





***ELITE MAINFRAME SOLUTIONS INC.***

**SAFETY  
AND  
HEALTH  
MANUAL**

**POLICY STATEMENT**

ELITE MAINFRAME SOLUTIONS will administer a comprehensive and continuous Safety and Health Program. Safety of employees takes precedence over all other concerns. ELITE MAINFRAME SOLUTIONS goal is to prevent accidents and comply with all Federal, State and Local safety and health standards.

Safety is everyone's responsibility. All managers and supervisors are expected to implement the procedures and address employee questions about work practices within ELITE MAINFRAME SOLUTIONS. No employee is expected to be in such a hurry that safety is neglected. The company will provide all safeguards required to protect personal safety and health. Employees who violate safety rules shall be subject to disciplinary action up to and including termination.

Managers and Supervisors will address any employee concerns about guidelines not specifically covered in the Plan. More extensive safety information is available by contacting ELITE MAINFRAME SOLUTIONS Safety Director.

The objective of this program is to maintain our excelling record in the industry with the full support of management, supervisors, project managers and all site-specific workers and to minimize the number of injuries through continuous training and promotion of a professional safety culture.

## TABLE OF CONTENTS

### **PART 1 GENERAL SAFETY AND HEALTH MANUAL**

Goal and Purpose	9
Objectives	9
Guidelines	9

Responsibilities	10
Management	10
Safety Management	10
Project Managers	11
Project Managers / Foremen or Safety Rep.	11
Foremen or Safety Rep.	11,12
Drivers	12
Operators	12
Employees	13
Safety and Health Procedures	14
Accountability	14
Enforcement - Progressive Discipline Procedures	15
Bidding	16
Pre-Planning	16
Employee Participation	16
Site Safety Inspections	16
Specific Site Safety Inspections	16,17
Accident / Incident Investigation and Prevention	17
Personal Protective Equipment	17
New and Re - Hired Employee Orientation	17
Training	17
Company Wide Meetings	17
Project Manager & Foremen or Safety Rep. Meetings	18
On-site Training	18
Weekly Safety Meetings	18
Specialized and/or Specific Training	18
Technical Support	18
Emergency and First Aid	19
Urgent Care Facilities	19
Emergency Procedures	19
Fire	19
First Aid	20
Accident Reports / Record Keeping	20
Documentation	21
Sub-Contractor Selection	21
Safety and Health Manual Revision	21
Safety Library / Safety Board	21
Distribution of Safety and Health Manual	21

**PART 2**  
**JOB SPECIFIC WORK RULES**

Abrasive Grinding	23
Access / Egress	23
Aerial Lift	23

Back / Lifting Safety	23
Concrete and Masonry Construction	23
Confined Spaces	23
Cranes (mobile)	23
Drinking Water	24
Electrical – General	24
Excavation and Trenching	25
Eye and Face Protection	25
Fall Protection	25
Fire Protection	26
Flag Personnel	26
Flammable and Combustible Liquids	26
Foot Protection	26
Gases, Vapors, Fumes, Dusts, and Mists	26
Hand and Arm Protection	26
Hand Tools	27
Hard Hats	27
Hearing Protection	27
Heating Devices, Temporary	27
Housekeeping / Clean-up	28
Lasers	28
Ladders	28
Lighting	29
Personal Protective Equipment	29
Powder - Actuated Tools	29
Power Transmission, Mechanical	29
Respiratory Protection	29
Motor Vehicles and Construction Equipment	30
Rules for Drivers of Vehicles	30
Rules for Operators	30
Saws	31
Scaffolds – General	32
Scaffolds – Specific Items	32,33
Caution	33
Scaffolds – Inspections	34
Signs	34
Storage	34
Toilets	34
Washing Facilities	34
Welding, Cutting and Heating	34
Wire - Ropes, Chains, Ropes and Other Rigging Equipment	35
Working / Walking Under Suspended Loads	35

### PART 3

## SPECIFIC SAFETY AND HEALTH POLICIES AND PROGRAMS

Substance Abuse Policy	37,38
General Procedures	39
Opportunity to Contest or Explain Test Results	39
Confidentiality	39
Hazard Communication Program	40
Chemical Inventory	40
Container Labeling	40
Material Safety Data Sheets (MSDS)	40
Employee Hazardous Communication Training	41
Onsite Training	41
Hazards of Non- Routine Task	41
Multi- Employer Workplaces	41
Fall Protection Policy	42,43,44,45
Automobile Safety Policy	45,46

# PART 1

# GENERAL SAFETY AND HEALTH MANUAL



## Goal and Purpose

The goal of **ELITE MAINFRAME SOLUTIONS INC.** (from this point forward referred to as the "Company") is to ensure that safety and health efforts are so successful that accidents and injuries are eliminated.

The purpose of this Safety and Health Manual is to provide a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe working environment and reach the Company's goal of zero accidents and injuries.

## Objectives

- To reflect management's commitment to provide a safe and healthy working environment for all employees.
- To establish a set of policies and requirements that management and employees can use as guidelines in their efforts to ensure a safe and healthy working environment.
- To be in compliance with federal, state and local safety and health regulations. To be in compliance with our clients' safety and health rules and regulations.

Achieve our goals of

- ...zero injuries
- ...zero lost time accidents
- ...zero O.S.H.A. violation

## Guidelines

Throughout this Safety and Health Manual we have used OSHA requirements as a guide. In many cases the requirements of **ELITE MAINFRAME SOLUTIONS INC.** are more stringent and should be followed. From time to time certain job sites require Safety rules in addition to those of **ELITE MAINFRAME SOLUTIONS INC.** and OSHA. In this case the more stringent rules should be observed.

## Responsibilities

- Management, Project Managers, Foremen or Safety Rep., subcontractors, vendors, visitors and employees are responsible for the compliance with this Safety and Health Manual. A summary of each party's responsibilities is outlined below.

## Management

- It is the responsibility of management to establish rules and programs designed to promote safety and health; to make known to all employees the established rules and programs and to impress upon all employees the responsibility and accountability of each individual to maintain a safe and healthful workplace.
- Management will ensure that appropriate safety and health training is provided, that inspections are performed, and that accident investigations are conducted and reviewed.
- Management will designate a person to administer the Safety and Health Program, which includes the general Safety and Health Manual and Specific Safety and Health Manuals. This person has the following duties:
  - Answer questions concerning the Safety and Health Manual.
  - Keep all copies of the Safety and Health Manual up-to-date.
  - Keeps all documentation concerning the Safety and Health Manual up-to-date.

## The Safety and Health Coordinator designated by the Company is:

**Name: Jaime A Espinosa**

**Office**

**Cell: 754-246 0004**

## Safety Management

Jaime A Espinosa - Safety Director	NAME – Personnel Management (HR)
Monitor all jobsites / areas for compliance with the Safety & Health Manual	Administrative support for ALL Safety related items and activities
Chairperson for the Safety Committee	OSHA 300 Form
Field inspections (self & outsiders)	Safety incentive & reprimand tracking
Disciplinary and enforcement procedures	Monitor Vehicle Reports (MVR)
Safety training to all company employees	Monitor Safety Training Requirements
"Safety Library" and "Safety Board" upkeep	Publish Safety Information
All employees safety training records	Insurance coordinating
Employee packages	Accident Tracking

### **Project Managers**

- Project Managers are responsible for maintaining safe and healthful working conditions under their supervision.
- Project Managers will review all written warnings and take appropriate disciplinary action as necessary.
- Project Managers are responsible for requiring conformance to safety and health standards by subcontractors and vendors.

### **Project Managers and Foremen or Safety Rep.**

- Project Managers and Foremen or Safety Rep. are responsible for coordinating their safety efforts with each other.
- Project Managers and Foremen or Safety Rep. are responsible for pre - planning and scheduling the job site(s).
- Project Managers and Foremen or Safety Rep. are responsible for reviewing all Accidents / Incidents Reports.
- Project Managers and Foremen or Safety Rep. are responsible for seeing that preventative measures are taken to ensure that Accidents / Incidents do not occur.
- The Project Managers and Foremen or Safety Rep. are responsible for issuing verbal warnings and written warnings when safety and health rules, regulations or company polices are violated and submitting reports for review to the Safety Director.

### **Foremen or Safety Rep.**

- Foremen or Safety Rep. are responsible for maintaining safe and healthful working conditions on the jobsite(s) under their supervision.
- Foremen or Safety Rep. are responsible for carrying out the planning of the Project Managers and making the Project Managers aware of any new conditions or hazards that may arise.
- Foremen or Safety Rep. will continually conduct (at least daily) inspections of jobsite(s) material or equipment. The Foremen or Safety Rep. conducting these inspections must be capable of identifying existing and predictable hazards in the work environment, of identifying working conditions, which are unsanitary, hazardous, or dangerous to employees, and of identifying unsafe behavior. In addition, Foremen or Safety Rep. must have the authority to take prompt corrective measures to eliminate or control hazards and correct unsafe behavior.

- Foremen or Safety Rep. will ensure that prompt medical attention for any injured employee is available, and will report all accidents and injuries to Project Managers and/or the Safety Director.
- Foremen or Safety Rep. make sure personnel protective equipment is available and is being used correctly. Training on PPE is provided, on site, by the Foremen or Safety Rep..
- Foremen or Safety Rep. are responsible for filling out and completing the Accident / Incident Report within 2 hours of the Accident / Incident.
- Foremen or Safety Rep. are responsible for having the appropriate up-to-date MSDS sheets on their jobsite and assuring all employees are aware of their location.
- Foremen or Safety Rep. are responsible for all weekly safety meetings, both company and subcontractors. All safety meetings shall be documented & maintained at each job site.
- Foremen or Safety Rep. are responsible for ensuring all safety rules & regulations are adhered to, on the jobsite, by ALL employees, workers, visitors, subcontractors, etc.
- Foremen or Safety Rep. are responsible for submitting Accident / Incident Reports and reviewing all Accidents / Incidents with the Safety Director.
- Foremen or Safety Rep. shall assure that Daily Reports reflect any unsafe acts or conditions.

### **Drivers**

- Drivers are expected to drive safely at all times. Drivers will abide by all federal and state laws regarding the safe operation of vehicles on public roads.
- Drivers must meet the requirements and follow the items outlined in Part 2 Job Specific Work Rules under the section "Rules for Drivers".

### **Operators**

- Operators are expected to operate their equipment safely at ALL times.
- Operators of heavy equipment must meet the requirements outlined in Part 2 Job Specific Work Rules under the Section "Rules for Operators".

## **Employees**

- It is the responsibility of all employees to work safely to ensure their own safety as well as the safety of coworkers. Employees are encouraged to ask for help, when unsure about how to safely perform any task.
- Employees are required to report any unsafe acts or conditions to the Foremen or Safety Rep.. Management will not take any reprisal against employees for such notifications.
- Employees are required to work in compliance with all federal, state and local laws, including all OSHA safety regulations.
- All safety programs and regulations, whether written and/or implied by the company, it's Project Management Group, the General Contractor, OSHA or other government agency shall be strictly enforced and/or followed at all times, in all areas of the company and on all jobsites.
- Employees are required to attend and participate in all safety meetings that the company conducts.
- Employees are responsible for using and maintaining all personal protective equipment that is provided by the employer or the employee.
- Employees are required to be thoughtful and orderly in your conduct at all times. "Horseplay is not allowed at any time".
- All employees are required to sign an "End of Week Employee Injury Statement" weekly.

## **Safety and Health Procedures**

The safety and health goal and objectives will be realized by implementation of policies outlined under the following headings:

- Accountability
- Enforcement - Progressive Discipline Policy
- Bidding
- Pre – Planning
- Employee Participation
- Site Safety Inspections
- Accident / Incident Investigations and Prevention
- Personal Protection Equipment
- New & Re - Hired Employee Orientation
- Training
- Technical Support
- Documentation

### **Accountability**

Project Managers, Foremen or Safety Rep., Leadmen, and the Safety Director are accountable for improving the safety performance of personnel under their supervision.

A Safety Committee will be established. The Safety Committee shall perform the following:

- Establish safety and health goals.
- Feedback on safety performance on a regular basis.
- Recommend rewards, bonuses, and promotions based on safety excellence.

It is the duty of the Safety Committee to see that the Company has the cleanest safety record possible. The Safety Director is always available to consult with any employee who has safety concerns. The Safety Director shall answer any questions an employee may have and resolve any safety problems that arise.

If any employee has knowledge of any existing safety hazard, and they have brought it to their supervisor's attention without results, please respond to Safety Director and the situation will be promptly investigated.

This safety program is presented as a guide for achieving a high degree of safety within all areas of the company. It is not intended to cover all situations concerning safety, which may arise. Rather, it is presented to instill in each employee the importance of safety and the aspiration that the employee will expand his / her awareness to safety and apply it to all aspects of their work.

## **Enforcement - Progressive Discipline Policy**

Project Managers, Foremen or Safety Rep., or any employee found violating any of the safety and health policies outlined in the Safety and Health Manual, or participating in any other hazardous activity on the jobsite or while performing activities and/or operations for the company, will be subject to the following progressive discipline system. To ensure the orderly and successful operation of any organization, appropriate work rules and standards of conduct must be established and enforced. Our company is no exception. Violation of these rules will lead to disciplinary action, up to and including, discharge. It is neither, possible or practical to list all of the forms of behavior that are considered unacceptable in the workplace. Therefore, the following list is for illustrative purposes only.

In general, disciplinary action falls into one of two categories of offences: Level I Offences and Level II Offences, depending on the severity of the conduct. This categorizing provides management with a general framework or guideline for implementing discipline in a consistent and objective manner to ensure that all employees are treated fairly. Violation of Level I Offences will result in immediate discharge. Violation of Level II Offences will result in progressive disciplinary action.

Progressive disciplinary action is defined as follows:

- 1st offense: verbal warning
- 2nd offense: written warning
- 3rd offense: written warning and a 3-day suspension
- 4th offense: written warning and discharge

Disciplinary action reaching the 4th offense within a two-year period will result in discharge. Management will issue the progressive disciplinary action described above in writing, and will provide a signature and date line on the disciplinary document itself, for the employee to sign, as conformation that he or she has read the same. Any employee receiving a written warning will be required to sign the written warning. Refusal to sign written warning will be considered failure to comply with company policy and may result in termination of employment.

Exceptions:

- The progressive discipline policy will be suspended, if an employee commits a gross violation of these Safety and Health Manuals or participates in an unsafe act that poses an immediate danger to the life and health of themselves or other employees. The employee may be immediately suspended without pay or may even be terminated.
- If an employee commits a substance abuse violation (as described in the Substance Abuse Program) that employee is subject to the disciplinary measures outlined under the Substance Abuse Program.

## **Bidding**

Bidding will include consideration for the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

## **Pre - Planning**

The pre - planning of jobs will include attention to the elimination or control of safety and health hazards, and all items in the company Safety and Health Manual.

## **Employee Participation**

Employees must make the company aware of any safety and health issues.

Employees are encouraged to make recommendations for the elimination / control of safety and health hazards.

All safety and health issues brought up by the employees will be reviewed and responded to by management in a timely manner.

## **Site Safety Inspections**

Site safety inspections will be conducted on a regular basis to determine jobsite hazards, methods to eliminate or control the hazards and ensure that safe work practices are being implemented.

In our continued efforts to improve our safety program and to protect our employees from any hazards on job sites each situation will be evaluated. If a hazard exist or could reasonably be expected to exist you are to follow one of the following actions.

- Get the appropriate person to correct the hazard or provide adequate protection from the hazard before our employees are allowed to work in the area.
- Correct the hazard or provide protection from the hazard ourselves before our employees are allowed to work in the area
- Do not enter or work in the area.

## **Specific Site Safety Inspections**

The General Contractor must provide certain safety systems before *ELITE MAINFRAME SOLUTIONS INC.* employees and our subcontractors can work in certain areas. The list below will be in place on all job sites prior to working in these areas.

- Exterior openings above six feet will have a guardrail system in accordance with OSHA minimum requirements.
- Hoist way areas above six feet will have a guardrail system in accordance with OSHA minimum requirements.
- Floor penetrations will be covered and properly marked in accordance with OSHA minimum requirements.



- Fire fighting equipment (such as fire extinguishers) will be provided and conspicuously located and readily accessible at all times in accordance with OSHA minimum requirements.
- The General Contractor will have in place a safe way to enter and exit building in accordance with OSHA minimum requirements.
- Access to floors above six feet where no permanent stairway is in place will have a safe portable ladder in accordance with OSHA minimum requirements.

### **Accident / Incident Investigation and Prevention**

Accidents / Incidents will be investigated to prevent future mishaps.

All Accidents / Incidents must be reported to the Safety Director.

The Supervisor of the employee involved in the Accident / Incident must fill out an Accident / Incident Investigation Report for each Accident / Incident.

All Accidents / Incidents will be reviewed by the Safety Director to determine future prevention measures.

Definitions:

- Accident: An "accident" is one in which 1) a fatality occurs, or 2) an individual in the accident immediately receives medical treatment away from the accident scene, 3) a driver of a commercial motor vehicle receives a citation for a moving traffic violation arising from an accident or 4) there is damage to company property, the property of others or public property.
- Incident: An "incident" is an event that could have resulted in an accident.

### **Personal Protective Equipment**

All employees will be trained on the proper use and maintenance of personal protective equipment.

### **New and Re - Hired Employee Orientation**

The Safety and Health Manual will be reviewed with all new hired and/or re - hired employees prior to beginning work. New hired and/or re - hired employees will be required, prior to beginning work, to sign a statement of employee understanding regarding the Safety and Health Manual.

### **Training**

All training will be documented and entered into employee's personnel files and safety records.

### **Company Wide Meetings**

Companywide meetings will be conducted on an annual basis and/or as deemed necessary by Management and/or the Safety Director. These meetings will sometimes cover company wide safety and health topics.

### **Project Managers and Foremen or Safety Rep. Meetings**

Project Managers and Foremen or Safety Rep. meetings will be conducted on a regularly scheduled basis. Some of the topics for these meetings will focus on their responsibility as outlined in the Safety and Health Manual.

They will be trained to identify hazards, hazard control and training other employees on safe work practices and procedures.

### **On - Site Training**

On - site training will cover such topics as:

- Safety rules and/or regulations.
- Site specific hazards.
- Safe work practices.
- Procedures being used to eliminate specific hazards.
- Training on personal protective equipment.
- Other topics the Foremen or Safety Rep. or the Safety Director deem necessary.

### **Weekly Safety Meetings**

The Foremen or Safety Rep. are responsible for weekly toolbox safety meetings on site specific safety and health hazards. The Foremen or Safety Rep. document each session topic and attendance is recorded.

### **Specialized and/or Specific Training**

Specialized training will be conducted on an "As Needed" basis by the company for specific job related functions.

### **Technical Support**

Outside technical support, for assistance, to eliminate or control of safety and health hazards will be provided on an "As Needed" basis by the Company.

## **Emergency & First Aid**

The Foremen or Safety Rep., with the aid of the Safety Director, will determine the emergency phone numbers for each jobsite. The Foremen or Safety Rep. will post the emergency numbers in such a manner that every employee of a jobsite will be aware of the location of the emergency phone numbers. Jobsites should have at least 1 (one) person trained in emergency 1st Aid & CPR.

## **Urgent Care Facilities**

Clinic Name  
Clinic Address  
Clinic Number

Clinic Name  
Clinic Address  
Clinic Number

## **Emergency Procedures**

The Foremen or Safety Rep. should instruct employees on emergency procedures for the specific jobsite before work begins. Although the emergency procedures at each jobsite may vary somewhat, the basic procedures are as follows:

- Don't panic.
- Call for help / 911.
- Provide the dispatcher with detailed information.
- In case of a fall accident, do not attempt to rescue unless trained in rescue procedures.
- Provide first aid if qualified to do so.
- Don't move injured person unless his or her life is in danger from sources other than the injury.
- Secure the site.
- Shut down the equipment.
- Account for everybody on the site.
- Notify the Safety Director of emergency within 1 (one) hour.

## **Fire**

In the event of a fire the procedures are:

- Use fire extinguisher to put out small fires.
- Evacuate the work area.
- Call fire department / 911.
- Meet at designated location.
- Notify the Safety Director of the fire within 1 (one) hour.

## **First Aid**

- First aid for minor injuries will be administered on the jobsite.
- If the injury requires immediate medical treatment beyond first aid, the Foremen or Safety Rep. will call the appropriate emergency number to receive immediate medical treatment.
- If the injury does not require immediate medical treatment, but does require medical treatment beyond first aid, the Foremen or Safety Rep. shall arrange transportation for the employee to the appropriate emergency medical facility.
- If the injury is minor, and first aid treatment is required by the Foremen or Safety Rep., appropriate action should be taken to prevent exposure to blood borne pathogens and the exchange of body fluids.
- All employees must notify their supervisor and/or the Safety Director of any first aid uses or occurrences.

## **Accident Reporting / Recordkeeping**

- All accidents must be reported to the Safety Director or the main office within 1 hour.
- All eye, neck, back and knee accidents / injuries require immediate medical attention, no matter how minor.
- Accident reports must be 100% complete and turned in to Safety Director within 2 hours of accident.

All accidents require:

- Company accident form
- First Report of Accident (specific state requirements)
- Drug test results

The company will maintain, at most job sites and at the main office, an OSHA 300 form (log and summary or equivalent) of all recordable injuries and illnesses resulting in a fatality, hospitalization, lost workdays, medical treatment, and/or loss of consciousness.

Each recordable event will be entered no later than (5) five working days after receiving the information. The previous year OSHA 300 summary shall be posted by February 1, and shall remain in place through April 30<sup>th</sup> each year.

The OSHA 300, (log and summary), the OSHA 300A, (supplementary record or company accident report), shall be retained for five years following the end of the year to which it relates.

Within 8 hours after its occurrence, an employment accident which is fatal to one (1) or more employees or which results in the hospitalization of three (3) or more employees shall be reported either orally or in writing, to the nearest OSHA Area Coordinator. 1-800-321-OSHA (1-800-321-6742)

## **Documentation**

All documentation relating to the Safety and Health Manual will be kept up-to-date and filed in such a manner that it will be readily accessible. Project Managers and Foremen or Safety Rep. are required to file all appropriate documentation in a timely manner with the Safety Director.

## **Subcontractor Selection**

Safety and health performance will be one of the criteria used to select subcontractors. The safety and health guidelines outlined below will be used to evaluate subcontractors. Copies of the following must be submitted to Safety Director prior to starting work.

- Insurance Certificate
- Safety and Health Manual
- Substance Abuse Program
- Written identification of the onsite supervisor and competent person

If a subcontractor does not have a Safety and Health Manual and a Substance Abuse Program, the subcontractor will be required to adopt, in writing, the *ELITE MAINFRAME SOLUTIONS INC.* Safety and Health Manual

## **Safety and Health Manual Revision**

The Safety and Health Manual is a working document and will be revised and updated as necessary. At a minimum, the Safety and Health Manual will be reviewed and updated on an annual basis.

## **Safety Library / Safety Bulletin Board**

A "Safety Library" and "Safety Bulletin Board" will be established with an up-to-date, current copy of the *ELITE MAINFRAME SOLUTIONS INC.* Safety and Health Manual in it.

A current copy of the OSHA standards will be in the "Safety Library".

Many other safety related items will be available on the "Safety Library" & "Safety Bulletin Board".

## **Distribution of the Safety and Health Manual**

Up-to-date copies of the Safety and Health Manual will be available to all employees, subcontractors and vendors through the Safety Director. In addition, Project Managers and Foremen or Safety Rep. will have up-to-date copies of the Safety and Health Manual.

# PART 2

## JOB SPECIFIC WORK RULES

### **Abrasive Grinding**

- Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. [1926.303(b) & (c)(1)]
- Adjust work rest on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. [1926.303(c)(2)]
- Inspect abrasive wheels before mounting. [1926.303(c)(7)] Always leave wheel in working condition for next user.

### **Access / Egress**

- Do not jump on or off equipment and/or vehicles.
- Use only safe means of access / egress to and from work areas. Jumping from or to work areas is not allowed, nor is sliding down cables, ropes or guy-wires.
- Keep all equipment, vehicles, footwear, access areas, etc. clean.

### **Aerial Lift**

- Employees shall have adequate training and proper authorization prior to operating any Aerial Lift. [1926.453(b)(2)(ii)]
- All modifications to any aerial lift, must have written approval from the manufacturer. [1926.453(a)(2)]

### **Back / Lifting Safety**

- Standard and appropriate lifting techniques must be followed by all employees. Lift with legs, not your back. Get help when needed.

### **Concrete and Masonry Construction**

- No construction loads shall be placed on the structure until the structure is capable of supporting the load. [1926.701(a)]
- Only authorized employees shall be allowed in the "limited access zone" of masonry walls construction. [1926.706(a)(1)-(5)]
- All protruding reinforced steel that poses the risk of impalement shall be guarded to eliminate the hazard. [1926.701(b)]

### **Confined Spaces**

- No employee of this company is allowed to enter any confined space.

### **Cranes (mobile)**

- All manufacturer specifications and limitations must be adhered to.
- All Equipment shall be inspected, by a competent person, prior to use. [1926.550(a)(1) & (a)(5)]
- Accessible areas of the "swing radius" shall be barricaded to prevent employees from being struck or crushed by the crane. [1926.550(a)(9)]
- The use of a crane to hoist employees is prohibited. [1926.550(g)(2)]

## Drinking Water

- An adequate supply of potable water shall be provided in all places of employment. [1926.51(a)(1)]
- Potable water containers shall be capable of being tightly closed and be equipped with a tap. [1926.51(a)(2)]
- The common drinking cup is prohibited. Cup dispensers and disposable cups shall be provided. [1926.51(a)(4)]
- A sanitary container for unused cups and a receptacle for used cups shall be provided. [1926.51(a)(5)]

## Electrical - General

- All 120-volt, single phase, 15- and 20- ampere receptacles must be protected by G.F.C.I. [1926.404(b)(1)(ii)]
- Extension cords shall not be plugged into any temporary lighting circuit or any other non - GFCI protected circuit.
- All extension cords shall be inspected daily, prior to use, for damage or defects. [1926.404(b)(1)(iii)(c)]
- All electrical extension cords used by *ELITE MAINFRAME SOLUTIONS INC.* are to be minimum 12 gauges and designed for extra hard usage.
- Workspaces, walkways and similar locations shall be kept clear of cords. [1926.416(b)(2)]
- All extension cords must be 3 - wire type, protected from damage, and not fastened with staples, hung from nails or suspended from wires. [1926.416(e)(2)] & [1926.405(a)(2)(ii)(J)]
- No cord or tool with a damaged ground plug shall be used. [1926.404(b)(iii)(c)]
- Splices must be soldered wire connections with insulation equal to the cable. [1926.403(e)]
- Worn or frayed cables may not be used. [1926.416(e)(1)]
- Cables passing through work areas will be covered or elevated to protect from damage.
- Boxes with covers for the purpose of disconnecting must be securely and rigidly fastened to mounting surface.
- No employee may work in proximity to any electric power circuit that may be contacted during the course of work, unless protected against electric shock by de-energizing circuit and grounding it or by guarding with effective insulation. [1926.416(a)(1)]
- In work areas where exact location of underground electric power lines is unknown, workers using bars or other hand tools, which may contact lines must wear insulated protective gloves. [1926.416(a)(2)]



## **Excavation and Trenching**

- No employees of this company shall enter any excavation and/or trench.

## **Eye and Face Protection**

- Safety glasses are required to be worn 100% of the time on the jobsite.
- Eye and face protection must be worn when machines or operations present potential eye or face injury. [1926.102(a)(1)]
- Employees exposed to laser beams shall be furnished suitable laser safety goggles, which will protect for the specific wavelength of the laser and be optical density (O.D.) adequate for the energy involved. [1926.102(b)(2)]
- Eye and face protective equipment shall meet all requirements of ANSI Z 87.1-1968, "Practice of Occupational and Educational Eye and Face Protection". [1926.102(a)(2)]

## **Fall Protection**

- Where employees are exposed to falling 6 feet or more from an unprotected side or edge, the employer must select and use a guardrail system, safety net system, or a personal fall arrest system to protect the worker from falls. [1926.501(b)(1)]
- A personal fall arrest system consists of an anchorage, connectors, and a body harness and may include a lanyard, a deceleration device, lifeline or a suitable combination of these. [1926.500 (b)] & [1926.502(d)]
- Each employee in a hoist area shall be protected from falling 6 feet or more by guardrail systems or personal fall arrest systems. If guardrail systems (or chain gate or guardrail) or portions thereof must be removed to facilitate hoisting operations, as during the landing of materials, and a worker must lean through the access opening or out over the edge of the access opening to receive or guide equipment and materials, that employee must be protected by a personal fall arrest system. [1926.501(b)(3)]
- Personal fall arrest systems, covers, or guardrail systems must be erected around holes (including skylights) that are more than 6 feet above lower levels. [1926.501(b)(4)]
- Each employees at the edge of an excavation 6 feet deep or more shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet or more above the excavation. [1926.501(b)(7)]
- Each employee using ramps, runways, and other walkways shall be protected from falling 6 feet or more by guardrail systems. [1926.501(b)(6)]
- All employees reaching more than 10 inches below the level of a walking / working surface on which they are working shall be protected by a guardrail system, safety net system, or personal fall arrest. [1926.501(b)(9)]

## **Fire Protection**

- A fire protection program is to be followed throughout phases of the construction and demolition work involved. It shall provide for effective fire fighting equipment to be available without delay, and designed to effectively meet all fire hazards as they occur. [1926.150(a)(1)]
- Fire fighting equipment shall be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. [1926.150(x)(2) through (a)(4)] Report any inoperative or missing equipment to your supervisor.
- Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet. [1926.150(c)(1)(i)]

## **Flag Personnel (if required by jobsite conditions)**

- When signs, signals, and barricades do not provide necessary protection on or adjacent to a highway or street, flag personnel or other appropriate traffic controls shall be provided. [1926.201(a)(1)]
- Flag personnel shall wear a red or orange warning garment while flagging. Warning garments worn at night will be reflectorized material. [1926.201(a)(4)] & [1926.651(d)]

## **Flammable and Combustible Liquids**

- No more than 25 gallons shall be stored in a room outside of an approved storage cabinet. [1926.152(b)(1)]
- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids. [1926.152(a)(1)]
- All containers must be labeled with appropriate hazardous warnings. Keep flammable liquids in closed containers when not in use.
- Post conspicuous and legible signs prohibiting smoking in service and refueling areas. [1926.152(g)(9)] No smoking within 25' of any fuel storage and/or fueling operations.

## **Foot Protection**

- Employees shall wear shoes or boots that give ankle support and that have a hard sole.

## **Gases, Vapors, Fumes, Dusts, and Mists**

- When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep the exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person. [1926.55(b)]

## **Hand Protection**

- Material handling and Debris / Trash handling activities require the wearing of heavy-duty gloves

## Hand Tools

- Employers shall not issue or permit the use of unsafe hand tools. [1926.301(a)]
- Keep impact tools free of mushroomed heads. Keep wooden tool handles free of splinters or cracks and assure a tight connection between the tool head and the handle. [1926.301(b),(c) & (d)]
- Electric - power operated tools shall either be approved double insulated or be properly grounded, and used with ground fault circuit interrupters. [1926.302(a) & 1926.404(b)(1)]

## Hard Hats

- Hard hats will be worn 100% of the time on the jobsite. Hard Hats shall be worn correctly with bill facing forward.
- Employees working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock or burns, shall be protected by protective helmets. [1926.100]

## Hearing Protection

- When engineering or administrative controls fail to reduce sound levels within the limits of Table D-2, ear protective devices shall be provided and used. [1926.52(b) & 1926.101(a)]

Table D-2 Permissible Noise Exposures

Duration Per Day, Hours	Sound Level DBA Slow Response
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

Plain cotton is not an acceptable protective device. [1926.101(c)]

## Heating Devices, Temporary

- When heating devices are used, fresh air shall be supplied to maintain the safety and health of employees. [1926.154(a)(1)]
- Solid fuel salamanders are prohibited. [1926.154(d)]

## Housekeeping / Clean-up

- Clean up everyday all areas, including but not limited to, jobsite, vehicles, shop, office, equipment, tools, etc. Scrap metal / drywall and other debris will be kept clear from work areas at all times. [1926.25(a)] Remove combustible scrap and debris at regular intervals. [1926.25(b)]
- At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving on to the next phase. Each employee is responsible for keeping their work areas clean.
- All vehicles and/or equipment must be free of loose debris, dirt, mud, etc., before operation on public roads. When materials and/or trash are dropped more than 20 feet, an enclosed chute shall be used. [1926.252(a)] Nails shall be withdrawn from used lumber. [1926.250(b)(8)(i)]
- **ELITE MAINFRAME SOLUTIONS INC.** shall maintain their work areas in a clean, organized safe condition.
- **ELITE MAINFRAME SOLUTIONS INC.** employees shall not work in any area that is not clean, organized and safe

## Lasers

- Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment. [1926.54(a)]
- "Laser in Use" signs shall be posted at all times lasers are in operation. [1926.54 (d)]

## Ladders

- Portable and fixed ladders with broken or missing rungs or steps, broken or split side rails, or with other faulty or defective construction are prohibited. When ladders with such defects are discovered, withdraw them from service immediately. [1926.1053(b)(16)]
- Place portable ladders on a substantial base at a 4-1 pitch, have clear access at top and bottom, extend a minimum of 36 inches above landing or, where not practical, provide grab rails. Secure against movement while in use. [1926.1053(b)(1) thru (b)(7)]
- Portable metal ladders may not be used for electrical work or where they may contact electrical conductors. [1926.1053(b)(12)]
- Job-made ladders will be constructed for their intended use. Rungs and/or cleats will be uniformly spaced, no more than 12 inches, apart. [1926.1053(a)(3)(i)]
- No ladders shall be used in a horizontal position as platforms, runways, or scaffolds. Extension ladders must be retracted before transporting.
- All ladders must be secured top and bottom. Always face ladders when going up or down.
- Materials and tools should be hoisted up or down ladders with a rope, cable or other safe hoisting methods. Never use the top or the top step of a stepladder.

## **Lighting**

- No employee is allowed to work in area with inadequate lighting.
- Construction area, ramps, walkways, corridors, offices, shops, sheds and storage areas shall be adequately lighted. [1926.56(a)]
- Additional lighting and maintenance of lighting shall be provided at all stairways, aisle ways, and entry / exit areas.

## **Personal Protective Equipment**

- The employer is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions, or where the need is indicated for using such equipment to reduce the hazards to the employees. [1926.28(a)] & [1926.95(a) thru (c)]
- Employees are required to wear shirts with 4" minimum sleeves, long pants and reflective vest while on the jobsite.
- Lifelines, safety belts and lanyards shall be used only for employee safeguarding. NOTE: Cannot be used for slings, towing, etc. [1926.104(a)]

## **Powder - Actuated Tools**

- Only trained employees shall operate powder – actuated tools. [1926.302(e)(1)]
- "Powder-actuated Tools in Use" signs shall be posted at all times powder-actuated tools are in operation.

## **Power Transmission, Mechanical**

- Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed to contact by employees or otherwise constitute a hazard. No equipment may be used without guards in place. [1926.300(b)(2)]
- Guarding shall meet the requirement of ANSI B 15.1-1953 (r 1958), "Safety Code for Mechanical Power Transmission Apparatus". [1926.300(b)(2)]

## **Respiratory Protection**

- When engineering or administrative controls are not effective in maintaining acceptable atmospheres, appropriate respiratory protective equipment shall be provided by the employer and shall be used. [1926.103] & [1926.134]
- Respiratory protective devices shall be appropriate for the hazardous material involved and the extent and nature of the work requirements and conditions. [1926.103] & [1910.134]
- Employees required to use respiratory protective devices, shall be trained in their use. [1926.103] & [1910.134]
- Respiratory protective equipment shall be inspected and maintained in good condition. [1926.103] & [1910.134]

## **Motor Vehicles and Construction Equipment**

- Check all vehicles in use at the beginning of each workday to assure all parts, equipment and accessories affecting safe operation are in proper operating condition and free from defects. All defects shall be corrected before placing vehicle in service. [1926.601(b)(14)]
- No employee shall use any motor vehicle, forklift, scissors lift, aerial lift or any other equipment having an obstructed view to the rear unless:
- Vehicle has a reverse signal alarm distinguishable from the surrounding noise level, Or
- Vehicle is backed up only when an observer signals it is safe to do so. [1926.601(b)(4)]
- Willful destruction of company property (such as cutting back-up alarm wires or seatbelts) shall result in immediate dismissal.
- Heavy machinery, equipment, or parts thereof, which are suspended or held aloft, will be substantially blocked to prevent falling or shifting work under or between them. [1926.600(a)(3)(i)]

## **Rules for Drivers of Vehicles**

- No employee shall operate any vehicle, without adequate training and proper authorization. Drivers must not take chances. To arrive safely is more important than to arrive on time. At all times be cautious of other drivers on the road.
- Display a positive company image while driving any company vehicle.
- Positively no tailgating. Maintain a proper distance between you and all other drivers. Obey all speed limits and observe extreme caution in school zones.
- Each employee who drives a vehicle must have a valid driver's license and be insurable by the company's insurance provider for that type of vehicle. Prior to being hired to operate that vehicle, your license will be checked by the management of the Company. It is the employee's responsibility to maintain a valid license thereafter.
- Drivers should refer to Part 2 "Specific Work Rules," in the section "Motor Vehicles & Construction Equipment."
- When pulling a trailer, compressor, tack wagon, or other unit, always hook up safety chains and put a pin through the hitch. Anyone pulling a trailer or piece of equipment is responsible for checking for proper tags, tires, lights, signals, mirrors, fuel, etc.
- All accidents must be reported to the office within 1 hour.
- If an accident occurs, the driver must follow the procedures as outlined in the Substance Abuse Program. No unauthorized "Riders" in company and/or pick-up trucks.

## **Rules for Operators (forklifts, scissors lift, aerial lift, etc.)**

- No employee shall operate equipment without adequate training & proper authorization.
- Operators shall not operate any heavy equipment that is not in safe working order.
- Operators shall inspect their equipment prior to beginning work to ensure the equipment is in safe order. Operators should refer to Part 2 "Specific Work Rules," in the section "Motor Vehicles & Construction Equip". All accidents must be reported to the office within 1 hour.
- If an accident occurs, the operator must follow the procedures as outlined in the Substance Abuse Program. No "Riders" on equipment.

## Saws

- All portions of band saw blades will be enclosed or guarded, except for working portion of blades between bottom of guide rolls and table. [1926.304(d)]
- Portable, power-driven circular saws will be equipped with guards above and below the base plate or shoe. The lower guard will cover the saw to depth of teeth, except for minimum arc required to allow proper retraction and contact with the work, and will automatically return to covering position when blade is removed from the work. [1926.304(d)]
- Radial saws will have an upper guard, which completely encloses upper half of saw blade. The sides of the lower exposed portion of blade will be guarded by a device that will automatically adjust to the thickness of and remain in contact with material being cut. Radial saws used for ripping must have non-kickback fingers or dogs. Radial saws will be installed so the cutting head will return to starting position when released by operator. [1926.304(g)]
- All swing or sliding cut-off saws will be provided with a hood that will completely enclose the upper half of the saw. [1926.304(f)]
- Limit stops will be provided to prevent swing or sliding type cut-off saws from extending beyond the front or back edges of the table. [1926.304(f)]
- Each swing or sliding cut-off saw will be provided with an effective device to return the saw automatically to the back of table when released at any point of its travel. [1926.304(f)]
- Inverted sliding cut-off saws will be provided with a hood that will cover the part of the saw that protrudes above the top of the table or material being cut. [1926.304(f)]

## **Scaffolds - General**

- Scaffold means any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage) used for supporting employees or materials or both. [1926.450(b)]
- Fall protection - such as guardrail and personal arrest systems - must be provided for each employee working on a scaffold more than 10 feet above a lower level. [1926.451(g)(1)] (OSHA policy)
- The employer shall have a competent person to determine the feasibility and safety of providing fall protection for employees erecting or dismantling supported scaffolds. [1926.451(g)(2)]
- Each scaffold and scaffold component shall support, without failure, its own weight and at least 4 times the maximum intended load applied or transmitted to it. Scaffolds shall be designed by a qualified person and constructed and loaded in accordance with such design. Scaffolds and scaffold components shall not be loaded in excess of their maximum intended loads or rated capacities, whichever is less. [1926.451(a)(1)]
- The scaffold platform shall be planked or decked as fully as possible with the space between the platform and uprights not more than 1 inch wide. When side brackets or odd shaped structures result in a wider opening between the platform and the uprights, the space shall not exceed 9.5 inches. The platform shall not deflect more than 1/60 of the span when loaded. [1926.451(b)(1) & (f)(16)]
- The work area for each scaffold platform and the walkway shall be at least 18 inches wide. [1926.451(b)(2)]
- Access must be provided when the scaffold platforms are more than 2 feet above or below a point of access. Cross braces shall not be used as a means of access. [1926.451(e)(1) & (e)(8)]
- Stilts may be used on a large area scaffold. (A large area scaffold is a pole, tube and coupler, systems or fabricated frame scaffold erected over substantially the entire work area.) [1926.452(y)]
- When a guardrail system is used, the guardrail height shall be equal to the height of the stilts and any alterations to the stilts shall be approved by the manufacturer. [1926.452(y)]
- Scaffold wheels and/or casters are required to be in a "locked" position when working on and/or near any stair, elevator, escalator, or any other floor edge and/or floor opening.

## **Scaffolds - Specific Types**

### **Mobile Scaffold Rules**

- When working platform reaches or exceeds 48" a basic guardrail kit must be installed. The side safety rails must be installed no lower than 39".
- This metal equipment is conductive. Do not use near electrical circuits. Serious injury or death could result.
- Do not use this equipment if you are in poor health, taking medication, drugs, or drinking alcoholic beverages, all of which may impair your ability to work safely on a mobile scaffold.
- Do not mix different brands of mobile scaffolds.



- Do not overreach. Keep your body within the boundaries of the guardrail and scaffold section.
- Do not stand on the Guardrail or use any components of the Guardrail to gain additional standing height.
- Do not place ladders, chairs, boxes or any other such object or device on the platform to gain additional standing height.
- Do not try to pull or "scoot" yourself from one location to another while standing on the platform. Climb down from the platform to the floor. Mount and dismount the platform from the top center of the End Frame Access Ladder. Do not swing around the side of the ladder. Unlock the casters and move the scaffold in a safe manner. Relock the casters before climbing to the working platform. For easier locking and unlocking of the casters, turn the brake levers outward.
- Do not ride on mobile scaffolds unless the following conditions exist.
- The surface on which the scaffold is being moved is within 3 degrees of level, and free of pits, holes, and obstructions.
- The height to base width ratio of the scaffold during movement is two to one or less. 54"
- Outrigger frames, when used, are installed on both sides of the scaffold or when one side of scaffold is within 12" of a wall, outriggers must be on one side.
- Caster stems and wheel stems shall be pinned or otherwise secured in scaffold legs.
- Before a scaffold is moved, each employee on the scaffold shall be made aware of the move.
- Do not stack more than three (3) sections high (18 ft.).
- Do not subject the mobile scaffold to any side-load forces or impacts.
- Do not place a mobile scaffold on the deck of a scissor-lift or any other type of access equipment in order to gain additional standing height.
- All lock pins must be engaged before using scaffold. Lock nut screws onto threaded nipple after scaffold assembly and platform height adjustment. DO NOT HAMMER LOCK PINS. If lock sticks, clean and grease lightly. Move back and forth to free movement. If problem persists, replace with PSNK Replacement Lock Kit.

### **Caution**

The truss channels, within which the platforms are secured in place, should be inspected prior to use. Any debris, accumulation of drywall mud, etc. must be removed prior to use. Keep the channels clean at all times. After placing the platform within the truss channels, always inspect to see that the platform is properly seated. No metal platform banding should be visible above the vertical lip of the truss channel.

Always lock the brakes on scaffold casters before climbing the End Frame Access Ladders. For easier locking and unlocking of the casters, turn the brake levers outward. The lever on the caster is to be pressed down until it locks the wheel. Test the brakes by pushing the scaffold to assure it will not roll.

### **Scaffolds - Inspection**

- A competent person shall inspect scaffolds, scaffold components, and ropes on suspended scaffolds before each work shift and after any occurrence that could affect the structural integrity. The competent person also must ensure that prompt corrective action is taken. [1926.451(f)(3) & (d)(10)]

### **Scaffold - Tag System**

- Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard, such as defective tools, equipment, etc. They shall not be used in place of, or as a substitute for, accident prevention signs. [1926.200(h)(1)]

### **Signs**

- For the protection of all, signs such as "No Smoking", "Laser in Use", "Keep Out", "Eye Protection Required", "Out of Order – Do Not Use", and "Authorized Personnel" will be posted. All employees will obey these signs.

### **Storage**

- All materials stored in tiers will be secured to prevent sliding, falling or collapse. [1926.250(a)(1)] Aisles and passageways will be kept clear and in good repair. [1926.250(a)(3)]
- Stored materials will not obstruct exits. [1926.151(d)(1)]
- Materials will be stored with due regard to fire characteristics. [1926.151(d)(2)]
- Weeds and grass in outside storage areas shall be kept under control. [1926.151(c)(3)] Flammable liquids must be kept in approved containers. [1926.152(a)(1)]

### **Toilets**

- Toilets shall be provided by the General Contractor according to the following minimums:
- 20 or fewer persons – one facility
- 20 or more persons – one toilet seat and one urinal per 40 persons
- 200 or more persons – one toilet seat and one urinal per 50 persons [1926.51(c)(1)]

### **Washing Facilities**

- The employer shall provide adequate washing facilities for employees engaged in operations involving harmful substances. [1926.51(f)]

### **Welding, Cutting and Heating**

- No employee of this company shall perform any welding and/or cutting with torches. Any welding, cutting and heating will be done by a certified welder.

### **Wire Ropes, Chains, Ropes and Other Rigging Equipment**

- Wire ropes, chains, ropes and other rigging equipment will be inspected prior to use and as necessary during use to assure their safety. Remove defective rigging equipment from service immediately. [1926.251(a)(1)]
- Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods or other such attachments will not be used in rigging "systems". [1926.251(b)(3)]
- When U-bolts are used for eye splices, the U-bolt will be applied so the "U" section is in contact with dead end of rope. [1926.251(c)(5)(i)]

### **Working / Walking Under Suspended Loads**

- Employees shall NOT work / walk under any suspended load. [1926.701(e)(1) & (2)]  
Plan your work and train your crew prior to performing activities with cranes and rigging.

# PART 3

## SPECIFIC SAFETY AND HEALTH POLICIES AND PROGRAMS

## **SUBSTANCE ABUSE POLICY STATEMENT**

**ELITE MAINFRAME SOLUTIONS INC.** is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is compromised when any **ELITE MAINFRAME SOLUTIONS INC.** employee illegally uses drugs on or off of the job, comes to work under the influence, possesses, distributes or sells drugs in the workplace or abuses alcohol on the job. Therefore, **ELITE MAINFRAME SOLUTIONS INC.** has established the following policy:

It is a violation of the company policy for any employee to use, possess, sell, trade, offer for sale or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job site.

It is a violation of company policy for any employee to report to work under the influence of or while possessing in his (or her) body, blood or urine any illegal drugs in any detectable amount.

It is a violation of company policy for any employee to report to work under the influence of or impaired by any drug or alcohol.

It is a violation of the company policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. (However, nothing in this policy precludes the appropriate use of legally prescribed medications, as long as they do not impair normal job site work duties.)

Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's supervisors to counsel employees whenever they see changes in performance or behavior that suggests an employee may have a drug or alcohol problem. Although it is not the supervisor's responsibility to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining an overall safe work environment. Also, co-workers should encourage anyone who has a substance abuse problem to seek professional help.

The goal of this policy is to balance our respect for all individuals with the need to maintain a safe, productive and drug-free and substance abuse-free environment. The intent of this policy is to offer a helping hand to those who request it, while sending a clear message to all employees that the illegal use of drugs and the abuse of alcohol are incompatible with employment at **ELITE MAINFRAME SOLUTIONS INC.**

When a substance abuse test is conducted as part of a routinely scheduled employee fitness-for-duty medical examination that is part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group.

Employees or potential employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing. (See **ELITE MAINFRAME SOLUTIONS INC.** "Positive Drug Screening Results Policy" attached herewith.)

If the physician, official, or lab personnel have reasonable suspicion to believe that an existing **ELITE MAINFRAME SOLUTIONS INC.** employee has tampered with their specimen, the employee will be voluntarily detained by the clinic and observed by a clinic official (same sex) up to three hours for the purpose of obtaining a second sample. If the second sample has evidence that it was tampered with, the employee will be considered suspended until which time a negative re-test is obtained. (See Positive Drug Test Results Policy of **ELITE MAINFRAME SOLUTIONS INC.** for guidelines.)

The consumption or possession of alcoholic beverages on any **ELITE MAINFRAME SOLUTIONS INC.** job site is prohibited. (Off-site company activities, which may include the serving of alcoholic beverages are not included in this provision.) An employee whose normal faculties are impaired due to the consumption of alcoholic beverages, or whose blood alcohol level tests positive while on duty/company business, shall be guilty of misconduct, and shall be subject to discipline up to and including termination. Failure to submit to a required substance abuse test also is misconduct and also shall be subject up to the discipline of termination.

An employee who is under the impaired influence of alcoholic beverages at any time while on company job sites (or office) during the hours between the beginning and ending of the employee's work day (whether on duty or not and whether on **ELITE MAINFRAME SOLUTIONS INC.** business or property or not) shall be guilty of misconduct and is subject to discipline up to and including termination.

An employee shall be determined to be under the influence of alcohol if..

The employee's normal faculties are impaired due to the consumption of any amount of alcohol,

OR

The employee has a blood alcohol level of .04 or higher.

## **General Procedures.**

An employee reporting to work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse of any type is possibly the cause of a problem of this nature. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative — depending on the determination of the observed impairment — and accompanied by the supervisor or another employee, if necessary. A drug test may be ordered, as well. An impaired employee will not be allowed to drive and/or continue to work on site.

## **Opportunity to Contest or Explain Test Results**

Employees and job applicants who receive a positive confirmed drug test result may explain or contest the result to the Company within five (5) working days after the Company's management representative contacts the employee (or job applicant) and shows him/her the positive test result as it was received from the laboratory in writing. The employee or job applicant has the right to be retested at their cost if a positive result is contested.

## **Confidentiality**

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

## **HAZARD COMMUNICATION PROGRAM**

- The Hazard Communication Program has been developed by the company in accordance with OSHA Regulations 1926.21 and 1926.59 and 1910.1200. Every employee will be trained under the guidelines of the program.
- Any questions or comments regarding the Hazard Communication Program should be directed to your supervisor and/or the Safety Director.

## **Chemical Inventory**

- Hazardous chemicals are inventoried by the Safety Director on a regular basis. Any new chemicals brought to the work site by the Company will be included on the hazardous chemical inventory list. A current list of hazardous chemicals is kept at the jobsite. An inventory list of all known chemicals is available at the office or upon request.

## **Container Labeling**

- All chemicals on - site are used from an original container or a temporary container, only in small quantities for immediate use. Any chemical left after work is completed must be returned to the original container, if it is not returned to the original container it must be labeled. No unmarked containers of any size are to be left in the work area unattended.
- The Company will rely on the manufactured applied labels whenever possible, and will ensure that these labels are not removed or if damaged are replaced. Each container will be labeled with the identity of the hazardous chemical and any appropriate hazard warnings.

## **Material Safety Data Sheets (MSDS)**

The Company will have an up-to-date copy of the material safety data sheets (MSDS). Each MSDS will be in English and shall contain:

- The name of the chemical.
- The physical hazards.
- The health hazards.
- The primary route of entry.
- The OSHA permissible exposure limit.
- Any general precautions for safe handling.
- The date of preparation or the date of the last change to the MSDS.
- The name, address and telephone number of the chemical manufacturer.

MSDS are kept at the office and are accessible to all employees. Job specific MSDS will be readily available to the employees working on specific job sites. If an employee cannot locate an MSDS sheet contact the Safety Director.

The Safety Director is responsible for distribution of the appropriate up-to-date MSDS sheet to the job sites. Foremen or Safety Rep. are responsible for having the appropriate up-to-date MSDS sheets on their job sites.



## **Employee Hazardous Communication Training**

### **General**

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

- Methods that may be used to detect a release of hazardous chemicals in the workplace.
- Physical and health hazards associated with chemicals.
- Protective measure to be taken.
- Safe work practices, emergency response and use of personnel protective equipment.
- Information on the Hazardous Communication Standard.
- Labeling and warning systems.
- The employees Right to Know.
- An understanding of the Material Safety Data Sheet (MSDS).

### **On - Site Training**

- Foremen or Safety Rep. are responsible for site specific hazardous chemical training. Training includes:
  - Types of chemicals on the job site.
  - Hazards created by chemicals on the job site.
  - First aid and emergency procedures, when exposed to specific chemicals.
  - Using appropriate personal protective equipment for hazardous chemical handling.
  - Location of all MSDS and emergency materials

### **Hazards of Non - Routine Tasks**

- Foremen or Safety Rep. inform employees of any special tasks that may arise which would involve possible excessive exposure to hazardous chemicals.
- Review of safe work procedures and use of required PPE is conducted prior to the start of such tasks. Where necessary areas are posted to indicate the nature of the hazard involved.

### **Multi - Employer Workplaces**

- Other on - site employers are required to adhere to the provisions of the Hazard Communication Standard.
- The Company will provide to other employers on multi - employer job sites, copies of MSDS on hazardous chemicals that are used by the Company. Those employers will be responsible for providing their employees with the information necessary to prevent exposure to the Company's hazardous chemicals.
- Employers working on the job site with the Company, will provide, the Company with MSDS on each hazardous chemical that they use on the job site. The Company is responsible for providing its employees with the information necessary to prevent exposure to the other employer's hazardous chemicals.

## **FALL PROTECTION POLICY**

### **Purpose**

This Fall Protection Policy is designed to provide procedures for all *ELITE MAINFRAME SOLUTIONS INC.* jobsites for establishing a plan to identify, evaluate, and control falls from elevations at all times. This program focuses on orientation, training, and enforcement to ensure fall protection guidelines are implemented and adhered to by all jobsite personnel. The purpose of Fall Protection Policy is to provide maximum protection against all falls.

The management of *ELITE MAINFRAME SOLUTIONS INC.* has adopted a Fall Protection Policy to eliminate fall accidents in our company. All levels of management and supervision will be responsible and accountable for ensuring the success of the policy by integrating this policy into the company's operations.

### **Goal**

The goal of this program is to eliminate all falls from elevations by identifying and managing all fall exposures.

### **Responsibility**

All levels of management and supervision are responsible for supporting and enforcing this program to ensure 100% compliance by all personnel. Engineering, estimating, scheduling, and project management personnel are responsible for pre-planning safety into the job by identifying and predicting potential fall exposures both during the preconstruction phase and during the construction phase. Each person shall plan safety into the job with priorities placed on eliminating the hazards. Each supervisor is responsible for working with clients, consultants, and company safety persons to assure a safe work place for our employees.

Personal fall protection systems shall only be used as a backup method to primary fall protection systems, such as guardrails, or when there is no other feasible or practical means for safely accomplishing the work.

### **Accountability**

All levels of management and supervision shall be accountable for the safety of jobsite personnel. Jobsite supervision is directly responsible for using the Fall Protection Policy as a means to control falls from elevations. Management shall have the goal of zero fall-related accidents for each jobsite. Measurement of employee performance will take into account actual results related to this goal. The direct costs of any accident will be charged to the cost of the jobsite involved. Management, estimating, and scheduling personnel shall be accountable for pre-planning, designing, budgeting, and scheduling Fall Protection into each jobsite.

### **Pre-Construction Planning**

Pre-planning must begin during the pre-bid phase of the job and continue throughout all construction phases. 1.

**Pre-Bid Phase:**

Management: Management shall review plans for jobsites during the pre-bid phase to determine the need and scope of Fall Protection, as well as any necessary design changes / controls needed.

**Estimating:**

Estimating personnel must include the cost for Fall Protection into the bid / proposal. Input from management should be utilized as necessary. The cost of subcontract bids should include the cost of implementing an acceptable Fall Protection Policy.

**Subcontract:**

The subcontract must include language requiring a Fall Protection Policy.

**Management:**

Management shall hold a review meeting prior to startup of any work on a jobsite. The purpose of the meeting shall be to review plans and to identify and evaluate all potential fall exposures in each phase of construction.

**Foremen or Safety Rep:**

Regular Fall Protection inspections must be incorporated into an overall Fall Protection Policy.

**Scheduling:**

Design changes, engineering controls, and installation of fall protection devices, i.e. anchorages, guardrails, etc., must be incorporated into the schedule to ensure completion in a timely manner.

**Pre-Task Safety Analysis (Hazardous Abatement Plan)**

Supervisors must analyze all elevated task prior to assigning work to determine all existing and potential fall protection needs and to ensure adequate fall protection systems are provided. A written copy of the analysis and task specific fall protection plan shall be kept on file at the jobsite.

**Employee Training**

Pre-task safety instruction must be given to each person assigned to work in elevated areas prior to commencing work activities. New hire safety orientation training must be conducted for all new hires immediately upon the beginning of employment. The orientation shall include the company's Fall Protection Policy, procedures, and work rules. Weekly Tool Box safety meeting will be held with all field crews. Fall Protection must be included in these meetings on a regular basis or when an upcoming work assignment may involve unusual or non-routine fall exposures. Written documentation of all employees training shall be kept.

**Procedures**

All personnel with potential fall exposures of six feet or greater will be required to use a fall protection system. Fall protection systems shall include, but are not limited to; the following fall exposure areas:

### **Scaffolding / hoisting activities**

- Scaffolds
- Aerial lifts
- Hoisting areas including platforms, docks, chutes
- Stilts

### **Floor / Wall penetrations and exposures**

- Elevators shafts / pits
- Stairways
- MEP shafts
- Perimeter and/or floor edges

### **Fall protection options shall include, but are not limited to, the following:**

- Guardrails
- Safety Nets
- Full body harnesses
- Retractable life lines and lanyards
- Vertical and horizontal life lines
- Built-in hook points
- Written plans for fall protection
- Monitoring systems, if no other type feasible

Personnel walking, moving around or working in elevated areas where a fall exposure exists shall use fall protection systems.

Personnel working on traveling powered work platforms or personnel lifting / hoisting devices shall also use proper fall protection systems.

Fall protection devices such as lifelines, safety harnesses/lanyards, etc.; shall be inspected as required by the manufacturer's safety procedures for damage or deterioration. Defective equipment shall be removed from service and repaired or destroyed.

All personal fall protection equipment must meet minimum requirements of OSHA revision to subpart "M", which is effective as of February 6, 1995. Fall protection devices subjected to shock loading imposed during fall arrest shall be removed from service.

***ELITE MAINFRAME SOLUTIONS INC.*** and all subcontractors / vendors shall be responsible for supplying their own fall protection systems and/or equipment and fall protection training.

A site-specific rescue plan must be developed & included as part of the overall Fall Protection Policy. The plan shall be utilized in the event of a failure of the Fall Protection Policy.  
Subcontractor Fall Protection Programs and Training

Prior to a subcontractor mobilizing on a jobsite, each subcontractor shall submit a jobsite specific hazard plan, which addresses; identifying, evaluating, and protecting employees from elevated falls of six feet or more.

Subcontractor shall demonstrate in writing that all subcontractor employees have been adequately trained and oriented in fall protection.

If subcontractor does not provide an adequate fall protection plan prior to mobilization, subcontractor must comply with the ***ELITE MAINFRAME SOLUTIONS INC.*** Fall Protection Policy at subcontractor's own expense.

Subcontractor compliance with ***ELITE MAINFRAME SOLUTIONS INC.*** Fall Protection Policy must include provisions for enforcement in each Subcontractor's subcontract agreement.

### **AUTOMOBILE SAFETY POLICY**

All employees of ***ELITE MAINFRAME SOLUTIONS INC.*** are required to follow the following guidelines when operating any vehicle leased, rented or owned by ***ELITE MAINFRAME SOLUTIONS INC.*** or when operating a personal vehicle for company business.

All drivers will be held accountable for safe operation and maintenance of company vehicles and for the safe operation of a personal vehicle for company business.

Only approved drivers may operate company vehicles. Drivers of personal vehicles on company business must also be approved by ***ELITE MAINFRAME SOLUTIONS INC.***

All drivers must submit a copy of their driver's license to the ***ELITE MAINFRAME SOLUTIONS INC.*** so that a driver's Motor Vehicle Record may be reviewed for motor vehicle history.

All drivers must be insurable.

Motor vehicle records will be reviewed 4-times each year. If at this time, there are excessive violations or accidents found, driving privileges of company vehicles may be revoked for a period of time to be determined by ***ELITE MAINFRAME SOLUTIONS INC.***

Any vehicle repair or maintenance expense in excess of \$500.00 for any single expenditure or in the aggregate for any quarter must be approved in advance by your supervisor.

A Supervisor's Report of Accident for Automobiles must be completed and sent to the main office whenever an accident has occurred involving any company vehicle. This report is to be completed by the supervisor responsible for the vehicle no matter who is at fault. A copy of the police report should be attached, along with the estimates from the repair shop.

Company vehicles shall not be driven by anyone other than the approved and authorized driver of the company vehicle.

Operating a company vehicle while under the influence of alcohol, drugs, etc., shall result in immediate termination of employment.

Employees who use the auto allowance in lieu of a company provided vehicle should provide proof of auto insurance and limits for review and approval by *ELITE MAINFRAME SOLUTIONS INC.*

Failure to follow any of the policies listed above may be grounds for termination of driving privileges or dismissal from employment.

**FAILURE TO FOLLOW ANY POLICY LISTED IN THIS MANUAL MAY BE GROUNDS FOR TERMINATION.**

