



SAFETY POLICY

(Employee keeps this copy)

It is our intention to perform quality work while maintaining the utmost in safety standards.

All employees hired by RPM & Associates, Inc. are asked to read our safety policy. At the time, they are asked to sign a copy of the policy, indicating they have been notified of the safety policies of this company, and are aware of the consequences if they do not abide by this policy.

All superintendents are instructed on safety procedures when they are hired. They, in turn, are responsible for training any employees hired directly by them. Weekly safety meetings are held in an attempt to maintain excellent safety standards and to reiterate our policies and procedures.

Weekly safety meetings are also held with our subcontractors to remind them of our safety policies and procedures.

Below is a list of our safety policies:

- 1) This is a drug free company. Any employee using drugs or alcohol while on our project will be terminated immediately.
- 2) On Food Lion remodels or additions, smoking is not allowed in the store. This holds true when groceries begin being delivered on new stores. Any employee violating this policy will be subject to disciplinary action, including possible termination.
- 3) Hard-hats must be worn on the project at all times. **THERE ARE NO EXCEPTIONS!** Any employee violating this rule will be subject to disciplinary action, including possible termination.
- 4) **If an Injury or Illness Occurs:**
 - Notify your supervisor at once. You can't receive benefits unless your employer knows you're injured.
 - A First Report of Injury must be completed and sent to the home office.

- The superintendent must conduct an investigation and complete a Superintendent Accident Investigation Report, which must also be sent to the home office. Copies of each report are to be kept on the project.
- 5) Weekly safety meetings are to be held with both RPM & Associates, Inc. employees and any subcontractors on the project at that time. Weekly Safety Reports are to be completed after each meeting and a copy sent to the home office.
 - 6) Once a month, the superintendent must conduct an inspection and complete a Safety Inspection Checklist. During the month, the superintendent must also consistently check the jobsite for any potential hazards.
 - 7) The superintendent must inspect all cranes that are set up on a project or he must obtain an inspection report from the subcontractor bringing the crane on site.
 - 8) A copy of our Hazardous Communication Manual must be accessible to employees at all times. As a new employee is hired, he/she must be trained on hazardous materials and must sign an "Employee Training Sheet". This form is to be sent to the home office and a copy kept in the Hazardous Communication Manual. In addition, copies of Material Safety Data Sheets must be kept in this manual for any material we are using on the project.
 - 9) All subcontractors working on our projects must have a Certificate of Insurance on file at the home office prior to beginning work.
 - 10) It is the responsibility of the superintendent to post an "Injuries and Illness Listing" on the project at all times. When an injury or illness occurs, it is to be listed on this form.
 - 11) It is the responsibility of the superintendent to make sure he has the following posters on the jobsite: Equal Employment Opportunity Law, Job Safety and Health Protection, Wage protection and Child Labor Law, Minimum Wage Law, Employee Polygraph Protection Act, Workmen's Compensation Act, Unemployment Insurance Law, and Hazardous Chemical Right to Know.
 - 12) Periodically, as informational materials concerning safety are brought to our attention, they will be forwarded to each superintendent for use in training themselves, as well as our employees.