



Safety Program

Ludco, Inc.

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General Statement of Policy

It is the policy of Ludco, Inc. to provide a safe and healthful place of employment for ALL OF ITS EMPLOYEES.

It is therefore the purpose of this policy to:

1. Abide by all federal, state and local regulations as they pertain to construction.
2. Apply good sense and safe practices to all jobs.
3. Exercise good judgment in the application of this policy.
4. Protect the public from and all hazards, which result from our operations.

To further these goals the following assignments of responsibility are made.

Management

1. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
2. Provide all supervisors with copies of appropriate rules and regulations.
3. Make available training necessary for employees to perform their tasks safely.
4. Provide protective equipment for employees where required.
5. Impress upon all the responsibility and accountability of each individual to maintain a safe workplace.
6. Record all instances of violations and investigate all accidents.
7. Discipline any employee disregarding this policy.
8. Require all subcontractors as a matter of contract and all material suppliers through purchase order terms to follow safety rules.
9. Encourage all prime contractors to work safely.
10. Appoint a company employee with enforcement authority over safety matters.
11. Conduct safety inspections of all the company's job sites, maintain records, and continually monitor the program for effectiveness.

Project Superintendents Cooperating with On-site Safety Personnel

1. Plan production so that all work will be done in compliance with established safety regulations.
2. Be completely responsible for on-the-job safety and health and secure the correction of safety deficiencies.
3. Make sure proper safety materials and protective devices are available and used and all equipment is in safe working order.
4. Instruct foremen in safety requirements.
5. Review accidents, supervise correction of unsafe practices, and file accident reports.
6. Conduct job site safety meetings and provide employees with proper instructions on safety requirements.

7. Require conformance to safety standards from subcontractors.
8. Notify company office of safety violations.
9. Provide for the protection of the public from company operations.
10. Attempt to ensure safe performance by others present on the site, including owner and architect/engineer representatives, the general public, visitors, and the employees of other contractors.

Job Foreman

1. Carry out safety programs at the work level.
2. Be aware of all safety requirements and safe working practices.
3. Plan all work activities to comply with safe working practices.
4. Instruct new employees and existing employees performing new tasks on safe working practices.
5. Install and maintain devices to protect the public from company operations.
6. Make sure protective equipment is available and used.
7. Make sure work is performed in a safe manner and no unsafe conditions or equipment are present.
8. Correct all hazards, including unsafe acts and conditions which are within the scope of your position.
9. Secure prompt medical attention for any injured employees.
10. Report all injuries and safety violations.

Workers

1. Work safety in such a manner as to ensure your own safety as well as that of coworkers and others.
2. Request help when unsure about how to perform any task safely.
3. Correct unsafe acts or conditions within the scope of the immediate work.
4. Report any uncorrected unsafe acts or conditions to the appropriate supervisor.
5. Report for work in good mental and physical condition to safely carry out assigned duties.
6. Avail yourself of company and industry sponsored safety programs.
7. Use and maintain all safety devices provided.
8. Maintain and properly use all tools under your control.
9. Follow all safety rules.
10. Provide fellow employees help with safety requirements.

All Personnel

1. Strive to make all operations safe.
2. Maintain mental and physical health conducive to working safely.
3. Keep all work areas clean and free of debris.
4. Assess results of you actions on the entire workplace. Work will not be performed in ways that cause hazards for others.
5. Before leaving work replace or repair safety precaution signs removed or altered. Unsafe conditions will not be left to imperil others.
6. Abide by the safety rules and regulations of every construction site.
7. Work in strict conformance with federal, state and local regulations.

Subcontractors and Suppliers

1. Abide by the safety rules of contractors on site.
2. Notify all other contractors when their activities could affect the health or safety of other employees.
3. Check in with job site supervision before entering the jobs ite.
4. Inform controlling contractor of all injuries to workers.
5. Report to controlling contractor any unsafe conditions that come to your attention.

Architects, Engineers, Owners and Visitors Shall Be Requested To:

1. Abide by all safety rules.
2. Inform construction site superintendent before entering a construction site.
3. Check in with the job site supervisor so personal protective equipment may be provided such as hard hats, eye protection and respirators if necessary.

General Work Rule Guide

Abrasive Grinding

Abrasive wheel bench or stand grinders must have safety guards strong enough to withstand bursting wheels. Adjust work rests on grinders to a clearance not to exceed 1/8 inch between rest and wheel surface. Inspect and ring-test abrasive wheels before mounting. Always leave wheel in working condition for next user. Properly dress wheel before and after use.

Access

Use only safe means of access to and from work area. Jumping from or to work areas is not allowed, nor is jumping from the bed of a truck to the ground. Sliding down cables, ropes or guys is also not allowed.

Attitude

All company employees are required to treat safety as the number one priority. As such, they are expected to report to work in good mental and physical condition to safely perform their assigned duties. Before starting any task, employees must consider the possible effects of their actions on themselves and others and take appropriate protective measures.

Compresses Air, Use Of

Compressed air used for cleaning purposes may not exceed 30 psi, and then only in conjunction with effective chip guarding and personal protective equipment. Exceptions to 30 psi are allowed only for concrete form, mill scale, and similar cleaning operations. The use of compressed air to clean off yourself or other workers is not allowed.

Compresses Gas Cylinders

Put valve protection caps in place before compressed gas cylinders are transported, moved, or stored. Cylinder valves will be closed when work is finished and when cylinders are empty or being moved.

Compressed gas cylinders will be secured in an upright position at all times. Keep cylinders at a safe distance, or shield from welding or cutting operations and place where they cannot become part of an electrical circuit. Oxygen and acetylene must not be stored together.

Oxygen and fuel gas regulators must be in proper wiring order while in use.

Cranes or Derricks

Rated load capacities, recommended operating speeds, and special hazard warnings or instruction must be conspicuously posted on all equipment. Instructions or warnings must be visible from the operator's station.

Accessible areas within swing radius of a crane must be barricaded to prevent employees from being struck or crushed by the crane.

Except where electrical distribution and transmission lines have de-energized and visibly grounded, or where insulating barriers not a part of or attachment to the equipment to machinery have been erected to prevent physical contact with the lines, no part of a crane or its load shall be operated within 10 feet of a line rate to 50kv or below; 10 feet + 4 inches for each 1kv over 50kv for lines rated over 50kv, or twice the length of the line insulator, but never less than 10 feet. Cranes will be inspected before each use by the operator. Any defects must be corrected before use. Logs of crane inspections must be kept with the crane.

Drugs and Alcohol

Use or possession of alcoholic beverages or non-prescription drugs on the jobsite is forbidden. Workers reporting under the influence of alcohol or controlled substances will not be allowed to work.

Electrical – General

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

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

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

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

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

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

Electrical – GFCI or Inspection

15 and 20-ampere receptacle outlets on single-phase, 120-volt circuits for construction sites which are not a part of the permanent wiring of the building or structure, must be protected by either ground-fault circuit interrupters or an assured equipment grounding conductor program.

An assured equipment grounding conductor program covers all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and equipment connected by cords and plugs.

Inspect each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, before each day's use for external defects and possible internal damage. Remove from service or repair immediately any defective items.

Tests will be reported. The tests record must identify each receptacle, cord set, and cord and plug-connected equipment that passes the test, and will indicate the last date it was tested or the interval for which it was tested. No electrical tool or cord may be used unless it has according to the company's assured grounding program. The noncurrent-carrying metal parts of fixed, portable and plug-connected equipment must be grounded, except those protected by an approved system of double insulation. The path from circuits, equipment, structures, and conduit or enclosures to ground must be permanent and continuous and have ample current-carrying capacity.

Equipment Operation

No employee will operate electric, gas or hand-powered tools or equipment unless familiar with use of the item and safety precautions required. Supervisors will provide necessary safety information for all tasks and equipment.

Excavating and Trenching

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

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

Where employees may be required to enter excavations, excavated material must be stored at least 2 feet from the edge of the excavation.

Appoint a competent person. Make daily inspections of excavations. If evidence of possible cave-ins or slides is apparent, cease all work in the excavation.

Excavations over 20 feet deep must have shoring or sloping designed by a professional engineer. Trenches 4 feet deep or more require adequate means of exit such as ladders or steps, located so as to require no more than 25 feet of lateral travel.

Eye and Face Protection

Eye and face protection will be provided and must be worn when machines or operations present potential eye or face injury. Employees involved in welding operation must wear filter lenses or plates of the proper shade number. Employees exposed to laser beams must use 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.

Goggles will be worn over any employee owned prescription glasses that do not meet industrial safety standards.

Fire Protection

Fire fighting equipment must be conspicuously located and readily accessible at all times, and periodically inspected and maintained in operating condition. Report ANY inoperative or missing equipment to your supervisor.

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

Fire extinguishers, rated not less than 2A, will be provided for each 3,000 square feet of building area (or major fraction). Travel distance from any point to the nearest fire extinguisher may not exceed 100 feet with at least an extinguisher

per floor. In multi-story buildings, at least one fire extinguisher must be located adjacent to the stairway.

Hand Tools

Employees will not use unsafe hand tools. Wrenches may not be used when jaws are sprung to the point slippage occurs. 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.

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

Hard Hats

Hard hats will be worn at all times on construction sites.

Hazard Communication

Employees will receive training on their rights, duties and responsibilities under the Hazard Communication Standard. A copy of the company's program and the standard will be made available to all employees on request. Employees will review Material Safety Data Sheets when working with a covered material for the first time and anytime thereafter when a question arises. Safety precautions outlined on Material Safety Data Sheets are to be followed.

Hearing Protection

Hearing protection will be worn in areas where sound levels may exceed 85 decibels.

Heating Devices, Temporary

Fresh air must be present in sufficient quantities to maintain the safety of workers. Solid fuel salamanders are prohibited in buildings and scaffolds.

Hoists, Material and Personnel

Rated load capacities, recommended operating speeds, and special hazard warnings or instructions posted on cars and platforms may not be exceeded. Entrances to material hoists will be protected by substantial full width gates and bars. Hoistway doors or gates of personnel hoists will be not less than 6 feet 6 inches high, and be protected with mechanical locks which cannot be operated from the landing side and are accessible only to persons on the car. Provide overhead protective covering on the top of the hoist cage or platform.

Horseplay

All disruptive activities usually referred to as “horseplay” are forbidden. No practical jokes or fights will be tolerated.

Housekeeping

From and scrap lumber with protruding nails and other debris will be kept clear from work areas. Remove combustible scrap and debris at regular intervals. Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances.

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.

Injuries

All injuries, even those that appear to be slights, will be reported immediately to your supervisor.

Ladders

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

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

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

Motor Vehicles and Mechanized Equipment

Check all vehicles in use at beginning of each shift 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.

No employee shall use any motor vehicles, earthmoving, or compacting equipment have 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 and observer signals it is safe to do so.

Heavy machinery, equipment, or parts thereof, which are suspended or held aloft will be substantially blocks to prevent falling or shifting work under or between them.

Personal Protective Equipment

The employee is responsible for wearing appropriate personal protective equipment in operations where there is exposure to hazardous conditions, or where need is indicated to reduce hazards.

Lifelines, safety belts and lanyards will be used for employee safeguarding. Employees working over or near water, where danger of drowning exists, will wear U.S. Coast Guard – approved life jackets or buoyant work vests.

Powder-Actuated Tools

Only trained employees will be allowed to operate powder-actuated tools. All powder-actuated tools will be tested daily before use and all defects discovered before or during use will be corrected. Tools will not be loaded until immediately before use. Loaded tools will not be left unattended.

Protection of the Public

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

Saws

All portions of band saw blades will be enclosed or guarded, except for working portion of bladed between bottom of guide rolls and table.

Portable, power-driven circular saws will be equipped with 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.

Radial saws will have an upper guard which completely encloses upper half of the saw blade. The sides of 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 to the cutting head will return to starting position when released by operator.

All swing or sliding cut-off saws will be provided with a hood that will completely enclose the upper half of the saw.

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.

Each swing or sliding cut-off saw will be provided with an effective device that will return the saw automatically to the back of table when released at any point of its travel.

Inverted sliding cut-off saws will be provided with a hood that will cover the part of the saw that protrudes above top of the table or material being cut.

Circular table saws will have a hood over the portion of the saw above the table mounted so that the hood will automatically adjust itself to the thickness of and remain in contact with the material being cut.

Circular table saws will have a spreader aligned with the blade, spaced no more than ½ inch behind the largest blade mounted in the saw. Circular table saws used for ripping will have non-kickback fingers or dogs. Feed rolls and blades are self-feed circular saw will be protected by a hood or guard to prevent the hands of the operator from coming into contact with in-running rolls at any time.

Scaffolds (General)

Scaffolds will be capable of supporting 4 times maximum intended load and will be erected on sound, rigid footing, capable of carrying the maximum intended load without settling or displacement.

Guardrails and toeboards will be installed on all open sides and ends of platforms more than 10 feet above ground or floor. Exceptions to this would be needle beam scaffolds and floats which require the use of safety belts. Scaffolds 4 feet to 10 feet in height, with a minimum dimension in either direction of less than 45 inches, will have standard guardrails installed on all sides and ends.

There will be a screen with maximum ½ inch openings between toeboards and guardrails, where persons are required to work or pass under scaffolds. Planking will be Scaffold Grade, or equivalent, as recognized by approved grading rules for species of wood used. Overlap scaffold planking a minimum of 12 inches or secure from movement.

Scaffold planks will extend over end supports not less than 6 inches nor more than 12 inches. Scaffolding and accessories with defective parts will be immediately replaced or repaired.

Scaffolds (Mobile)

Platforms will be tightly planked with full width of scaffold, except for necessary entrance opening. Platforms will be secured in place.

Guardrails made of lumber, not less than 2 x 4 inches (or equivalent) approximately 42 inches high, with a midrail of 1 x 6 inch lumber (or equivalent), and toeboards, will be installed at all open sides and ends of scaffolds more than 10 feet above ground or floor. Toeboards will be a minimum of 4 inches in height. Where persons are required to work or pass under scaffolds, install wire mesh between toeboards and guardrails.

Welding, Cutting and Heating

Proper precautions (isolating welding and cutting, removing fire hazards from the vicinity, providing a fire watch, etc.) for fire prevention will be taken in areas where welding or other "hot work" is being done. No welding, cutting or heating will be done where the application of flammable paints, or presence of other flammable compounds, or heavy dust concentrations, creates a fire hazard. Equip torches with anti-flashback devices.

Arc welding and cutting operations will be shielded by noncombustible or flameproof shields to protect employees for direct arc rays.

When electrode holders are left unattended, electrodes will be removed and holder will be placed or protected so they cannot make electrical contact. All arc welding and cutting cables will be completely insulated. There will be no repairs or splices within 10 feet of electrode holder, except where splices are insulated equal to the insulation of the cable. Defective cable will be repaired or replaced.

Fuel gas and oxygen hose must be easily distinguishable and not interchangeable. Inspect hoses at beginning of each shift and repair or replace if defective.

General mechanical or local exhaust ventilation or air line respirators will be provided, as required, when welding, cutting or heating hazardous materials or in confined spaces. Always wear approved tinted eye protection when welding or when in areas where welding is being done.

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.

Written Hazard Communication Program Guide

This program includes guidelines on identification of chemical hazards and the preparation and proper use of container labels, placards and other types of warning devices.

A. Chemical Inventory

1. Ludco, Inc. maintains an inventory of all known chemicals in use on the work site. A chemical inventory list is available from James M. Prince.
2. Hazardous chemicals brought onto the work site by Ludco, Inc. will be included on the hazardous chemical inventory list.

B. Container Labeling

1. All chemicals on site will be stored in their original or approved containers with proper label attached, except small quantities for immediate use. Any containers not properly labeled should be given to James M. Prince 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 to James M. Prince for proper handling.
3. No unmarked containers of any size are to be left in the work area unattended.
4. Ludco, Inc. will rely on manufacturer applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled, or from which the manufacturer's label has been removed, will be relabeled.
5. Ludco, Inc. will ensure that each container is labeled to identify any hazardous chemical inside and any appropriate hazard warnings.

C. Material Safety Data Sheets (MSDS)

1. Employees working with a hazardous chemical may request a copy of the material safety data sheet (MSDS). Requests for MSDS should be made to James M. Prince.

2. MSDSs should be available, and standard chemical reference my also be available, on the site to provide immediate reference to chemical safety information.
3. An Emergency procedure to gain access to MSDSs information will be established.

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 a 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 personal protective equipment.
5. Information on the Hazard Communication Standard including:
 - Labeling and warning systems
 - An explanation of Material Safety Data Sheets

E. Personal Protective Equipment (PPE)

Required PPE is available from James M. Prince. Any employee found in violation of PPE requirements may be subject to disciplinary actions up to and including discharge.

F. Emergency Response

1. Any incident of over exposure or spill of a hazardous chemical / substance must be reported to James M. Prince at once.
2. The foreman, or the immediate supervisor, will be responsible for ensuring that proper emergency response actions are take in leak / spill situations.

G. Hazards of Non-routine Tasks

1. Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals.
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 hazard involved.

H. Informing Other Employers

1. Other on-site employers are required to adhere to the provisions of the Hazard Communications Standard.
2. Information on hazardous chemical known to be present will be exchanged with other employers. Employers will be responsible for providing necessary information to their employees.
3. Ludco, Inc.'s written hazard communication program will be readily accessible to other onsite employers.

I. Posting

Ludco, Inc. has posted information for employees at this job site on the Hazard Communication Standard. This information can be found in the trucks.

COMPANY NOTICE

Drug and Alcohol Program

Ludco, Inc. prohibits the use, possession or distribution in its premises, facilities or work places of any of the following: alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs (including marijuana), “look-alike” (simulated) drugs, and related drug paraphernalia.

Company employees must not report for duty under the influence of any drug, alcoholic beverage, intoxicant or narcotic or other substance (including legally prescribed drugs and medicines) which will in any way adversely affect their working ability, alertness, coordination, response, or adversely affect the safety of others on the job.

Entry into or presence on company premises, facility or workplace by any person is conditioned upon Ludco, Inc.’s right to search the person, personal effects, vehicles, lockers, baggage and quarters of any employee or other entrant for any substances named in the paragraphs above. By entering into or being presence on company premises, facility or workplace, any person is deemed to have consented to such searches which may include periodic and unannounced searches of anyone while on, entering or leaving company premises, facility or workplace. These searches may include the use of electronic detection devices, scent trained dogs or the taking of blood, urine, or saliva samples for testing to determine the presence of substances named in the paragraphs above. Ludco, Inc. also reserves the right, at all times, to have authorized personnel conduct periodic examinations of its employees and employees of its subcontractors and suppliers for the purpose of determining if any such persons present on a company job site are using marijuana, illegal drugs, or alcohol.

THE TAKING OF BLOOD, URINE, OR SALIVA SAMPLES FOR TESTING MAY ALSO BE REQUIRED FROM ANY PERSON ON COMPANY PREMISES OR WORKPLACE WHO IS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS OR ALCOHOL, WHO IS INVOLVED IN A VEHICLE ACCIDENT, OR WHO IS INJURED IN THE COURSE OF EMPLOYMENT.

Any persons who refuse to submit to a search, screening or testing as described in this policy, or who is found using, possessing or distributing any of the substances named in the first paragraph of this policy, or who is found under the influence of any such substances, is subject to disciplinary action including immediate discharge of an employee, or removal and future prohibition from the premises, if not our employee.

Legally prescribed drugs may be permitted on company premises or work locations, provided the drugs are contained in the original prescription container

and are prescribed by an authorized medical practitioner for the current use of the person in possession. Any person in possession of a valid prescription drug when on or entering the company premises or workplace location may be required to complete a "prescription drug" form and the company may, as it deems appropriate, determine if the drug produces hazardous effects.

Ludco, Inc. has the right, in its discretion, to report the use, possession or distribution of any substance named in the first paragraph of this policy to law enforcement officials and to turn over to the custody of law enforcement officials any such substance on company property.

Vice – President

I hereby acknowledge receipt of this Notice of Policy concerning Ludco, Inc.'s Drug and Alcohol Abuse Program.

Employee Name

Signature

Date

Employee Number

Chain of Custody and Authorization For Blood / Urine / Saliva Test

Date:

I agree to have a urine, blood, or saliva test to detect alcohol, drugs or marijuana levels. I also agree for the report of said test(s) to be released to Ludco, Inc.

Signature _____

Date and Time _____ Witness _____

By Whom Was The Speciman Obtained? _____

Date and Time _____ Type of Speciman _____

Results _____ (Positive) _____ (Negative) _____

Name of Medical Facility or Lab _____

Date and Time _____

Prescription Drug Form

To ensure the safety of all personnel and equipment, the following is required for the prescription drug, or drugs, you now possess.

Name: _____

Employer: Ludco, Inc.

Prescribing Physician's Name: _____

City: _____ Telephone _____

Name of drug: _____

Prescription number _____

Date prescribed: _____

Length of time to be taken: _____

Does the drug produce side effects? Yes _____ No _____

If yes, describe: _____

I hereby give my consent for the above-named prescribing physician to answer any questions about my use of the above drug.

Date: _____ Signature _____

Problem Solving Procedure

It is the intent of Ludco, Inc. to provide a safe work place for all employees. Supervisory personnel have been instructed to watch for and correct all unsafe conditions immediately. Construction sites are complex and items are easily overlooked. It is important that all employees be on the lookout for unsafe conditions. If you observe a condition that is unsafe, the following are to be taken:

1. If possible, correct the condition immediately. Many safety hazards, such as a piece of missing guardrail, are easy to correct.
2. If you are not able to take corrective action, report the condition to your immediate supervisor for correction.
3. All company employees with any supervisory responsibility have been instructed to take corrective action or contact someone who can when a safety concern is raised. In the event corrective action is not begun in a reasonable length of time, the employee is requested to contact James M. Prince.

We appreciate your cooperation in reporting all safety problems. If we all work together, we can all work safely.

CHECKLIST FOR SAFETY PROGRAM COMPLIANCE

JOB SITE REQUIREMENTS

TEMPORARY FACILITIES

- a) GFCIs or assured grounding program
- b) Site / storage layout for placement of materials, shanties, equipment, etc.
- c) Communication system
- d) Water (including drinking water) and sanitary facilities
- e) Job site security equipment (fencing, lights, etc.)
- f) Temporary access and parking facilities
- g) Adequate temporary power

PAPER WORK REQUIREMENTS

- a) Copy of OSHA standards and poster
- b) Posting area for employee notices
- c) Emergency phone numbers
- d) OSHA 200's (during February)
- e) Copy of assured grounding program (if in use)
- f) Maintenance records for equipment (cranes, material hoist, etc.)
- g) Contractors safety programs and rules
- h) Approvals (deep trenches, high scaffolds, demo surveys, shoring, etc.)
- i) Proof of training and safety instructions (lasers, power actuated tools, first aid, etc)
- j) Written respiratory protection program (if respirators are in use)
- k) Required signs (Hard Hats, No Trespassing, Danger, etc.)
- l) Required special permits (burning, welding, traffic, etc.)
- m) Workers compensation notice
- n) Accident and treatment report forms
- o) Written hazard communications program
- p) MSDS for all materials on-site
- q) Hazardous chemical list

EMERGENCY NEEDS

- a) First aid trained personnel
- b) First aid kit (checked at least weekly)
- c) Fire extinguishers (or water equivalent)
- d) Emergency evacuation plans

PROTECTIVE EQUIPMENT

- a) Hard hats
- b) Safety glasses
- c) Respirator
- d) Ear plugs
- e) Guarding material for perimeter scaffolds and floor holes
- f) Safety cans for flammable liquids
- g) Tagged alloy steel chains
- h) Safety belts, lifeline, and lanyards or nets
- i) Trench and excavation shoring materials
- j) Personal protective equipment for visitors
- k) Back-up alarms operational
- l) Safety cans for all flammable liquids

GENERAL SAFETY REQUIREMENTS

- a) Cleanup schedule and waste disposal facilities
- b) Safe access (stairs, ladders, etc.)
- c) Safety library – manufacturers instructions, safety handouts, data sheets, etc.
- d) Flashers, signals, barricades and reflective clothing for traffic controls
- e) Shop drawing and completion schedules
- f) Schedule for safety meetings
- g) Hazard communication orientation and training materials
- h) Equipment maintenance schedule and procedure
- i) Proper and sufficient material and equipment for the scope of the work
- j) Only qualified operators using powder-actuated tools
- k) Proper ladders: length, style, and usage
- l) Scaffolds properly erected, braced and supported

OTHER REQUIREMENTS

GENERAL

- a) First aid kits and trained personnel available
- b) Emergency phone numbers posted
- c) OSHA poster on job
- d) Drinking water available
- e) Sufficient sanitary facilities
- f) Storage area properly maintained
- g) Hazard Communication program and data sheets

EQUIPMENT

- a) Maintenance records up to date
- b) Backup alarms working
- c) Fire extinguishers available
- d) Glass in distortion free state
- e) All equipment guards in place
- f) Monitoring equipment for confined spaces
- g) Safety cans for gasoline

PERSONAL PROTECTIVE EQUIPMENT

- a) Hard hats in use
- b) Eye protection where needed
- c) All traffic control barricades in place

TRENCHING OPERATIONS

- a) Ladders 36" above landing and within 25 feet of travel
- b) Trench protection
- c) Sloping (1 to 1 in most soils)
- d) Shoring (sufficient for width and depth)
- e) Trench box – large enough for width and depth
- f) Hydraulic shores – enough for the project
- g) Spoil – piled back at least two feet from excavation

SAFETY GUIDELINE FOR BUILT UP ROOFING ON LOW PITCHED ROOFS

I. DEFINITIONS

Low Pitched Roof"

- a. Eave height more than 16'
- b. Pitch of 4 in 12 or less

Mechanical Equipment is everything but:

- a. Wheel barrows
- b. Mop Carts

Motion Stopping Systems:

- a. Standard Railings
- b. Guardrail
- c. Scaffolds and Platforms (with guardrail)
- d. Safety Nets
- e. Safety Belts, etc.

Safety Monitoring – A system of observation by a competent person who:

- a. Is on same roof
- b. Is in voice contact with roofers
- c. Is in visual contact with roofers

Warning Line – A system of wire, rope, or chain supported by stanchions and erected around the entire work area

II. SYSTEM DESIGN AND USE

Motion Stopping Systems can be used anywhere. They must be used:

- a. When work is being done mechanically at roof edge
- b. At roof edge material handling areas
- c. At roof edge storage areas

Safety Monitoring can only be used:

- a. On roof 50 feet or less in width
- b. For hand roofing work between warning lines and roof edge

Warning lines must be:

- a. Wire, rope, or chain with a minimum tensile strength of 500 lbs.
- b. Flagged at least at 6 foot intervals with high visibility materials
- c. Held at a height of no more than 39" and no less than 34"
- d. Positively fastened to a stanchion that is capable of resisting a 161lb force applied 30 inches above the base without tripping.
- e. Erected no closer than 6' to building perimeter for hand roofing operation
- f. For mechanical equipment usage, minimum distances are
 1. 6 feet in direction parallel to equipment use
 2. 10 feet in direction perpendicular to equipment use

MASONARY OPERATIONS

1. SCAFFOLDING

- a. All scaffolding set on adequate level bearing
- b. All required bracing installed
- c. All guardrails, midrails and toeboards in place
- d. All scaffolds full planked
- e. Proper tie-ins to prevent tripping
- f. No defective scaffolding units
- g. Ladders in place and high enough

2. EQUIPMENT

- a. All guards in place – saws, mixers, others
- b. Forklifts bells, horns, alarms, fully functional
- c. Fuel stored in safety cans
- d. GFCI's of up-to-date Assured Grounding Program in use
- e. All cords of 3-wire type and in good operating condition

3. PERSONAL PROTECTIVE EQUIPMENT

- a. Hard hats worn by all
- b. Safety glasses and / or respirators available at saws
- c. Hearing protection available where required

4. GENERAL

- a. First Aid personnel and equipment available
- b. Emergency phone numbers and phones available
- c. Material neatly and properly stored
- d. Good housekeeping practiced
- e. Sufficient fire extinguishers
- f. Proper light levels in work areas
- g. All hand tools in good working condition
- h. All floor and wall openings properly guarded
- i. All temporary heaters properly installed, maintained and vented
- j. Wall is braced or control zones set up
- k. Hazard communication program in effect

MULTI-CONTRACT CHECKLIST

1. Job Site Safety Program
 - a. Emergency facilities and / or first aid trained personnel
 - b. First aid facility (or kit)
 - c. Safety posting including OSHA poster and emergency phone numbers
 - d. Safety Meetings
 - e. Safety Inspections
 - f. Accident Investigations
2. Safety rails and covers for openings
3. Fire protection program
4. Fire prevention
5. Street and sidewalk protection and maintenance
6. Special notices to utilities, adjoining property owners, etc.
7. Temporary water (installation, cost)
8. Temporary toilets
9. Temporary telephones
10. Temporary heat (prior to enclosure)
11. Temporary heat (after enclosure)
12. Temporary power / light
13. Temporary ladders and temporary stairs, including access ramps and runways
14. Allocation of site storage space
15. Job site security fence
16. Temporary roads and parking area
17. Hoisting during construction

18. Hoisting after structure is complete
19. Final clean-up and window washing
20. Road and street cleaning
21. Street repairs
22. Main building permit
23. Sidewalks and street use permit
24. Approach and driveway bonds
25. Insurance and bonds
26. Performance and payment bonds
27. Job site sign
28. Watchman
29. Offices and sheds, owner-architect and contractor
30. Testing
 - a. Compaction
 - b. Concrete
 - c. Other materials