

Blue Ridge Site Development Corp. of NC

Company Safety Policy

Statement of Safety Policy:

The prevention of accidents is a responsibility every person must accept when they enter the employment of Blue Ridge Site Development Corporation. There is no place in our company for the man or woman who does not take safety seriously. This safety manual presents our company's safety program. There has been no attempt to make rules to cover all the conditions and situations we encounter. Rather, this program provides for "safety thinking". This will help you form good safety habits, which will make our jobs safer. Your supervisor has complete authority to enforce stricter rules than the ones contained in this manual. The key to a safe company is not the rules or tools. The key is YOU! We beg that you never take a chance, cut a corner or aid the company unless you do it safely. We hope that we will never again here the excuse, "we were trying to help the company". The company can't afford, nor will it stand for reckless behavior. You are required to study, learn and practice the rules in this manual. You will then be doing your part in our safety program - working safe everyday.

Ronald C. Biggers, President

SAFETY IS EACH EMPLOYEE'S RESPONSIBILITY

This company considers no operation more important than worker safety and health. We will provide safe and healthful working conditions and establish safe work methods and practices at all times. We want to make our safety and health efforts so successful that we make elimination of accidents and injuries, not just a goal, but also a way of life.

RESPONSIBILITY OF SUPERVISORS:

1. **NO ONE ENTERS AN UNSAFE DITCH.**
2. Completely responsible for on-the-job safety and health.
3. Provide all new employees with a complete orientation, including job safety and job duties.
4. Conduct weekly toolbox safety meetings, which apply to current jobsite conditions.
5. Provide the crew with proper instruction on safety requirements daily.
6. Report all injuries and conduct investigations to determine causes and ways to prevent future accidents.
7. Secure prompt medical attention for any injured employee.
8. Assure protective equipment is available and used.
9. Assure all equipment has functioning backup alarms, horns, seatbelts and ROPS.
10. Make sure all work is performed in a safe manner and no unsafe conditions are present.
11. Enforce the company's safety violation policy. This includes subcontractors.
12. Conduct daily Competent Person inspections of operations, including trenches.
13. **NO ONE ENTERS AN UNSAFE DITCH.**

RESPONSIBILITY OF EMPLOYEES:

1. **DO NOT ENTER AN UNSAFE DITCH.**
2. Be familiar with this safety program. Know the company safety rules.
3. Report to work with a clear mind; drug and alcohol free.
4. Report hazardous situations to your supervisor immediately.
5. Report all accidents, no matter how minor, to your supervisor immediately. This includes vehicle, property and personal accidents.
6. Use and maintain all safety equipment provided.
7. Maintain and properly use all tools and equipment under your control.
8. Always wear a seatbelt when operating equipment or vehicles. Exception: equipment without ROPS.
9. **DO NOT ENTER AN UNSAFE DITCH.**

By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel and subsequently, the company.

COMPANY RESPONSIBILITIES

To require safety orientations for new and transferred employees, timely and appropriate training, a management/employee safety committee, a self-inspection program, proper engineering controls and a personal protective equipment program.

To apply federal, state, local and company safety and health regulations to each site.

To provide accident and near miss investigation procedures to determine incident causes and the actions required to prevent reoccurrences.

To develop safety and health publicity and promotion to maintain interest and participation.

To review the safety and health efforts of the company annually to evaluate their success on meeting the goals and objectives so that deficiencies can be identified and the program can be revised accordingly.

MANAGEMENT, SUPERVISORS AND FOREMAN

Each level of management must display an interest in company safety and health objectives and set a good example by complying with company safety and health rules.

The company management is responsible for developing and supporting an effective safety and health program. Management will ensure that appropriate safety and health training is provided, that inspections are performed and that accident investigations are conducted and reviewed.

The Project Supervisors are responsible for maintaining safe and healthful working conditions and practices in the areas under their supervision. They are responsible for safety orientation, safety training, job-site inspections, corrections of identified and possible hazards and accident investigations.

Foremen are responsible for the safety and health of all employees working under their supervision. They are responsible for hazard corrections in their work areas, for ensuring that all necessary personal protective equipment is available and used, for obtaining or providing medical treatment for injured employees and for conducting weekly safety meetings.

All Management, Supervisors, Foreman will be evaluated with regards to occupational safety and health as part of their overall job performance.

EMPLOYEES

All newly hired employees and recently transferred employees will receive site-specific safety and health training prior to beginning their job assignments. The Supervisor, Safety Coordinator and/or Foreman will conduct this training. The training will include an overview of the company's safety and health rules as well as task specific training. All training will be documented and entered into the employee's file and safety records.

The company will conduct ongoing safety and health training with all employees. Management will select a specific safety or health topics which will relate to the project's current status. The company will designate a trainer for each session, typically the Supervisor, Safety Coordinator or Foreman. Each session will be documented and the employee's attendance recorded.

All employees must recognize their responsibility to prevent illnesses and injuries and take necessary actions to do so. Everyone is expected to notify management of any unsafe conditions immediately. Management will not take any reprisal against employees for such notifications.

ACCIDENT & INJURY REPORTING AND GUIDELINES

All injuries, regardless of severity, must be reported to the Project Manager or Project Superintendent on site IMMEDIATELY and an accident report must be completed and turned in to our office within 24 hours.

All employees are expected to notify their Supervisor of any occupational injuries and illnesses immediately. Management will ensure that any necessary medical attention is provided, that appropriate incident investigation procedures are followed, and will record the incident in the OSHA 300 Log of Injuries and Illnesses, if necessary. Incidents will be recorded in the OSHA 300 Log in accordance with the guidelines provided on the back of the form. This information will be reviewed by management on a monthly basis to discover any trends and prevent common injuries or illnesses.

The company provides a list of emergency telephone numbers on each site. First aid supplies are also available on each job site if medical attention is not accessible within 3-4 minutes. Each site will also be provided with

appropriate blood borne pathogens disposal bags and disinfectant. Any employee who is occupationally exposed to blood or other potentially infectious body fluids will be offered the Hepatitis B vaccination and other medically prescribed follow up treatments.

The Supervisor or site safety coordinator will conduct formal accident and near miss investigations to identify accident causes and prevent additional occurrences of the same incident.

CONCRETE, CONCRETE FORMS & SHORING

All protruding reinforcing steel, onto or into which employees could fall, must be guarded to eliminate the hazard of impalement. Wire mesh needs to be secure from recoiling.

Form- work and shoring will be designed and constructed to safely support all loads imposed during concrete placement. All components will be inspected prior to erection. Drawings or plans of jack layout, form work, shoring, working decks and scaffolding systems will be available at the job site.

Forms and shores may not be removed until it has been determined that the concrete has gained sufficient strength to support its weight and superimposed loads.

CONFINED SPACES

Nobody can enter a confined space, like a live manhole, until the Safety Officer and/or Supervisor have approved entry by completing an Entry Permit.

Once inside the space, an attendant must be outside at all times.

PLEASE REFER TO THE CONFINED SPACE ENTRY PROGRAM.

ELECTRICAL - GENERAL

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors.

Electric-power operated tools will either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.

Ground fault circuit interrupters must be provided with temporary power, either hard wire or generator.

All extension cords must be 3-wire type, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. No cord or tool with a damaged ground plug may be used. Splices must have soldered wire connections with insulation equal to the cable. Worn or frayed cables may not be used.

Except where bulbs are deeply recessed in a reflector, bulbs on temporary light will be equipped with guards. Temporary lights may not be suspended by their electric cords unless so designed.

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

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

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

No employee may work in proximity (within 10 feet) to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation. In work areas where the exact location of underground electric power lines is unknown, workers using jack hammers, bars or other hand tools, which may contact lines must wear insulated protective gloves.

EQUIPMENT & TOOL OPERATION

No employee shall operate tools or equipment without proper training.

No power tool is to be operated without the proper guards and/or safeties in place. All tools should be inspected daily for any defects.

Hand tools such as hammers, punches, picks and chisels should be inspected regularly for faulty handles, including splinters or cracks.

Keep impact tools free of mushroomed heads.

Wrenches may not be used when jaws are sprung to the point slippage occurs.

EXCAVATION & TRENCHING

The Supervisor must conduct a "Competent Person" inspection prior to entering a trench.

Before opening any excavation, efforts (including utility company contact) must be made to determine if there are underground installations in the area. Underground utilities must be located and supported during excavation operations.

Trenches 4 feet deep or more shall have ladders extending 3 feet above the trench, within 25 feet of all workers.

Provide adequate barriers around excavated areas that are visible both day and night.

Walls and faces of trenches 5 feet or more in depth, and all excavations in which employees are exposed to danger from moving ground or cave-in, must be guarded by shoring or sloping.

Soil requires 1&1/2:1 slope from bottom of trench.

Where employees may be required to enter excavations, excavated material must be stored at least two feet from the edge of the excavation.

A copy of OSHA, Subpart B, Excavation & Trenching shall be on the job site. All trenching will be done in compliance with this manual.

EXPLOSIVES & BLASTING

Only authorized and qualified persons will be permitted to handle and use explosives.

Explosives shall not be transported in any vehicle except for those designed for explosive transportation under A.T.F. Guidelines.

Vehicles transporting explosives will have "EXPLOSIVES" signs on the vehicle.

Never leave explosives in holes overnight.

Mobile type radio and transmitters shall not be used in the blasting area or explosive storage area.

Each shot must be recorded in the blaster's log.

Proper records of all dynamite removed and returned to the magazine must be kept.

FALL PROTECTION

When working six feet or more above the ground or next level, fall protection must be provided.

Harness, lanyards, reels and ropes shall be used only for fall protection purposes, inspected before each use and maintained in proper working condition.

Only approved safety harnesses with snap-hooks will be used.

Work on scaffolds will require fall protection at heights greater than 10 feet. All work platforms must be properly flanked.

FIRE PROTECTION

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

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

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

FLAMMABLE & COMBUSTIBLE LIQUIDS

Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids.

No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet.

No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one storage cabinet.

No more than three storage cabinets may be located in a single storage area. Inside storage rooms for flammable and combustible liquids must be of fire-resistive construction, with self-closing fire doors, four inch sills or depressed floors, a ventilation system of at least six air changes per hour, and electrical wiring and equipment approved for Class I, Division 1 locations.

Storage in containers outside buildings may not exceed 1,100 gallons in any one pile or area. Grade storage areas to divert possible spills away from buildings or other exposures, or surround storage areas with a curb or dike. Locate storage areas at least 20-feet from any building and keep free from weeds, debris, and other combustible materials. Keep flammable liquids in closed containers when not in use.

Post conspicuous and legible signs prohibiting smoking in service and refueling areas

HAZARD COMMUNICATION

Please refer to the Hazard Communication Program.

HORSEPLAY, DRINKING & DRUGS

Any person believed to be under the influence of intoxicants, narcotics, or non-prescription drugs will not be allowed on this project. Any worker caught possessing, using or distributing alcohol or drugs (including paraphernalia) will be removed from the project immediately. Blue Ridge Site Development will notify the proper authorities of any illegal activities occurring or being conducted on any project site or company property. If you are using Prescription Drugs, that have been prescribed to you by your physician and may affect the ability to perform your usual duties, or impair judgment in any way, please notify the Project Manager or Project Superintendent. Motorized equipment should not be operated under these conditions.

All disruptive activities usually referred to as "horseplay" is forbidden. No practical jokes or fights will be tolerated.

Blue Ridge Site Development requires pre-employment, accident/cause and random drug testing.

HOUSEKEEPING

Good Housekeeping must be practiced at all times by all Contractors. Either Blue Ridge Site Development or the General Contractor will provide dumpsters. Daily cleanup is required and consists of area policing and sweeping of the specific work area by whichever Contractors have worked in that area.

LADDERS

The use of ladders with broken or missing rungs or steps and or broken or split side rails is prohibited. When ladders with such defects are discovered, withdraw them from service immediately. Place portable ladders on a substantial base at a 4:1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practicable, provide grab rails. Secure against movement while in use.

Portable metal ladders may not be used for electrical work or where they may contact electrical conductors.

Job-made ladders will be constructed for their intended use. Cleats will be inset into side rails ½ inch, or filler blocks used. Cleats will be uniformly spaced, 12 inches, top-to-top.

MEDICAL SERVICES AND FIRST AID

First Aid Kits must be maintained in all company vehicles and equipment.

Telephone numbers for office contact, physicians, hospitals or ambulances must be available.

MOTOR VEHICLES AND MOTORIZED EQUIPMENT

No one shall drive a company vehicle unless approved by the President or Director of Operations. An acceptable driving record is mandatory and will be verified.

Seat belts shall be worn at all times.

All bi-directional equipment must have a backup alarm, horn, seat belt and ROPS. Rollover protective structures (ROPS) standards apply to the following types of materials handling equipment: all rubber-tired, self-propelled scrapers, rubber-tired front-end loaders, rubber-tired dozers, wheel-type agricultural and industrial tractors, crawler tractors, crawler-type loaders, and motor graders, with or without attachments, that are used in construction work. This requirement does not apply to side-boom pipe laying tractors.

All equipment and vehicles must be inspected daily before operating.

Any operator running motorized vehicles must comply with OSHA Standard effective March 1, 1999 stating that any operator of any type of forklift (any equipment approved for the use of lifting equipment), must have written certification that they have passed classroom and field training requirements as described in OSHA Standard 29CFR, Standard 29CFR-1910.178(1). Any further questions should be directed to the Safety Director.

When backing or unloading equipment, make sure that to look back and have a clear view of your vehicle's path. If your view is blocked in any way, then you will be responsible for having someone to direct you and/or traffic that may be affected by your movement.

PERSONAL PROTECTIVE EQUIPMENT

Hard Hats are required at ALL times when in the building or working on the project grounds. Welders must use hard hat/shield combinations. The Subcontractor's company name should be visible on the hard hats. This identification can be embossed, a sticker or written legibly with a permanent marker.

Safety Glasses or other eye protection is required as the specific task mandates. Safety Glasses must be marked Z87.

Appropriate clothing should be worn on the project site at ALL times. Loose, flapping or torn clothes will not be allowed. Shorts (including knee length) will not be allowed.

Steel-toed shoes above ankle will be required.

Gloves are to be worn when handling material with sharp edges and when directed by Supervisor.

Rings and wristwatches are discouraged from being worn.

Ear protection must be worn in high noise areas.

Respirators and/or dust masks (2 strap only) are to be worn to protect against gases, fumes, vapors, dust, chemicals, etc. and when Supervisor deems necessary.

Safety Vests will be worn at all times.

Safety cans must be used to store flammable liquids.

PROTECTION OF THE PUBLIC

All company personnel are charged with aiding in the protection of the public including, as your job description dictates, installation and maintenance of signs, signals, lights, fences, guardrails, ramps, temporary sidewalks, barricades, and overhead protection, as may be necessary.

SAFETY MEETINGS

"Toolbox Talks" Meetings will be held every perioddically just prior to the start of work. Supervisors are responsible for meetings.

At the conclusion of the meeting, the Supervisor will submit a brief written report to the Safety Officer or Director of Operations. These forms will be provided for you.

SITE INSPECTIONS

The supervisor, or site safety coordinator, will conduct regular (at least weekly) inspections of the site, materials and equipment. The person conducting these investigations must be capable of identifying existing and

predictable hazards in the work environment or working conditions that are unsanitary or dangerous to the employee. This person will have the authority to take prompt corrective measures to eliminate them. Hazards and corrective actions will be documented for each self-inspection.

VISITORS

All visitors must report to the Blue Ridge Site Development Supervisor before entering a project site. No family members or friends are to be on a job site except in the case of an emergency.

WORK ZONE SAFETY & FLAGGING

Only employees trained in proper flagging techniques will be allowed to flag traffic. Orange or red safety vests must be worn at all times. When working at night, the vests must be reflectorized around the entire vest. Traffic control measures shall comply with MUTCD (Manual on Uniform Traffic Control Devices) and NCDOT. Strict adherence to all posted signs on job sites is mandatory.