification**
 - 20-19 SIGN - First Aid Kit Sign (Pink)
 - 20-20 SIGN - Hardhat Area Sign (Bright Pink)
 - 20-21 Notice - Jobsite Emergency Phone List (White)
 - 20-22 Notice - Jobsite Logistics Check-off List (Green)
 - 20-23 Notice – JHA - Jobsite Hazard Analysis and Sample (White)
 - 20-24 Notice - Jobsite Safety Regulations Reference Guide (White)
 - 20-25 Notice - MSDS Sign (Bright Green)
 - 20-26 Notice - Operating Rules for Industrial Trucks (White)**
 - 20-27 Notice - Prop 65 – Chemical Warning Sign (White)**
 - 20-28 Notice – Jobsite Requirements (White) (PENDING)
 - 20-29 SIGN - UNIQUE BUILDING GROUP INC. Safety Hotline Sign (Bright Orange)
 - 20-30 FORM - UNIQUE BUILDING GROUP INC. Theft Report (White)
 - 20-31 Notice - Subcontractor Emergency Contact Info. (White)
 - 20-32 SIGN - Warning Portable Toilets Sign (White)
 - 20-33 REF – First Aid Supply Vendor Memo
 - 20-34 Code of Safe Practices Booklet
 - 20-35 REF – Physicians Letter First Aid Kit
 - 20-36 REF – Company Policy – Discussions with Lawyers
 - 20-70 Notice - Superintendent Job Takeover Sheet
 - 20-71 FORM - Weekly Safety and Schedule Meeting Sign-In (White)
 - 20-72 Superintendent Daily Report
 - 20-72.1 Daily Extra Work
 - 20-72.2 Subcontractor Daily
- 20-73 Superintendent Checklist for Field New or Re-Hires
 - 20-80 Application for Employment (AVAILABLE FROM HR)
 - 20.80.1 Application
 - 20.80.2 Form W-4
 - 20.80.3 Employee Action Form
 - 20.80.4 Employment Eligibility Verification
 - 20.80.5 Drug and Alcohol-Free Workplace Policy
 - 20.80.6 Facts about Workers' Compensation Brochure
 - 20.80.7 Sexual Harassment Brochure
 - 20.80.8 Paid Family Leave Brochure
 - 20.80.9 State Disability Insurance Provisions Brochure
 - 20.80.10 UNIQUE BUILDING GROUP INC. MPN Package (English or Spanish)
 - 20-90 FORM - Quest Diagnostics Chain of Custody Form
 - 20-91 PENDING
 - 20-92 Safety Notepad

** CALIFORNIA MATERIALS