

ARTISAN

CONSTRUCTION, INC

SAFETY PROGRAM

November 5, 2010

To All: Employees, Subcontractors & Suppliers of Artisan Construction, Inc.

RE: Safety & Health Program

Safety at all Artisan Construction locations and operations is not just a corporate goal, it is a requirement that must come before all else. To this end, we have formulated this written "site specific" safety program that is to be used to govern all of the UVA Primary Care Center Annex operations of Artisan Construction, Inc.

It is a condition of employment, with Artisan Construction, that all employees, subcontractors and suppliers must adhere faithfully to the requirements of this policy, as well as to the safety rules, instructions and procedures issued in conjunction with Gilbane Building Company.

Failure to do so may result in disciplinary actions and possible termination. To this end, all employees are required to report hazardous activities of other employees to appropriate Artisan Construction officials.

The superintendents all have my full support of management in enforcing the provisions of this policy as it relates to the responsibilities assigned to them.

Very Truly Yours,

Paul Le Roy
Vice President
Artisan Construction, Inc.

Management Commitment Statement

The administrative staff of Artisan Construction is committed to providing our employees with a safe and healthful workplace. It is our company policy that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to the project superintendent, Donald Tolbert and to our safety consultant Commercial & Industrial Safety Associates, Inc.

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, Paul Leroy and other members of our management team will participate with providing our each employee with ongoing safety and health program activities, which include:

- Weekly safety inspections of the job-site;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules & conditions.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This "Site Specific" safety program will be incorporated as the standard of practice for this organization while working on the Hampton Roads Transit project. Compliance with the safety rules will be required of all employees as a condition of employment.

Paul Le Roy
Vice President
Artisan Construction, Inc.

Date

DELEGATION OF RESPONSIBILITIES

To insure that the company's safety policy is carried out, the following assignments of responsibility are made. Please note that these individuals have full support of management in the performance of their duties.

Managers are responsible for:

- g) Identifying any potential safety or health requirements involved in new business opportunities.
- Developing local safety policy and guidance.
- Monitoring implementation and compliance.
- Providing assistance to Safety Coordinators.
- Coordinating carrier inspections and evaluations.
- Reviewing accident investigations.
- Promoting safety education and awareness.
- Prioritizing safety-related issues.
- Analyzing types of accidents to evaluate the performance of the safety and loss control program.
- Identifying and controlling hazards associated with the work environment and job procedures.
- Communicating safety information to the Corporate Safety and Supervisors Director.
- Reviewing employee suggestions for workplace improvements.
- Planning safety events that contribute to safety awareness.

Safety Coordinators are responsible for:

- Implementing and monitoring the safety and loss control programs at their locations.
- Developing and maintaining a current safety plan.
- Coordinating safety activities with all levels a management regarding implementation of safety policies and procedures.
- Participating in accident/incident investigations.
- Planning appropriate safety training for employees.
- A. Reviewing employee suggestions for workplace improvements.
- a) Planning safety education events that contribute to safety awareness.

Project Managers and Superintendents are responsible for:

- Understanding the safety requirements for their particular areas of operation.
- Maintaining safety awareness.
- Coordinating with all levels of management to provide for safety training as needed.
- Completing Accident Investigation Reports for their department(s).
- Maintaining safe working conditions.
- Insuring that safeguards and protective equipment are used by employees.
- Identifying and reporting hazardous conditions to management.
- Ensuring employee compliance with safety rules.

Employees are responsible for:

- Following company safety policies and procedures.
- Using safety devices and protective equipment.
- Promptly reporting hazardous conditions or injuries.
- Reporting accidents before the end of the work day.
- Reporting to their immediate supervisor any unsafe condition.

SAFETY AND HEALTH TRAINING

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job.

Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Hazard Communication -"Right to Know" training. Explain to employee the specific hazardous chemical if any they might be using or might come in contact with. Document training.

All new employees must receive a copy of the companys Substance Abuse Policy. They must sign a sheet stating they understand these policies and programs.

HIRING & PLACEMENT

All employees are required to fill out an employment application. This application must be completely filled out, signed and dated by the applicant.

Every effort must be made to check each prospective employee's previous work experience.

A personal interview will be conducted with one of our administrative staff members to determine their level of experience and job skills.

If the employee will be driving a company vehicle, a copy of their valid driver's license must be made and added to the application file.

A motor vehicle record check must be completed on all employees who might drive a company vehicle prior to their being hired.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator	_____	Poison Control	_____
First Aid	_____	Fire Department	_____
Ambulance	_____	Police Department	_____
Medical Clinic	_____		
Clinic Address	_____		

Minor First Aid Treatment

First aid kits are kept in the front office and on all company vehicles. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor – immediately!
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor – immediately!
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

There will be at least two staff members at each site that have been certified in 1st Aid & CPR at all times. If you are interested in receiving this training please notify your immediate superintendent.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance #911.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.

Artisan Construction, Inc.

SAFETY ORIENTATION ACKNOWLEDGEMENT

This document verifies that I have completed the Safety Orientation required by Artisan Construction, Inc. as administered and explained by: _____, _____

(Trainer's Name - Print)

(Trainer's Signature)

I completely understand each safety rule as stated and explained within the Safety Orientation. A copy of the Safety Orientation has been provided to me for my future reference. I understand that compliance with the terms of these rules or other associated safety rules is a required condition of my employment with Artisan Construction, Inc.

Employee Name (print): _____ Employee Signature: _____

Date of Training: _____

The above employee has had training in the following areas:

<u>TRAINING TOPICS</u>	<u>TRAINING MATERIALS</u>
1. Your Safety Obligations	DVD
2. Safety Awareness	DVD
3. Unsafe Actions	DVD
4. Personal Protective Equipment	Written/DVD
5. Fire Extinguishers	Written/DVD//Instructional
6. Falls Protection	Written/DVD//Instructional
7. Safe Lifting	DVD
8. Preventing Cut Injuries	DVD
9. Ladder Safety	DVD
10. First Aid	DVD/Instructional
11. Accident Investigations	Written/DVD/Instructional
12. Blood-borne Pathogens	Written/DVD
13. Hazard Communication	Written/DVD
14. Heavy Equipment Operations	Written/DVD//Instructional
15. Confined Space Entry	Written/DVD//Instructional

ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports (see page 9) are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator before the end of that same day.

RECORDKEEPING PROCEDURES

Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports
- Workers' Compensation Notice of Injury Reports
- Log & Summary of Occupational Injuries and Illnesses 300, 301 notice of injury

ACCIDENT INVESTIGATION REPORT

Company: Artisan Construction, Inc. Project Address : _____

1. Name of injured: _____ Employee #: _____
2. Sex M F Age: _____ Date of accident: _____
3. Time of accident: _____ a.m. _____ p.m. Day of accident: _____
4. Employee's job title: _____
5. Length of experience on job: _____ (years) _____ (months)
6. Address where the accident occurred: _____
7. Nature of injury, Injury type, and Part of the body affected: _____

8. Describe the accident and how it occurred: _____

9. Cause of the accident: _____

10. Was personal protective equipment required? yes no
Was it provided? yes no
Was it being used? yes no If "no", explain: _____

Was it being used as trained by supervisor or designated trainer? yes no

If "no", explain: _____

11. Witness(es): _____

12. Safety training provided to the injured? yes no
If "no", explain: _____

1. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective action recommended to prevent recurrence: _____

15. Date of report _____ Prepared by: _____

Supervisor (Signature) : _____ Date: _____

1. Status and follow-up action taken by safety coordinator: _____

Safety Coordinator (Signature) : _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture. **Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time - injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

Personal Protective Equipment

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Do not wear hard hats that are dented or cracked.
3. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

Respirator Safety

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, trained, and fitted.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning. Do not use the respirator if any of the conditions (cracked or worn parts) are present.
3. Do not work in an area that requires the use of respiratory protective equipment if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufacturer's recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

Fall Protection

(See full program)

1. No "free-style" climbing is permitted--ANYWHERE
2. Once you are off of the ground, tie your lanyard and climbing rope to the most secure truss or cross brace.
3. Do not use any ropes or saddles that are frayed or cut, have bent or broken clamps or are otherwise visibly damaged.
4. Do not tie your lanyard or climbing rope to broken or weak trusses or braces.
5. Store ropes, lanyards and saddles in dry and clean areas.
6. Do not use ropes that are less than 1/2 inch in diameter.
7. Do not use a climbing rope as a lowering rope.

Hand Tool Safety

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Use the knife that has been sharpened. Do not use a knife that has a dull blade.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears or other cutting tools, cut in a direction away from your body.

9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not perform "make-shift" repairs to tools.
11. Do not use "cheaters" on load binders or "boomers".
12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
14. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Keep knives sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are named.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers or pry bars.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the floor.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Follow this procedure for picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using both hands, and hold the bag away from your body.
11. When opening cartons, use safety box cutters.

Hammers

1. Do not use a hammer if your hands are oily, greasy or wet.
2. Do not strike objects with the cheek of the hammer.
3. Do not strike one hammer against another hammer

Pliers

1. Do not attempt to force pliers by using a hammer on them.
2. Do not use pliers that are cracked, broken or sprung.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use a saw that has dull saw blades.
3. Oil saw blades after each use.
4. Keep hands and fingers away from the saw blade while you are using the saw.
5. Do not carry a saw by the blade.
6. When using a hand saw, hold the workpiece firmly against the work table.

Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

Chisels

1. Use a chisel that has been sharpened; do not use a chisel that has a dull cutting edge.
2. Hold a chisel by using a tool holder if possible.
3. Clamp small work pieces in the vise and chip towards the stationary jaw when you are working with a chisel.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills or saws.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the power switch of the tool to "off" before plugging or unplugging it.
8. Do not leave tools that are "on" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as drills or saws near containers labeled "Flammable".
11. Turn the power switch to the electrical tool to "off" and unplug it before attempting repairs or service work. Tag the tool "Out of Service".
12. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.
13. Do not remove the ground prong from electrical cords.
14. Do not use an adapter such as a cheater plug that eliminates the ground.
15. Do not connect multiple electrical tools into a single outlet.
16. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
17. Do not drive over, drag, step on or place objects on a cord.
18. Do not use portable power tools unless they have a color-coded green band taped to the handle. These green labeled tools have ground Fault Circuit Interrupters incorporated into the plug end of the power cord. The use of these power tools is required when working in older buildings or temporary work locations where the work environment is often damp, and the available electrical outlets may not meet our wiring standards.
19. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
20. Do not use a power hand tool to cut wet or water soaked building materials.
21. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
22. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
23. Do not operate power hand tools that have a frayed, worn, cut, improperly spliced or damaged power cord.
24. Do not operate power hand tools or portable appliances if the ground pin from the three pronged power plug is missing or has been removed.
25. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two conductor extension cord.
26. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

General Power Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.

2. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
3. Turn off the saw before making measurements, adjustments or repairs.
4. Keep your hands away from the exposed blade.
5. Operate the saw at full cutting speed with a sharp blade to prevent kickbacks.
6. If the saw becomes jammed, turn the power switch of the saw to "OFF" before pulling out the incomplete cut.
7. Do not alter the anti-kickback device or blade guard.
8. When using the power saw, do not reach across the cutting operation.
9. When using the power saw, do not hold the workpiece against your body when making the cut.

Pneumatic Tools/Compressed Air Pneumatic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable".

Stairs

1. Use the handrails when ascending or descending stairs or ramps.
2. Do not store or leave items on stairways.

Ladders and Step Ladders

1. Read and follow the manufacturer's instruction label affixed to the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on roof tops nor within 50 feet of electrical power lines.
5. Do not place ladders in a passageway or doorway without posting warning signs or cones, or roping off the area so that pedestrian traffic will be diverted away from the ladder. Lock the doorway that you are blocking and post signs that will detour traffic away from your work.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.

8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or step stool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.
18. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
19. Do not use a ladder as a horizontal platform.

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Crane Truck or Boom Conveyor Truck

1. Only trained and employer authorized personnel are permitted to operate the crane truck or boom conveyor.
2. Park on firm level surface, place the vehicle in neutral and apply the emergency brake.
3. If the truck is equipped with an audible back up warning device, engage the alarm before backing into a location.

4. If the truck is equipped with mechanical, hydraulic, or pneumatic jacks, braces or stabilizers engage such, prior to engaging the swing conveyor.
5. Do not engage the swing conveyor if there are overhead obstructions in the way. Allow sufficient distance for wind gust which would cause the conveyor to contact power lines.
6. Never climb the conveyor to gain access to the roof, use a ladder.
7. Do not load supplies onto a roof if there are unguarded openings such as skylights.

Lifting Equipment (chains, cables, ropes, slings, etc.)

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
3. Do not shorten slings by using make-shift devices such as knots or bolts.
4. Do not use a kinked chain.
5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
6. Do not place your hands between the sling and its load when the sling is being tightened around the load.
7. Wear work gloves when handling rough, sharp-edged or abrasive material such as chains, cables, ropes or slings.
8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch or if the safety latch is bent.
9. Lift the load from the center of the hooks, not from the point.
10. Do not use a ground operated hoist in which the safety latch on the hook has been removed, is bent or is otherwise visibly damaged.

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
3. Keep walking surfaces of elevated working platforms clear of tools that are not being used, and clear of other materials such as aggregate.
4. Return tools to their storage places after use.
5. Do not use gasoline for cleaning purposes.

Removal of Walls and Floors

1. Do not work under area where walls or floors are being removed unless a safety net is in place to catch falling objects.
2. Begin demolition of walls and floors at the top of the structure and continue downward.
3. Do not enter under an area where floor arches or walls are being removed.
4. Do not start demolition on floor arches until at least 20 feet surrounding the floor area has been cleared of debris.
5. Remove structural or load support members after the entire floor has been demolished and removed.
6. Do not drop debris through floor openings unless the area below has been barricaded at least 6 feet out from all edges of the opening.
7. Do not throw debris outside the barricaded area.
8. Do not begin working on the next lower level of the structure until all debris has been removed from the level you are currently working on.

Disposal Chutes

1. Only the operator assigned to the chute gate will control the operation of the chute gate, as well as the backing and loading of trucks that are underneath the chute.
2. Do not dump debris in a chute opening unless the chute opening has a guardrail.
3. Do not dump material from a wheelbarrow into a disposal chute unless the area around the chute opening has a toe-board.

Welding Safety

1. Do not attempt to perform any welding until you have been trained and certified by your supervisor.
2. Obey all warning and precaution signs that are posted designating welding areas.
3. When arc welding and arc cutting, use helmets or handshields with filter lenses and cover plates to view the arc.
4. When operating resistance welding or brazing equipment, use face shields or goggles.
5. Wear welding gloves when welding or cutting.
6. Open windows, doors and turn on local exhaust fans to reduce air contaminants.
7. Use respiratory protective equipment provided by supervisor.
8. Do not transfer gases from one cylinder to another or mix gases in a cylinder.
9. Do not use oxygen from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen is provided.
10. Check all cylinders and equipment (hoses, regulators and etc.) for leaks before and after use. Do not use if leaking.
11. Use flash guard shields to isolate welding area.
12. When not in use, turn off gas supply and bleed off cylinders.
13. Place oxygen and fuel gas cylinders and acetylene generators away from the welding position so that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.
14. Keep one or more approved Class B or Class C fire extinguishers at the location where welding or cutting is being performed.
15. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
16. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
17. Do not use welding apparatus if power plug cord is cut, frayed, split or otherwise visibly damaged or modified.

Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn or cracked hoses.
5. Do not use oil, grease or other lubricants on the regulator.
6. "Blow Out" hoses before attaching the torch.
7. Ignite torches with friction lighters only. Do not use a cigarette lighter or match.
8. Do not wear contact lenses when cutting/brazing in a contaminated atmosphere.
9. Bleed oxygen and fuel lines at the end of the workshift.

Compressed Gas Cylinders- Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Keep all cylinders not in use capped and secured with safety chain.

4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Place cylinders on a cradle, slingboard, pallet or cylinder basket to hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
9. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
10. Do not hoist or transport cylinders by means of magnets or choker slings.

Use of Cylinders

1. Do not use dented, cracked or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty, or at any time the cylinder is moved.
4. Stand to the side of the regulator when opening the valve.
5. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
6. Do not use compressed gas to clean the work area, equipment or yourself.
7. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
8. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
9. Purge oxygen valves, regulators and lines before use.

Heavy Equipment Safety

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if its horn or backup alarm does not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off of or onto any heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
8. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.

Backhoe/Power Shovel Operations

1. Do not use a bucket or other attachments for a staging or temporary platform for workers.
2. Do not operate backhoe over or across underground utilities that are marked by paint, flagged or staked.
3. Set swing brake of the bucket arm when moving the vehicle to and from the digging site.
4. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.

Site Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.

2. Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
4. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
5. Do not work outdoors during lightning storms.
6. Drink plenty of clear liquids during your breaks.
7. Take breaks in shaded areas.

Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.
2. Secure equipment to the vehicle with chains or straps to eliminate or minimize shifting of the load.
3. No one is permitted to ride in the trailer.
4. Take slow, wide turns when towing trailers containing equipment or materials.
5. Do not exceed the load capacity as posted on the trailer door of the trailer.
6. Do not place all the heavy equipment on one side of the trailer.

Vehicle Loading

1. Plan the move before loading; ensure that you have an unobstructed pathway and that the vehicle is parked as close to the equipment or material as possible.
2. Keep bumpers/tailgates free of grease, water, etc., remove buildup of material such as dirt, mud, etc.
3. Use lifting aids such as dollies, pallet jack, forklift or get assistance from a co-worker to place dock plate resting between loading dock and truck surface.
4. If equipment or material that is to be loaded into truck is too heavy or bulky, use lifting aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from co-workers.
5. Secure all equipment and material within the truck to eliminate or reduce movement.

TRENCHING SAFETY

Competent Person:
Artisan Construction, Inc.

Safety Program

Is defined as one who is CAPABLE of identifying existing and predictable hazards in the surroundings, or work conditions, which are unsanitary, hazardous or dangerous to employees and who has the AUTHORITY to take prompt corrective measures to eliminate them.

The Excavation Competent Person MUST have training in and be knowledgeable about:

1. Soil Types & Analysis.
2. Types of protective systems & their proper use.
3. Hazard recognition.
4. Knowledge when a PE is required.
5. Requirements of Subpart P.

Soil Types:

1. A - Clay silty clay or cemented soils.
2. B - Silt, silt loam and sandy loam.
3. C - Gravel, sand and loamy sand.

(All are considered C soil if water is present, previously disturbed or subjected to vibration.)

Protection Systems:

1. Benching
2. Sloping
3. Shoring
4. Trench Boxes

Hazard Recognition:

1. Cave-in and falling material~ Remember: 2' from the trench side (minimum) from backfill dirt, equipment or tools.
2. Underground Installations~ Call Miss Utility and make sure lines are properly held in place and protected.
3. Access & Egress~ A stairway, ladder, ramp or other means of egress should be located, in trench excavations that are 4 feet or more in depth and no more than 25' apart. Do not use wooden ladders if possible.
4. Vehicular Traffic
5. Falling loads
6. Hazardous Airborne Toxins
7. Fall Protection~ Either backfill the trench site, cover it with wooden panels and always mark the area off with a temp fence or tape.

Trench Box

1. Do not enter a trenchbox during its installation or removal.
2. Do not enter a trenchbox that is being moved.

Traffic Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.

2. Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not walk under platforms that bridge a trench.
4. Do not enter a trench unless you have been given permission by the competent person. Seek out and identify the designated "Competent person" for the excavation site.

Access and Egress Safety

1. Use ladders, structural ramps, or stairways as a means of access or egress from excavations.
2. Do not use scrap lumber, excavation machinery, or other improvised devices for climbing.
3. Do not climb a ladder unless it extends at least three (3) feet or three (3) rungs beyond the edge of the trench.

Backhoe/Power Shovel Operations

1. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of the excavation.
2. Do not use a bucket or other attachments for a staging or temporary platform for workers.
3. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.

Confined Space

1. Do not perform confined space operations until you have received initial indoctrination and training, regarding your duties and responsibilities.
2. If respirators are required, do not perform any operations until trained in the specifics of the respirator protection program.
3. Obtain a confined space entry permit from your supervisor before entering the space.
4. Do not enter a confined space more than five feet deep without a full body harness and lifeline attached to a man-rated winch for retrieval.
5. Lock and tag "OUT OF SERVICE" all impellers, agitators, pumps or any other equipment in the tank before entering the confined space.
6. Open all manholes of the space for ventilation.
7. If involved in confined space operations, follow all provisions of this company's written confined space program.

FLAMMABLE AND COMBUSTIBLE GASES & LIQUIDS

Scope

Flammable liquids, as used in this procedure, refer to liquids having a flash point less than 100° Fahrenheit. Combustible liquids are those that have a flash point at or above 100°

- 100°F FD - 139°F FP - Two tiers of palletized drums
- 140°F FP - 200°F FP - Three tiers of palletized drums

Flammable liquids shall be kept in covered containers when not in use.

Drums used for dispensing flammable liquids shall:

- Be grounded.
- Be equipped with an approved flash arrestor bung vent.
- Be equipped with a self-closing faucet (not required on upright drums).
- Have a ground wire for connecting the drum and the receiving container or have UL approved pump and conducting metal hose.

Bonding and grounding connections shall be used when flammable and combustible liquids are transferred from one container to another if both containers are greater than one gallon. If the dispensing container is greater than one gallon and the receiving container is less than one gallon, metal to metal contact between the two containers shall be used as a ground.

All temporary bonding and grounding shall be by means of the “Pliers” type grounding device or equipment. When in grounding use, the flat surface pin contacts shall make positive contact with the metal for the container, tank, etc., for which the device is serving as a ground. The points on the pliers shall be sharp and the cable itself shall be in good condition.

Gasoline pumps must have a grounded hose. The hose must be tested for ground continuity annually and the results recorded.

All devices to hold open gasoline pump hose nozzles are prohibited.

Vents, flame arrestors, bung bents, flash screens, etc., for tanks and drums (where applicable) shall be installed and be kept clean and operable at all times. A tickler system shall be set up to inspect and clean the above devices on a frequency determined by experience on each particular use.

Defective electrical equipment, open flames, accumulations of combustible material and trash, smoking and any source of ignition shall be removed from the area where flammable liquids are used or stored.

Containers of petroleum fuels greater than 55 gallons must be stored a minimum of 50 ft. from any building.

In line fire checks for flammable gases shall be installed. This includes hook-up of cylinders as well as permanent installations.

Flammable liquids shall never be disposed of by pouring them into a sewer or anything that leads to a sewer.

No more than 60 gallons of a flammable liquid may be stored in a storage cabinet.

Spark-proof tools must be used when working with flammable liquids and gases.

Hoses used to transfer flammable liquids or gases must be grounded.

Flammable paints and adhesives must be stored in a flammable proof cabinet.

Unused cans of aerosol products that are labeled flammable, highly flammable, or extremely flammable must be stored in a flame proof cabinet. (Examples are paints, lacquers, engine and carburetor cleaners).

HAZARD COMMUNICATION PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standards 1926.59 and to insure that information necessary for the safe use and storage of hazardous chemicals is provided to and made available to all employees, subcontractors, agents, and visitors.

A. Chemical Inventory

1. Refer to OSHA's definition of "Hazardous Chemicals" for classification of such (attached).
2. The company maintains an inventory of all known chemicals in use on the worksite. A chemical inventory list is available from Supervisor, Superintendent or Manager.
3. Hazardous chemicals being used by the company will be included on the hazardous chemical inventory list. No employee or subcontractor will be allowed to bring such on-site without first supplying the appropriate documentation.

B. Container Labeling

1. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to the Supervisor for labeling or proper disposal.
2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or the Supervisor for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. The company will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled.
5. The company will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

C. Material Safety Data Sheet (MSDS)

1. Employees working with a Hazardous Chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS(s) should be made to the Supervisor.
2. MSDS should be available and standard chemical reference may also be available on-site to provide immediate reference to chemical safety information. During an emergency the supervisor has designated "Responsible" persons able to obtain MSDS information.

D. Employee Training

Employees will be trained to work safely with hazardous chemicals. Employee training will include:

1. Methods that may be used to detect a release of hazardous chemical(s) in the workplace,
2. Physical and health hazards associated with chemicals,
3. Protective measures to be taken,
4. Safe work practices, emergency responses and use of personnel protective equipment,

5. Information on the Hazard Communication Standard including
 - a. Labeling and warning systems, and
 - b. An explanation of Material Safety Data Sheets.
6. Statement of Comprehension of this Program.

E. Personal Protective Equipment (PPE)

The MSDS will outline the protective equipment that will be need for that chemical. The company will provide the required PPE and, if the equipment is damaged, replacements are available from the Supervisor. Any employee found in violation of PPE requirements will be subject to disciplinary actions up to and including discharge.

F. Emergency Response

1. Any incident of over exposure or spill of hazardous chemical/substance must be reported to the Supervisor at once.
2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazards involved.

G. Informing Other Employers

1. All sub-contractors hired will be required to adhere to the provisions of the Hazard Communication Standard.
2. Information on hazardous chemicals known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.

H. Community Right - To - Know

The local fire chief must be supplied a workplace chemical list for any Hazardous Chemical stored on-site in excess or 500 pounds or 55 gallon drums and compressed gases in excess of four 239 pound Normal Capacity Cylinders.

I. Posting

The company has posted information for employees, at each work site and location, on the Hazard Communication Standard.

J. Chemical Inventory

All chemicals at the locations must have the following information copied from the label and put on the Chemical Information Sheet.

1. Name of the product,
2. Chemical name(s),
3. Manufacturer's name and address,
4. Container size,
5. Container count (how many,)
6. Location,
7. Product use,
8. Trades involved,
9. Id# (if on label) and
10. Any product warning.

All chemicals with a chemical information sheet are to be listed on the Chemical Inventory List and a classification assigned as follows:

- A. Hazardous is any chemical that carries a manufacturer's "WARNING" on the label. Refer to the definition of hazard as classified by the HCS (attached).
- B. Non-hazardous is any chemical that has no warning label or does not need the HCP criteria for such.
- C. Consumer products are regulated by the Consumer Product Safety Commission and are not included within this policy unless they are to be used in any manner not intended by the manufacturer.

Copies of all the above information is to be forwarded to the main office where a Company Wide Chemical List is kept.

Material Safety Data Sheets (MSDS)

The Hazard Communication Standard requires that manufacturers, distributors and suppliers of hazardous chemicals provide copies of Material Safety Data Sheets (MSDS) to customers.

The company will have a Material Safety Data Sheet for each hazardous chemical in use. A list of standard chemicals common in construction operations is attached. MSDS's must be made available upon request to employees, employee representatives, OSHA, state and community emergency planning groups, and also fire departments.

MSDS provide both the employer/employee with information necessary for working safely with a specific chemical.

When a MSDS is needed, contact the manufacturer, distributor or supplier in writing.

If an MSDS is not available from a manufacturer, OSHA should be notified in writing. MSDS files and/or MSDS information can be maintained in any format. An MSDS file should be maintained at the facility site and in the company's home office.

Employers may also want to obtain a standard chemical reference guide.

An emergency procedure can be established using the fastest and most accessible means of communication during normal working hours for hazard chemical information.

A generic MSDS is available from a variety of sources for use in place of MSDS's requested but not yet received.

1. According to an OSHA report on enforcement of the Hazard Communication Standard ' in the manufacturing industry, the lack of MSDS's, a chemical list and written program account for the majority of citations issued since 1984. It is important that the paperwork requirements of this standard be maintained in an up-to-date manner if citations are to be avoided.

It is a requirement that:

1. MSDS should be renewed on an annual bases;
2. When a chemical is no longer used, the MSDS for that chemical should be removed from the current reference book and;
3. All MSDS must be maintained in a separate file, at the facility they came from, for the next 30-year period.

Hazardous Chemicals -- OSHA's Definition

A Hazardous chemical under the HCP is any chemical labeled as hazardous by a recognized authority such as OSHA or the manufacturer and any chemical that can create an effect on a person even if that effect is temporary. Under the current standard most chemicals, unless specifically exempted, should be treated as hazardous.

Under the HCP there are no exposure limits set, so any amount of chemical could trigger the standards requirements. Potential as well as actual exposure of a chemical to an employee must be considered when determining what chemicals should be treated as hazardous.

OSHA defines Hazardous Chemicals as:

1. Any chemical listed in the toxic registry found to be carcinogenic by the International Agency for Research on Cancer (IARC).
2. Listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens by the National Toxicology Program (NT?).
3. Regulated by OSHA as a carcinogen.
4. Corrosive as defined by U.S. Department of Transportation in Appendix A 49 CFR part 173.
5. Highly toxic (any chemical recognized as poisonous).
6. Irritants -- a chemical that causes a reversible inflammatory effect on living tissue.
7. Sensitizer - a chemical that causes a substantial proportion of persons or animals to develop an allergic reaction.
8. Any by-product produced that has any effects listed above.

By-Products

The current scope of the expanded Hazard Communication Program includes the production of by-products as potential hazardous chemicals. OSHA cites a specific example of a by-product, considered a hazardous chemical, as wood dust.

Exemptions to Hazardous Chemicals

The HCP does exempt some chemicals from coverage. Chemicals exempted from labeling include:

- * Pesticides (if covered by other federal regulations)
- * Food, food additives, color additives, drugs, cosmetic or medical and veterinary supplies.
- * Distilled spirits or malt beverages for non-industrial use.
- * Consumer products (covered by other regulations)

PERSONAL PROTECTIVE EQUIPMENT

Application

Personal protective equipment shall be provided, used, and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards, of processes or environment, chemical hazards, radiological hazards or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact." Final PPE requirements are determined after all feasible administrative and engineering controls are in place. During the evaluation and installation of those controls additional or different PPE may be required.

Employee Owned Equipment

Where employees provide their own protective equipment, Artisan will be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment. It is each employee's responsibility to care for their equipment and to replace them if they are damaged.

Design

All PPE shall be of safe design and construction for the work to be performed.

Hazard Assessment and Equipment Selection

1. Artisan shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. If so;

a. Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified by the assessment.

b. Communicate the selection decisions to each affected employee.

c. Select PPE that properly fits each affected employee.

2. The employer shall document that hazard assessment has been performed, identify each area, identify the date performed, and identify the person certifying the evaluation has been performed. Reassessment must be performed anytime the process or methods change.

Defective and Damaged Equipment

Defective or damaged equipment must not be used and should be disposed.

Training

1. Artisan will provide training to each employee required to use PPE. Training will consist of at least the following elements:

a. When PPE is necessary.

b. What PPE is necessary.

c. How to properly use PPE.

d. The limitations of the PPE.

e. The proper care, maintenance, useful life and disposal of the PPE.

2. Employees shall be retrained whenever:

a. Employer has reason to believe the employee has an inadequate understanding or skill to properly use the PPE.

b. Changes in the workplace render previous training obsolete.

- c. Changes in types of PPE utilized render previous training obsolete.
 - d. Any time the employee's retention of the training is inadequate.
3. The employer shall maintain written certification of the training provided each employee specifying the subject, date and individual name.

HAZARD ASSESSMENT GUIDELINES

Survey

Review all hazards associated with the workplace, each task, process or operating procedure.

Review

1. Determine all engineering and administrative controls that will control or help control worker exposure.
2. Select the appropriate eye, face, or other Personal Protective Equipment (PPE) required for each task.
3. Identify the proper hazard protection for all work areas.
4. Post the correct signs in each area to notify workers and visitors of PPE requirements.
5. Develop Standard Operating Procedures (SOP) to insure all methods, procedures and processes are conducted properly.
6. Define training requirements for all (PPE) that will be used.

LOCK-OUT/TAG-OUT PROGRAM

Purpose

Artisan Construction, Inc.

Safety Program

Control of Hazardous energy is the purpose of the Lock-Out/Tag-Out Program. This program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. Reference: OSHA Standard 29 CFR 1910. 147, the control of hazardous energy.

Definitions

Authorized (Qualified) Employees are the only ones certified to lock and tag-out equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person, is considered to be "qualified" for the performance of those duties.

Affected Employees are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

Training

Authorized Employees Training

All Maintenance and Production employees will be trained to use the Lock and Tag - Out Procedures. The training will be conducted by the Supervisor or Safety Coordinator at time of initial hire. Retraining shall be held at least annually. The training will consist of the following:

1. Review of General Procedures
2. Review of Specific Procedures for machinery, equipment and processes
3. Location and use of Specific Procedures
4. Procedures when questions arise

Affected Employee Training

1. Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes
2. Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.
 3. Purpose and use of the lockout procedures.

Other Employee Training

1. Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.

2. \Other Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits

Preparation for Lock and Tag Out Procedures

A Lock-Out/Tag-Out survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls have been removed.

A Lock-Out/Tag-Out Schedule has been developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnect, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a LO/TO Schedule does not exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a LO/TO. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

Routine Maintenance & Machine Adjustments

Lock and Tag Out procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

Locks, Hasps and Tags

All Qualified Maintenance Personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual issues a series of locks for complex lock-out-tag-out tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the Department or Maintenance Supervisor. All locks and hasps shall be uniquely identifiable to a specific employee.

SOP: General Lock-Out and Tag-Out Procedures

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

Preparation for Shutdown.

Before authorized or affected employees turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.

Notify all affected Employees that the machinery, equipment or process will be out of service.

Machine or Equipment Shutdown.

The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.

If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.).

Move switch or panel arms to "Off" or "Open" positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

Machine or Equipment Isolation.

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

Lock-Out or Tag-Out Device Application.

Lockout or tag-out devices will be affixed to energy isolating devices by authorized employees. Lockout devices will be affixed in a manner that will hold the energy isolating devices from the "safe" or "off" position.

Where tag-out devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the "safe" or "off" positions is prohibited.

The tag-out devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Lock and tag out all energy devices by use of hasps, chains and valve covers with an assigned individual locks.

Stored Energy

Following the application of the lock-

out or tag-out devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.

Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Verification of Isolation

Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.

After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.).

Caution: After Test, place controls in neutral position.

Extended Lock-Out /Tag-Out

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next day, those employees must lock and tag out before the previous shift may remove their lock and tag.

Release from Lock-Out /Tag-Out

Before lockout or tag-out devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
2. The work area will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tag-out devices are removed, the affected employees will be notified that the lockout or tag-out devices are being removed.
3. Each lockout or tag-out device will be removed from each energy isolating device by the employee who applied the device.

Lock-Out /Tag-Out Procedure for Electrical Plug-Type Equipment

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.

An exception is granted to not lock & tag the plug if the cord & plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.

1. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
2. Perform required operations.

3. Replace all guards removed.
4. Remove Lock & Plug Box and Tag.
5. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

Lock-Out /Tag-Out Procedures Involving More Than One Employee

In the preceding SOPs, if more than one Employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

Management's Removal of Lock-Out /Tag-Out

Only the employees that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the employee leave the facility before removing his/her lock and tag, the superintendent may remove the lock and tag. The superintendent must be assured that all tools have been removed, all guards have been replaced and all employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal.

Contractors

Contractors working on Artisan Construction's property and equipment must use this Lock-Out /Tag-Out procedure while servicing or maintaining equipment, machinery or processes.

FALL PROTECTION PROGRAM

Responsibility

All managers are responsible for supporting and enforcing this program to ensure 100% compliance by all personnel. The safety department's responsibility will be to support field personnel and to monitor the program for compliance and advising project management.

Procedures

When fall protection is required, all personnel on all projects will be mandated to wear an approved full body harness and shock absorbing lanyard (FBH/SAL) with double action snaps. The following equipment will be utilized:

1. Full Body Harnesses
2. Adjustable Lanyards with shock absorbers
3. Wire cable lanyards with Shock Absorbers
4. Wire cable lanyards will be required when welding or burning.

All departments shall make maximum use of primary fall prevention systems such as scaffolds, aerial lifts, personnel hoists, etc. These systems shall be equipped with complete walking/working surfaces free of floor openings, and have standard guardrail systems and a safe means of access.

Personnel traveling or working in an elevated area where a fall exposure exists shall make use of secondary fall protection by securing their safety lanyard at all times to a structure, lifeline or approved fall arresting device capable of supporting 5,400 pounds.

Personnel working from or traveling in powered work platforms or personnel lifting or hoisting devices, shall also properly secure their safety lanyards as noted in procedures below.

Fall protection devices shall be inspected for damage and/or deterioration. Inspections will be conducted by employees using the equipment prior to use. Competent employees from the safety department will have documented inspections at the following intervals:

Weekly	Quarterly	Annually
Lifelines	Safety Harness Lanyards	Retractable Lifeline

Any secondary fall protection devices which are damaged will be tagged defective and taken out of service until safety can re-inspect them. Defective equipment shall be removed from service and

the safety department notified. Fall protection devices and systems shall not be used for any other purpose other than employee safe guarding.

Primary Fall Prevention Systems

These systems provide walking and working surfaces in areas which are free from floor openings and are equipped with standard guardrail systems on all open sides and with closure apparatus for ladder openings or other points of access when required. These systems include but are not limited to: scaffolds, aerial lifts, (JLG, Scissor Lifts, etc.) and other approved personnel hoisting devices.

Standard guardrail systems consist of a top rail of 2" X 4" lumber or equivalent material approximately forty-two inches (42") above the walking/working surface, a midrail at approximately twenty-one inches (21") above said surface and a 1" x 4" lumber or equivalent material toe board mounted at the walking/working surface.

Upright support post spacing must not exceed eight feet (8') and the entire system must be capable of supporting 200 pounds force in any direction with minimum deflection. These systems are used to guard open sides of floors, platforms and walkways in elevated areas.

Floor opening/hole covers are used to close openings and holes in floors, platforms and walkways. These covers must be capable of supporting the maximum potential load they may be subjected to. The cover must completely cover the opening/hole and be secured against accidental displacement. These covers must be marked "Hole cover - do not remove."

Secondary Fall Protection Systems

These systems may be worn and used as a backup to primary fall prevention systems noted above and in the absence of primary systems.

Only safety harnesses/lanyard systems approved by Artisan Construction, Inc. may be used on any project. Personal safety harnesses/lanyard systems may not be used.

Note: Secondary fall protection systems will not be required to be worn if scaffolding has complete handrails, midrails, toe boards and decking which are free of holes or openings.

1. Secondary fall protection (Full body harness/safety lanyard) will be required when using mechanical and mobile personnel hoisting devices.
2. Lanyard snap hooks must be the double action type.
3. The Fall Protection lanyard shall be attached to the D-Ring located in the middle back of the safety harness.
4. D-Rings located at the waist may only be used for positioning. D-rings on chest area should be used for descending ladder, retractable lifelines and rail type ladder climbing devices.

Lifelines

Lifeline systems are points of attachment for fall protection lanyards and must be capable of supporting at least 5,400 lbs. Lifelines may be mounted either vertically or horizontally and are generally intended to provide mobility to personnel working in elevated areas.

Horizontal Lifelines

Horizontal lifelines shall be installed and maintained by a rigging structural department and only be used after the safety department inspects them.

Vertical Lifelines

Vertical lifelines are used for personnel fall protection when vertical mobility is required. Lines extend from an overhead, independent anchorage and should be maintained in a vertical position while in use. A lanyard is attached to a vertical lifeline, using a rope grab device. No more than one person is allowed to tie off vertical lifeline. A vertical lifeline must be capable of supporting 5,400 lbs.

Rope grabs shall be positioned on the lifeline at least above the shoulders of the user.

LIFELINE PLACEMENT/INSTALLATION

Horizontal Lifelines

1. Priority shall be given to lifeline placement as structures are erected.
2. Lifelines shall be arranged to provide adequate mobility in all areas of the structure while maintaining 100% fall protection for personnel.
3. Lifelines should be arranged to provide tie off points at least waist high for personnel using them.
4. Lifelines shall not be used for any purpose other than fall protection.
5. Personnel installing lifelines shall be protected from falls at all times by use of retractable lifelines or tie off to structural steel, etc.
6. The safety department shall schedule regular documented inspection of all lifelines.

Retractable Reel Lifelines

1. Retractable lifelines shall be installed by a Superintendent. After installation and before use, the device must be inspected by another competent person.
2. Retractable lifeline devices shall be attached to supports which are capable of supporting 5,400 lbs.
3. Retractable lifeline devices shall be secured by means of shackles and wire rope chokers. Rope (synthetic or natural fiber) shall not be used to secure these devices.
4. Each retractable lifeline device shall be equipped with a rope tag line for extending the device to elevations below the point of attachment.

Retractable Reel Inspections

1. Check for presence of the red paint seal in the recessed hex head bolt. If the seal is missing, remove the unit from service. (i.e. Rose retractable reels)
2. Check cable for kinks, bird caging, unlaying, broken wires, heat damage, and excessive wear.
3. Pull on the cable and make sure it moves smoothly.
4. Give the cable a quick pull to ensure the brake is engaging properly.
5. Check snap hooks for sign of alternations, distortions, cracks dents or cuts.
6. Check pressed metal sleeves on cable for cracks or excessive wear.
7. Any defective retractable lifelines must be tagged "Defective" and removed from service.

Proper Care of Units

1. Never drop the unit from any height
2. Protect the cable from sharp corners and edges
3. Don't allow foreign matter to enter the housing
4. Never permit the cable to re-reel uncontrollably back into the device
5. Do not leave cable extended for a prolonged period of time
6. Do not stretch welding leads or electrical cords across the cable

Instructions for Use

1. Snap hook should be secured directly to D-Ring in center of back between shoulder blades.
2. Make sure the snap hook gate is completely closed (screw locks must be tightened down.) Swing fall must be minimized.

3. Never install the unit where the cable will make an angle of greater than 30 degrees with vertical.
4. Allow 40" of clearance in the event of a fall.
5. Do not work with cable at full extension (At least three feet must remain on device.) Cable should not pass over sharp corner.
6. It is only designed for one person at a time (75 - 300 lbs). It is never to be used for a work positioning device.
7. Do not allow cable to pass under arms, between legs or wrap around any part of the body.
8. Must always be secured overhead to eliminate slack.
9. If used to arrest a fall, the unit must be removed from service.

Climbing Ladders

Upon climbing to the elevation where the task is to be performed, the person on the ladder shall properly secure their safety lanyard before doing anything else. Next, the ladder must be tied off before work can begin. When the task is complete the process is reversed with the safety lanyard being the last protective device released prior to descent. Absolutely no objects, tools, or material are to be carried in hands while climbing or descending ladders.

100% Fall Prevention & Protection Training Program

Being secured with fall protection equipment anytime an employee is exposed to a potential fall. This includes working from ladders, scaffolds, structures, etc.

Body harnesses will not be worn when working in energized 600 volt high energy equipment.

Utilization of Equipment: JLG Lifts; Scissor Lifts; Manual & Hydraulic Pin Extractors

Body Harnesses (Quarterly Inspections)

Equipment used for fall protection must be inspected before each use. A visual inspection must be performed by the user to insure safe equipment condition.

Items To Inspect:			
10.	Stitching	11.	Buckle Taps
12.	Rivets	13.	D-Ring
14.	Buckles	15.	General Appearance
Conditions To Inspect For:			
16.	Cuts	17.	Abrasions
18.	Acid Damage	19.	Dry Rot
20.	Burns		

1. Personally owned harness are not allowed
2. Demonstrate donning procedure

3. Proper Fit
4. Proper Positioning

Safety Lanyards (Quarterly Inspections)

Items To Inspect		
5.	Faulty Latches on Snaps	Flagging torn loose on
7.	Acid Damage	On Dyna-Brake
8.	General Appearance	Burn Damage
Conditions To Inspect For:		
9.	Cuts	Abrasions
10.	Dry Rot	Burns

Warning Line Systems

1. Erected around all sides of the work areas
2. Not less than 10' from roof edge.
3. Points of access, materials handling and storage areas and hoisting areas connected to the work area by an access path formed by two warning lines.
4. When path to point of access is not in use a rope will be used and placed across the path where it intersects the warning line.
5. Warning line will be flagged every 6' w/yellow barricade tape.
6. Warning line will be no lower than 34" nor higher than 39".
7. Warning line will be ½" nylon rope with a minimum tensile strength of 500 lbs.
8. The warning line will be attached to each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tip over.
9. The control line shall be connected on each side to a guardrail system or wall.

Control Access Zone

Control line will extend along the entire length of the unprotected edge and parallel to it.

Safety Monitoring Systems

The employees shall designate a competent person to monitor the safety of other employees and the monitor will comply with the following requirements:

1. Employee shall be competent to recognize fall hazards.
2. He/she shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner.
3. He/she shall be on the same walking or working surface and will monitor the employee visually at all times.
4. He/she shall be close enough to communicate orally with the employee at all times.
5. He/she will have no other duties absolutely none.
6. He/she will monitor only one employee which means no other employees will be allowed on the leading edge.
7. Each employee shall comply with all hazard warnings from the monitor.

Fire Extinguisher Written Program

Purpose

The purpose of this program is to establish procedures for the use of fire extinguishers at all of the company locations.

This program supports compliance with the Occupational Safety and Health Administration Fire Extinguisher Standard as found in 29 CFR 1910.157. This program applies to all company employees who have been authorized to operate fire extinguishers for incipient stage fires.

Definitions

Extinguisher Rating: The numerical rating given to an extinguisher which indicates the extinguishing potential of the unit based on standardized tests.

Incipient Stage Fire: A fire in the initial or beginning stage which can be controlled or extinguished by portable fire extinguishers, standpipes or small hose systems, and without the need for protective clothing or breathing apparatus.

Inspection: A visual check of fire extinguishers to ensure that they are in place, charged and ready for use in the event of a fire.

Responsibilities

Program Administrator: _____, Superintendent.
Name Title

This person is responsible for:

- Issuing and administering this program and making sure that the program satisfies the requirements of all applicable Federal, State or Local Fire extinguisher requirements.
- The company will provided portable fire extinguishers for employee use in the workplace and will also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting. The company will provide this training both at the time of hire and annually thereafter.
- Maintaining the training records of all employees included in the training sessions
- Maintaining a fire extinguisher map for the facility and performing an annual fire extinguisher audit.
- Administering the monthly inspection program.

- Administering the use of an outside contractor for maintenance, hydrostatic testing and recharging.

- Knowing the locations of fire extinguishers in their areas.

1. Understanding the fire hazards of specific processes in their departments.
2. Ensuring that safe operations are maintained to prevent fire within their departments.

Program Activities

Inspections

Fire extinguishers will be inspected monthly using the fire extinguisher inspection form. All deficiencies will be noted and directed to the superintendent for replacement.

All fire extinguishers will be serviced annually by an outside fire extinguisher contractor. This contractor will be responsible for performing all necessary hydrostatic testing.

Recordkeeping

Inspection and Maintenance Recordkeeping

To insure that all fire extinguishers are in safe operating condition, keep records of all inspections and maintenance.

A fire Extinguisher Monthly Inspection Sheet is provided in this section.

Training Recordkeeping

Keep accurate records of all fire extinguisher training activities: record the names of all participants and document all training sessions pertaining to this activity.

DRUG-FREE WORKPLACE PROGRAM

Substance Abuse Policy

It has been estimated that American companies spend over one hundred billion dollars each year on the consequences of substance abuse in the workplace. This considerable amount of money covers the costs of absenteeism, accidents and equipment damage, as well as increased medical costs and insurance premiums that accompany such events.

It has been estimated that employees who abuse alcohol or drugs have two times as many accidents, three times as many vehicular accidents, and use three times as much sick time as those who do not. Although the financial cost of substance abuse is substantial, the emotional impact of losing a friend, co-worker, or family member to drugs or alcohol is even greater.

Each of us reacts differently to drugs and alcohol, but one thing is clear----**these substances affect our judgement and our ability to perform.** The danger of abusing these substances becomes especially clear when you add the handling of heavy equipment and machinery to this picture.

To maintain a drug-free work force and to eliminate the safety risks, lost time and reduced productivity that results from the use and influence of alcohol and/or drugs in the workplace, Artisan Construction, Inc., hereafter called the Company, has adopted a substance abuse policy. The intention of this policy is to make the Company a safer and better place to work.

POLICY STATEMENT:

The use, possession, purchase, sale or manufacture of alcohol, illegal drugs, or non-prescribed drugs or being under the influence of alcohol, illegal drugs, or non-prescribed drugs while on Company property, while operating Company vehicles or equipment, or while engaging in Company business is strictly prohibited.

SCOPE:

Alcohol:

No employee shall report to work or remain at work while having an alcohol concentration of 0.04 or greater. Possession of alcoholic beverages at the work site is prohibited.

No employee shall report for work within four hours after using alcohol.

No employee required to take a post-accident test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Controlled Substance:

The Drug-Free Workplace Act allows testing for amphetamines, cannabinoids, cocaine, opiates, phencyclidine, and illegal substances or non-prescription drugs.

No employee shall report for work or remain at work when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her work function.

No employee shall report for work, or remain at work if the employee tests positive for controlled substances.

Prescribed Medications:

All employees taking prescribed medications that could impair their ability to safely perform their work function, must report this to their immediate supervisor.

QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT:

PROHIBITED CONDUCT:

Company prohibits any alcohol misuse and/or drug use that could affect performance of safety-sensitive functions, including:

ALCOHOL

- Use during working hours.
- Use during 4 hours before time on the job
- Reporting for work or remaining at work with an alcohol concentration of 0.04 or greater.
- Possession of alcohol. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- Use during the 8 hours following an accident, or until he/she undergoes a post accident test.
- Refusal to take a required test.

NOTE:

An employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform safety-sensitive functions for at least 24 hours.

CONTROLLED SUBSTANCE:

1. Use of any drug, except by doctor's prescription, and then only if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform his or her job function.
2. Employee is required to advise his/her supervisor of the use of any prescription medication, over-the-counter medication, or other substance which displays a warning advising the user of a danger of drowsiness or any possible impairment to mental ability or physical dexterity.
3. Testing positive for drugs; and
4. Refusing to take a required test.

CONSEQUENCES AND DISQUALIFICATIONS

- The employee shall not perform or be permitted to perform a work function if any of the above listed prohibitions are violated.
- Any employee violating these prohibitions will be referred to a Substance Abuse Professional for evaluation, regardless of employment status.

TESTING CIRCUMSTANCES:

Post-Accident Testing:

If any employee, while performing a safety sensitive function, is involved in an accident which causes an injury to him/herself or another person sufficient to require treatment for the injury, that employee will be required to submit to an alcohol and controlled substance test. Testing will be administered immediately following the accident or as soon as medically and legally as possible.

The alcohol test must be administered within 2 hours following the accident and in no case shall more than 8 hours elapse before the test is administered. It is the employee's responsibility to notify the company **immediately** to insure actions are taken to meet the testing requirements.

The employee must refrain from using alcohol for 8 hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

The drug test must be administered within 32 hours following the accident. The employee must remain available for testing, or the company will consider the employee to have refused to submit to testing.

NOTE: Nothing in this requirement should be construed as to require the delay of necessary medical attention for injured people following an accident.

Random Testing:

All employees of the company will be subject to random testing for controlled substances, which may be done at any time the employee is at work for the Company.

Reasonable Suspicion Testing:

Any employee while on company premises, while operating a company vehicle, or operating company equipment, or while engaging in company business, acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated this policy, he/she will be required to submit to an alcohol and/or controlled substance test upon the approval and direction of the yard management.

Return-to-Duty-Testing:

Any employee, based on company approval, that is allowed to return to duty following referral, evaluation, and treatment as a result of a positive alcohol or drug test will be required to submit to a return-to-duty alcohol and/or controlled substance test. An alcohol concentration of less than

0.02 and a negative drug test will be required before a return-to-duty decision is made.

Follow-Up Testing:

In the event an employee is allowed to return-to-duty following referral, evaluation, and treatment, a minimum of 6 unannounced alcohol and/or drug tests will be required during the next 12 months of employment. Follow-up testing may continue for up to 60 months following return-to-duty at the company's discretion, based on recommendations from the Substance Abuse Professional.

Alcohol and controlled substance testing may be performed at any time the employee is at work for the company.

*The company reserves the right to make changes to any policy at any time.

ARTISAN CONSTRUCTION, INC.

**SUBSTANCE ABUSE POLICY
CERTIFICATE OF RECEIPT**

I certify that I have received a copy of my company’s substance abuse policy, and that I have read it, and understand it. By accepting and/or continuing employment with the Company, I consent to submit to drug and/or alcohol screening, and agree to comply with Company policy.

I understand that failure to comply with the terms of this certificate is grounds for termination of my employment or my application for employment.

Employee Signature _____ Date _____

Employee Name (please print) _____

Employee # _____

Employer Name _____

ARTISAN CONSTRUCTION , INC.

DRUG TESTING CONSENT AND RELEASE FORM

I have read and understand the substance abuse policy of Artisan Construction, Inc. I understand that it is the policy Artisan Construction, Inc. to conduct drug and alcohol tests in accordance with the conditions of this policy.

I understand that refusal to provide a specimen to be tested for drugs and/or alcohol when requested of the company is grounds for disciplinary action against me, up to and including termination of my employment. I further understand that if a test of my specimen reveals the presence of an unauthorized substance the company may take disciplinary action against me, up to and including termination of my employment.

I authorize the officers, authorized employees, and agents of Artisan Construction, Inc. to communicate among themselves for official purposes my drug and/or alcohol test results both orally and in writing, and to communicate such test results at any judicial or administrative proceeding.

I also agree to hold harmless of Artisan Construction, Inc. and its officers, agents, and employees from and against any harm, claim, suit, or cause of action which may occur as a direct or indirect result of the test or release of the test results to the company or its test administration agent.

At this time I hereby agree to provide a specimen for testing.

(Donor's Signature)

(Date)

(Print Name)

(Witness)

(Employee Number)

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