



# Safety Program

## **Notice to New Employees:**

You are now working for a Company, which is sincere in its desire to conduct all of its operations in the safest manner possible.

We make every effort to safeguard all operations by providing safe tools and proper guarding, not only for job efficiency, but primarily for you and your fellow employees' protection.

More can be accomplished in preventing accidents if you apply and use these instructions a minimum guide to working safely.

Your performance with this organization will be judged by your ability to work safely and efficiently. Working Safely is part of your job, and every member of this company is a member of our Safety Program.

Violation of a Safety Instruction or Rule may be followed by disciplinary action, even though a resulting accident does not cause serious injury. Ignorance of a minimum standard for safety will not be accepted as an excuse for its violation.

**"The best safety device known is a careful workman"**

## **Drug and Alcohol Abuse Program:**

The company prohibits the use, possession, or distribution on its premises, facilities, or work place of any of the following:

alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs (including marijuana), "look alike" (simulated) drugs, related drug paraphernalia, fire arms and unauthorized explosives. 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 work place by any person is conditioned upon the company'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 paragraph above. By entering into or being present on company premises, facility or work place any person is deemed to have consented to such searches which may include periodic and unannounced searches or any one while on, entering or leaving company premises, facility or work place. 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 determined the presence of substances named in the above paragraph. The company 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 person present on a company job site are using marijuana, illegal drugs or alcohol.

The taking of blood, urine, or saliva samples for testing may be also required from any person on company premise or work place who is suspected of being under the influence of drugs or alcohol, or who is involved in vehicle accident, or who is injured in the course of employment.

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

Any person who is found leaving company premises or work place in possession of company property, (including food, supplies, or tools) which is not authorized for removal from company premises or work place is subject to disciplinary action including immediate discharge of employee, or removal in future prohibition from the premises if not our employee.

Legally prescribed drugs may be permitted on company premises or work location 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 of. Any person in possession of a valid prescription drug when on/or entering company premises or work place locations may be required to complete a (prescription drug) form and the company may, as it deems appropriate, determine if the drug produces hazardous effects.

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

### **General Rules of Safe Practice:**

1. All employees must follow safe practices, and give all possible assistance to maintaining safe operations. Unsafe conditions or practices should be reported promptly to a foreman, field supervisor or other proper authority.
2. All injuries, no matter how slight, should be reported immediately to a foreman or field supervisor, or office manager. DO NOT try to treat yourself. Accidents must be reported within 24 hours to the main office by the foreman supervisor or manager. Any injury not reported can be determined not work related.
3. Fighting, horseplay, or scuffling on the job is prohibited.
4. Fire protection equipment should not be obstructed, and is to be used for fire fighting purposes only.
5. Only authorized personnel are permitted to make electrical repairs.
6. Good housekeeping should be maintained in all work areas.
7. The use of gasoline as a cleaning solvent is strictly forbidden. An approved cleaning solvent must be used to clean tools, machinery, and similar equipment.
8. A OSHA Hazardous Communications Program has been set up for all employees to have access to the MSDS sheets on all chemicals that our company will be using, as well as a designated person who will keep those files updated, and who will secure MSDS forms from others that our employees will come in contact with in the course of their work.
9. Electrical equipment, machinery, steam, air or water lines should never be turned on or set in motion without first checking carefully to see that no one may be injured by the action, and ONLY by employees authorized to do so.

### **Personal Protective Equipment**

1. Good, heavy work shoes shall be worn on the job; safety shoes are highly recommended.
2. Approved type clear eye protection shall be worn when grinding, cutting, caulking, chipping, heating rivets, drilling reaming, cutting concrete, or for any other operation causing sparks, chips or other hazard to the eyes.
3. Approved type hard hats shall be worn by all employees during working hours.
4. An approved type welding helmet/hard hat combination shall be worn by welders on all welding work, either in the field or in the shop.
5. Respirators of the proper type shall be worn whenever toxic dusts, fumes, gases, or other harmful atmospheres are present. Employees should not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that the air contains no flammable or toxic gases or vapors and that the oxygen content is adequate. Such areas shall be thoroughly ventilated. Whenever in doubt, self-contained or oxygen-supplied breathing apparatus should be utilized.
6. In places where no other form of protection from the hazard of falling is available, a safety belt and/or life line shall be used.
7. Plastic-coated or rubber gloves should be worn when working with caustic acids, solvents, concrete, or cement, and when doping or wrapping pipe. Only gloves with close fitting wrist bands shall be used when handling hot materials.

## **Material Handling**

1. To lift safely:
  - a. Size up the load first. Get help if load is bulky, heavy, or of unwieldy length.
  - b. Be sure of your footing.
  - c. Lift with your legs, while keeping your back straight.
  - d. Keep your balance; don't twist under strain or jerk the load.
  - e. Keep the load close to your body.
2. When two or more men are carrying long material together, all men should carry the material on the same shoulder and should lift and lower the material in unison.
3. Do not throw material, tools, or other objects from buildings or structures until proper precautions are taken to protect others from the hazard of falling objects.

## **Use of Tools, Machinery, Equipment**

1. Inspect tools frequently for defects. Turn in all tools which are burred, broomed, mushroomed, have split or loose handles, worn or sprung jaws, etc.
2. Use tools properly; do not use a wrench for a hammer, a screw driver for a chisel, pliers for a wrench, pipe or Stilon wrenches as a substitute for other wrenches, a pipe handle-extension or "cheater" on a wrench, etc.
3. Do not push a wheel barrow with the handles in an upright position.
4. Do not lift or lower portable electric tools by means of the power cord; use a hand line. Likewise, never throw tools, equipment or material up or down from one working level to another; always use a hand line.
5. Keep cords of electrical equipment coiled when not in use. When in use, make sure cords are positioned to avoid being run over by vehicles or equipment. Make sure that all cords are in good repair. Never have any bare wires showing.
6. When using any electrically-powered equipment, make sure it is properly grounded by using 3-wire receptacles and extension cords, and a properly grounded source.
7. Shut down machinery before cleaning, oil or adjusting. All machines have warning signs stating not to place hands, feet or foreign material into openings, make sure that you familiarize yourself with the machinery that you will be operating, and that you pay attention to the warning labels on the machinery or equipment. Instructions and one on one help is available for the familiarization of the equipment.
8. No welding, burning, brazing, or other source of ignition should be applied to any enclosed tank or vessel, even if it contains some openings, until it has first been determined that no possibility of explosion exists, and that proper authority has been obtained from a foreman or field supervisor.
9. Never leave nails or spikes protruding from planks, boards, or other timbers. Pull them out or clinch them (bend them over) into the wood.
10. Welding, burning, and brazing operations in areas of combustible materials should be provided with a "fire watch" and suitable fire extinguisher.

## **Scaffolds, Guard Rails, Ladders**

1. Always inspect scaffolds and floats before getting on them, and make sure that all lines are properly tied to a secure support.
2. Minimum scaffold width regulations must be observed: two 12" boards, or three 10" boards.
3. All scaffolds should be equipped with a toe board, a top guard rail of 42" height, and an intermediate guard rail.
4. Any damage to scaffolds, false work or other supporting structures must be repaired or reported promptly to a foreman or field supervisor immediately.
5. All ladders should be thoroughly inspected before use for defects in rungs and rails. Always position a ladder so that you are able to face the ladder and use both hands while climbing.
6. Always position a ladder properly so that the distance from the base of the ladder to the wall is 1/4 the length of the ladder.
7. Always tie or lash the top of a ladder in place when attachment is possible.
8. Metal ladders must not be used when working with electrical circuits of any type or in places where electrical contact can be made.

### **Guylines, Loadlines, Slings**

1. Guylines should be flagged where they cross any path or roadway. They should never be tied to a railroad track.
2. Loadlines should be carefully inspected each time they are rigged and each time they are taken down. Defective or damaged rope or cable should be cut immediately to prevent further use.
3. Cable slings shall be inspected regularly and destroyed if defective. Slings should be hung up when not in use.
4. Slings should be protected on sharp corners of loads, and should not be jerked when moving a load (jerkling may triple the load on a sling).

### **General Scaffolding**

Scaffolding accidents, in most cases, are caused by careless maintenance and improper use. Help keep your scaffold safe for your safety by observing these simple requirements:

1. Scaffolds, platforms, or temporary floors shall be provided for employees engaged in work that cannot be performed safely from the ground.
2. All equipment should be inspected prior to use. Never use damaged or deteriorated equipment.
3. The footing or anchorage for scaffolds should be sound, rigid and capable of carrying the maximum intended load, without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks should not be used to support scaffolds or planks.
4. Any scaffold including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened from any cause shall be immediately repaired or replaced.
5. All planking shall be scaffold grades or the equivalent.
6. Don't stockpile materials on scaffolds; remove all materials and tools at the end of the day.
7. Never overload scaffolds. Pile materials being worked over ledger and bearer points to minimize platform loadings.
8. Don't work on scaffolds during storms or high winds, and clear platforms of all ice and snow before using. Sand wet planking to prevent slipping.
9. Protect scaffolds; don't bump or strike against scaffolds with vehicles or materials; control hoisted material from ground with taglines.
10. Keep platforms and area around scaffold cleared of debris, unneeded equipment, material, and other possible tripping hazards.
11. The use of shore or lean-to scaffolds is prohibited.
12. Ladders or makeshift devices shall not be used to increase height of scaffolding.
13. Scaffolding working surfaces shall be essentially level, with poles, legs, and uprights plumb and securely braced to prevent swaying and displacement.
14. Scaffolds and their components, except for wire or fiber rope suspension, shall be capable of supporting at least four times the maximum intended load.
15. Wire or fiber rope used for scaffold suspension shall be capable of supporting at least six times the maximum intended load.
16. Access to scaffolding can be by separate or integral ladders or stairways meeting the requirements of the section covering ladders and stairways. Do not use the braces or scaffold end supports for access.
17. Employees working on suspended or movable scaffolding or scaffolding without standard guardrails shall be protected by nets, lifelines, lanyards and belts.

## Scaffolding Planks

### **General:**

1. The width of all scaffolds, ramps, runways and platforms shall be sufficient to prevent congestion of persons, materials, or equipment, and in no case shall they be less than 18 inches wide.
2. Planking shall overlap each member a minimum of 12 inches.
3. Scaffold planks shall extend over their bearers not less than 6 inches nor more than 12 inches.
4. When installed flush, the butt joints shall be at the centerline of a pole and the plank ends shall be supported by and secured to separate bearers.
5. When necessary to prevent dislodgement or excessive deflection, intermediate support shall be provided.
6. When a scaffold materially changes direction diagonally installed bearers shall be used to support the intended loading and to prevent tipping.
7. When moving platforms or planking to another adjacent level, the old planking shall be left in place until the new bearers have been installed.

### **Requirements:**

1. Planking used as a working surface on scaffolds, platforms, runways, or ramps shall not be less than 2 inches nominal in thickness and scaffold grade or equivalent lumber according to American Lumber Standards grading rules for species of wood used.
2. Plank edges will be laid flush and planking will be secured in place to prevent displacement.
3. The maximum permissible spans for 2-by 12-inch or wider planking is as follows:

	Full Thickness			Nominal		
	<u>undressed lumber</u>			<u>thickness</u>		
Working Load (lb. / sq. in.)	25	50	75	25	50	
Permissible Span		10	8	6		8 6

4. Nominal thickness lumber is not recommended for heavy duty use.
5. The maximum permissible span for 1 1/4-by 9-inch or wider plank of full thickness shall be 4 feet with medium duty loading.

## Standard Guardrails

### **General:**

1. Guardrails and toeboards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
2. Guardrails shall be 2-by 4-inches, or the equivalent, approximately 42 inches high, with a midrail, when required. Supports shall be at intervals not to exceed 8 feet. Toeboards shall be a minimum of 4 inches in height.
3. Regardless of the material used, other than wire, the guardrail shall be capable of withstanding a minimum loading of 200 pounds supplied in any direction at any point on the top rail with a minimum of deflection.
4. Railings required to withstand greater stress do to the nature of use shall be designed with a minimum safety factor of four.

### **Wooden Guardrail:**

1. Wooden posts and top rails shall be a minimum of 2-by 4-inch, construction grade or equivalent lumber.
2. Post spacing shall not exceed 8 feet on centers.
3. Intermediate rails shall be a minimum of 1-by 6-inches.
4. Toeboards shall be a minimum height of 4 inches stalled flush with the planking or floor.

### **Pipe Guardrails:**

1. Posts, toprails, and intermediate rails shall be a minimum 1.5-inch-nominal diameter steel pipe.
2. Posts shall be spaced not to exceed 8 feet on centers.

**Metal Guardrails:**

1. Posts, top rails and intermediate rails shall be 2-by 3/8-inch angle iron, or equivalent.
2. Posts shall be spaced not to exceed 8 feet on centers.

**Rope Guardrails:**

1. Synthetic to natural fiber ropes shall not be used as guardrails.
2. Wire rope having equivalent strength of pipe guardrails may be used for top and intermediate rails provided deflection is less than 12 inches under a 200-pound loading at center span.

**Tubular Welded Metal Frame Scaffolds**

**General:**

1. All metal scaffolds and towers shall be, or equivalent to, those listed by Underwriters Laboratories, Inc., or Factory Mutual Engineering.
2. A ladder or stairway shall be provided for access and exit, and shall be affixed or built into all metal scaffolds and so located that when in use it will not have a tendency to tip the scaffold.
3. Climbing of braces shall be prohibited.
4. A landing platform with guardrails will be provided at intervals not to exceed 35 feet.
5. Extreme caution shall be taken where metal scaffolds are used in the vicinity of energized electrical circuits.

**Erection:**

1. All scaffolds shall be erected in accordance with manufacturer's specifications and the load limits as recommended by the manufacturer shall not be exceeded.
2. All metal scaffolds and towers shall be plumb and level.
3. The sections of metal scaffolds shall be securely connected.
4. All braces shall be securely fastened.
5. To prevent movement, the scaffold shall be secured to the building or structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.
6. A licensed professional engineer shall prepare drawings and specifications for metal frame scaffolds exceeding 125 feet in height.

**Working Surface:**

1. Work platforms and planking shall be firmly secured at both ends to the bearers.
2. Planks shall extend over their end supports not less than 6 inches nor more than 12 inches.
3. Metal scaffolds and towers shall be enclosed on open side and ends with standard guardrails and toeboards.

**Tubular Welded Metal Frame Scaffolds**

**Requirements:**

1. Metal brackets or scaffold jacks which are an integral part of the form shall be bolted or welded to the form.
2. "Clip-on" or "hook-over" metal brackets may be used, provided the form walers are bolted to the form or secured by snap ties or she-bolts extending through the form and securely anchored.
3. Metal brackets shall be spaced not more than 8 feet on centers.
4. Metal bracket form scaffolds shall be equipped with wood guardrails, intermediate rails, toeboards, and scaffold planks meeting the minimum dimensions shown in the table below.

<u>Member</u>	<u>Dimensions</u>
Uprights	2 x 4 inch
Guardrails	2 x 4 inch
Guardrail Height	Approx. 42 inch
Intermediate Guardrails	1 x 6 inch
Toeboards	4 inch (minimum)
Planking	2 x 9 inch

## **Suspension Scaffolds**

### ***Design:***

1. All parts and components of suspension scaffold systems, except the suspension rope, shall be designed and constructed with a minimum safety factor of four.

### ***Suspension:***

1. Suspension scaffolds shall be supported by wire, synthetic, or fiber ropes with a minimum safety factor of six and secured to outrigger beams.
2. Suspension ropes shall have the fixed ends equipped with a proper size thimble secured by splicing or other equivalent means and attached to the supports by closed-type shackles.
3. Running ends of the suspension ropes shall be securely attached to the hoisting drums, and at least four turns of the rope shall remain on the drum at all times.
4. The suspension ropes shall be attached at the vertical centerline of the outrigger, and the attachment shall be directly over the hoisting drum.

### ***Outrigger Beams:***

1. Outrigger beams shall be structural steel, equivalent in strength to at least a standard 7-inch, 15.3-pound per foot steel I-beam, and shall be at least 15 feet long.
2. Unless designed by a professional engineer for a specific use, they shall not extend more than 6.5 feet beyond the fulcrum or bearing point.
3. The outrigger beams shall be set with their webs in the vertical position and anchored to the structure by the equivalent of U-bolts and anchor plates, washers, and nuts.
4. The beams shall rest on wood bearing blocks: a stop bolt shall be installed on each end of every beam.

### ***Hoisting Devices:***

1. All suspension scaffolds shall be equipped with either manual or powered hoisting machines.
2. The machines shall be either worm geared or powered both up and down, and designed to stop independently of manual braking and not move when the power is not being applied.
3. Power units and manually operated winches shall be of a type tested and listed by Underwriters Laboratories, Inc., or Factory Mutual Engineering.

### ***Hoist Safety Controls:***

1. Controls for powered scaffolds shall be of the deadman type with a non-locking switch or control.
2. A device to shut off the power shall be installed ahead of the operating control.
3. The speed control device shall be designed so that it cannot be manually released.

### ***Scaffold Brackets:***

1. Scaffold brackets shall be wrought iron or mild steel.
2. Reinforcing steel shall not be used as part of the support system.

### ***Stability Control:***

1. Suspension scaffolds shall be controlled by wire rope guides or equivalent means such as taglines to prevent sway.
2. Tiebacks of 3/4-inch manila rope, or equivalent, shall be installed on suspension scaffolds for use as a secondary means of anchorage.

### ***Platforms:***

1. Platforms of two-point suspension scaffolds shall be either ladder type, plank type, beam type, or metal type, constructed in conformance with section 1926.451 of the 1990 OSHA safety standards for the Construction Industry.
2. The platforms shall not be less than 20 inches not greater than 36 inches wide overall.
3. The platform shall be securely fastened to the hangers with U-bolts or other equivalent means.

## Fleet Equipment Safety

The safe operation and proper maintenance of the Company Fleet Vehicles and Equipment is vital to preventing accident and assuring use of safe equipment. These guideline are established to protect everyone.

1. Only authorized personnel are allowed to drive company vehicles or operate company equipment.
2. **All** equipment should be checked for proper safety equipment and deficiencies resolved prior to use.
3. Time sheets with "noted" safety-related problems should be passed on to the Maintenance Department immediately.
4. No one should be allowed to operate a vehicle or a piece of equipment who cannot perform safely because of an illness, emotional distress, medication, etc.
5. All equipment is to be kept in a reasonably clean condition. This is to aid in noticing any deficiencies with equipment.
6. Every foreman is to have accident reporting forms with him at all time.
7. No fleet vehicles are to be allowed to be operated on public highways unless vehicle and operator are properly licensed.
8. Supervision is not to **assume** that a person is properly licensed or has been trained in the safe operation of the Fleet/Equipment.
9. Equipment should at no time be used for horseplay.
10. Equipment is to be used only for the purpose for which it was designed and within its safe working limits.
11. Safety devices are not to be by-passed, removed, or rendered inoperative.
12. Guards, covers, warning devices, and other safety equipment are not to be removed except for maintenance or testing. Such devices are to be reinstalled before equipment is put back into service.
13. Anyone working on or around a piece of equipment is to be made aware of any problem with the equipment until repairs are made or it is removed from service.
14. No person is to be allowed to ride on a piece of equipment unless it is specifically designed for such purpose.
15. Equipment found to be unsafe is to be removed from service and tagged. The maintenance department is to be notified of the unsafe condition at that time.
16. Tags are to be secured at the location where machine is started. Information on this tag will include date, nature of problem, and name of the installer.
17. If machine is "tagged", no one is allowed to remove the tag except mechanic making repairs or the person that installed the tag.
18. Do not move winch trucks unless loads suspended from the winch lines are secured to prevent swinging.
19. No riders are allowed on the ball or hook of any crane or derrick, nor on equipment, rigging or loads being moved by crane or derrick.
20. Cranes, derricks and winch trucks must not be operated nearer than 12 feet to a voltage line of 220 volts or higher (or applicable state code). Lines which could accidentally come into contact with equipment must be de-energized or otherwise made safe before any work is done.
21. Use a tag line on loads that are liable to shift or sway while being hoisted or lowered.
22. Keep out from under loads, and keep clear of moving loads.
23. The driver must not remain in the cab of a truck when it is being loaded with heavy materials by a shovel, crane or similar mechanical equipment.

## Procedures for a Jobsite Accident / Emergency

In case of a serious accident on the job, the following must be done:

1. See that the injured are cared for. Contact the appropriate Emergency Medical Service System. The list of emergency numbers is posted on the jobsite.
2. Protect other people and property.
3. Have someone call the SRB Acoustics Office and contact Steve Burt  

Steve Burt	Office: 303-935-5031
	Mobile: 858-361-1076
	Home:
4. Preserve the scene as it was after the accident.
5. Make a visual walk-through of the accident site.
6. Obtain the identity of all people who might have information about the accident.
7. Examine the evidence.
8. Photograph all evidence.
9. Make a diagram of the accident site.
10. Interview and obtain statements from all witnesses.
11. Prepare an accident report.

## Accident Investigation Checklist

In case of a serious accident on the job, the following must be done:

- A. See that the injured are cared for  
The first concern at an accident scene, regardless of its seriousness, is care of the injured. Immediately contact the appropriate Emergency Medical Service System. These numbers are available in the jobsite trailer. Nothing should interfere with this concern except **safety** of the rescuers themselves.
- B. Protect other people and property  
Only after the accident site is safe to approach should the actual investigation begin.
- C. Have someone call the SRB Acoustics office and contact Steve Burt.

Steve Burt	Office: 303-935-5031
	Mobile: 858-361-1076
	Home:

- D. Preserve the scene as it was after the accident  
Cordon off or barricade the area to keep curious bystanders from destroying evidence.
- E. Make a visual walk-through of the accident site  
Conditions at an accident scene will change rapidly. Take notice of the location of all items of evidence record this information as the walk-through is made. Mark the location of items likely to be moved - injured people, lightweight or high value items, etc.
- F. Obtain the identity of all people who might have information about the accident  
Record their names, crafts, and company worked for. If members of the public, obtain their addresses and telephone numbers.
- G. Examine the evidence  
The items that will provide information about what happened, how it happened, and why it happened must be identified and examined.
- H. Photograph all evidence  
Photographs of the general area, major elements of accident site, and articles of evidence should be taken as soon as possible after the accident. All photographs will be marked on the back with date, time and pertinent details.
- I. Make a diagram of the accident site  
A sketch should be made of the accident scene, showing the location of all evidence essential to understanding the accident situation. Distances involved should be measured and recorded on the sketch. At a later time, information from the sketch can be used to prepare a scaled diagram for inclusion in the accident report.
- J. Interview and obtain statements from all witnesses  
All persons who may be able to contribute information about the accident should be interviewed as soon as possible after the accident. Recorded statements should be obtained from them.
- K. Prepare an accident report  
A written report must be prepared for all accidents. The report should contain details of what happened, when it happened, and who was involved. It should develop conclusions regarding the physical cause of the accident, but should **not** deal with the placement of legal liability upon any party. No part of the report shall be given to any other party, including the injured employee, unless authorized by Steve Burt.  
The time of the accident, weather conditions, and any other physical conditions existing at the scene of the accident should be observed and reported.

As a final summary, the results of the steps should be placed in a detailed accident report form and transmitted to the company Safety Representative as soon as practical with all backup information attached.

Do not assume a certain accident is unimportant and we have no liability:

**Make out the report anyway.**

## Environmental Incident Management

### ***Non-Emergency Spill:***

A non-emergency spill is a spill that does not create immediate danger to personnel and/or the environment, the contractor has the ability to immediately control and clean up , and is less than 25 gallons.

This could include, but would not be limited to, any of the following:

- \*Gas or diesel fuels
- \*Latex paint products
- \*Plaster materials
- \*Motor oils

1. Steve Burt will be notified immediately or any non-emergency spill.
2. All work in the area of the spill will be suspended until the spill is contained.
3. Contaminated materials will be removed from the work area, and stored on plastic for later disposal.
4. All handling and disposal of contaminated material will be in strict compliance with present EPA regulations.

*SRB Acoustics*

Equal Employment Opportunity

Affirmative Action Plan

## Preface

This Affirmative Action Plan is prepared in accordance with the regulations and requirements contained in Executive Order 11246 and Chapter 60 of Title 41, code of Federal Regulations. It is intended to be specific and result-oriented and the company has committed itself to applying all good faith efforts to effectuating the provisions of this plan, Equal Employment Opportunity, and has set specific goals and time tables for the correction of these deficiencies.

## Equal Employment Opportunity Plan

### *Dissemination of policy:*

The company desires that its Equal Employment Opportunity Policy be well known and understood, both within the company and in the community in which we are situated.

### Internal:

In order to insure that our policy is known and understood internally, the company will do the following:

1. A statement of the policy will be included in any personnel manual distributed to management and supervisory personnel, particularly those engage in recruiting and hiring.
2. A statement of the policy will be issued in memorandum form to all employees and reaffirmed on an annual basis.

3. A statement of the policy will be included at least semiannually in the newsletter distributed to all employees.
4. The company's Equal Employment Opportunity Officer will meet with executive, management and supervisory personnel to explain, interpret, and clarify if needed the policy and individual responsibility for effective implementation.
5. The policy will be explained in employee orientation and management training programs.
6. The policy will be explained to appropriate union officials and their continued cooperation will be requested.
7. At all places of employment, the company will post in conspicuous locations easily accessible and visible to employees and applicants for employment legible notices which include the company's affirmative action policy.
8. The company will include non-discrimination clauses in all union agreements and will review all such contractual agreements to insure they are non-discriminatory.
9. When employees are pictured in employee handbooks or similar publications, both minority and non-minority men and women will be pictured.
10. The company will make available such elements of this program as will enable its employees to know of and avail themselves of its benefits.

External:

In order to insure that our policy is known and understood in the community, the company will do the following:

1. We will inform our recruiting sources of our policy and stipulate that these sources actively recruit and refer minorities and women for all available vacancies.
2. We will notify appropriate minority and women's organizations of the company's policy.
3. We will not use pictures in "Help Wanted" advertising.
4. We will send written notification of our policy to subcontractors, vendors, and suppliers.
5. We will include the Equal Opportunity clause in purchase orders, contracts, etc., covered by the executive Order 11246, as amended, and as otherwise provided by law.
6. We will communicate to prospective employees the existence of our Affirmative Action Program and make available such elements or that program as will enable such prospective employees to know of and avail themselves or its benefits.
7. When employees are pictured in product, service, or consumer advertising, both minority and non-minority, men and women will be pictured.

Responsibility for Implementation:

Effective July 15, 2005, Steve Burt is designated as Equal Employment Opportunity Officer for this company. In this capacity, he/she has the authority to implement and execute the policy as stated and as outlined in this plan. The Equal Employment Opportunity Officer has the following responsibilities for implementing the company's policy and Affirmative Action Program:

1. Supervision of the company Equal Employment Opportunity/Affirmative Action Program.
2. Continuing development of policy statement, Affirmative Action Programs, internal and external communication techniques.
3. Insuring internal and external dissemination of the company policy as set forth in this plan.
4. Coordinating and assisting in the identifying of problem areas.
5. Assisting line management in arriving at solutions to problems.
6. Serving as liaison between the company and enforcement agencies.
7. Serving as liaison between the company and minority and women's organizations.
8. Serving as liaison between the company and signatory labor organizations concerning EEO/Affirmative Action matters.
9. Keeping management informed of latest developments in the Equal Opportunity area.
10. Monitor layoffs on an annual basis, to determine adverse impact using 80% or 4/5 rule.
11. Monitoring placement, transfer, training, and promotion activities at all levels to insure that full consideration is given to qualified individuals in compliance with the company policy and this program.
12. Reviewing progress relative to this program on a semiannual basis, and updating and revising this program on an annual basis.
13. Communicate responsibilities of line personnel with respect to the company EEO policy and this program.

Line personnel responsibilities for implementation shall include, but not be limited to, the following:

1. Assistance in the identification of problem areas and establishment of goals and objectives.
2. Involvement with local minority organizations, women's organizations and community service programs.
3. Periodic audit of training programs, hiring, and promotion patterns to remove impediments to the attainment of goals and objectives.
4. Regular discussion with managers and supervisors to be certain the company's policies are being followed.
5. Review of the qualifications of all employees to insure that all employees are given full and equal opportunities for transfers and promotions.

6. Instructing supervisors that their work performance is being evaluated on the basis of their Equal Employment Opportunity efforts and results, as well as other criteria.
7. Instructing supervisors of their responsibility to take action to prevent harassment of employees placed through Affirmative Action effort and to maintain an atmosphere of constructive EEO/AAP employee relations and development.

Sexual Harassment
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It is the policy of the company that all of our employees should be able to enjoy a work atmosphere free from all forms of illegal discrimination including sexual harassment.

Sexual Harassment infringes on an employee's right to a comfortable work environment and is a form of illegal misconduct which undermines the integrity of the employment relationship. No employee, male or female should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. Sexual harassment refers to conduct which is offensive to the individual, which harms morale and which creates a hostile and unsafe environment for the employee.

This includes repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; the display of sexually suggestive pictures or objects or any offensive or abusive physical conduct. No employee should so much as imply that any individual's "sexual cooperation" will have an effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

An employee who feels sexually harassed is encouraged to use the company complaint procedure. The normal complaint procedure may be bypassed and the complaint may be taken by the Company EEO Officer.

### *SRB Acoustics*

It is the policy of SRB Acoustics, to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex national origin or disability. We will provide that employment opportunity in full compliance with the Civil Rights of 1964, the Age discrimination in Employment Act of 1967, the Equal Pay Act, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1992, and all other applicable laws and regulations, including all contract provision.

We will recruit, hire, and promote in accord with that policy. We will base decisions on employment so as to further the principle of equal employment opportunity. We will insure that promotional decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunity.

We will insure that all other personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, company sponsored training, education, tuition assistance, social, and recreational programs will be administered consistent with this policy of equal employment opportunity.

Further, we will take appropriate affirmative action to employ and advance in employment qualified minority group members, women, disabled or handicapped individuals, disabled veterans, and veterans of the Vietnam era.

We will periodically, and at least semiannually, conduct analysis of all personnel actions to assure equal opportunity.

It is the established policy of the company to offer available employment to qualified job applicants regardless of race, color, religion, age, sex, national origin or disability. Managers and supervisors, at all levels throughout the entire organization, are instructed to insure that employment, upgrading, promotion, raises, employment benefits, training and selection for training, and all other actions concerning personnel shall be taken solely on the basis of merit, fitness, and company's commitment to affirmative action.

Steve Burt  
Supervisor

Steve Burt  
EEO Officer

Equal Employment Opportunity	Complaint Procedure
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Any employee of SRB Acoustics, who feels he/she has been discriminated against is encouraged to advise the company immediately of any complain of discrimination. To enable the company to respond quickly, please use the following guidelines in reporting such complaints:

1. The employee should report a complaint or discrimination to his/her immediate supervisor. The supervisor shall review and document all pertinent facts relevant to the complaint and attempt to resolve the problem at the project level.
2. If no resolution is reached, the employee should contract the company EEO Officer who shall attempt to resolve the complaint by conferring with the employee and with the employee's superintendent.
3. If the complaint has not been resolved by the efforts of the EEO Officer, the employee shall request through the EEO Officer a conference with the company President, to discuss the complaint and all facts that relate thereto.
4. If the complaint has not been resolved between the employee and SRB Acoustics management, the employee shall be referred by the Company EEO Officer to the EEOC or CCRC for further consideration.

<b>Return-to-Work Policy – Modified Duty</b>
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SRB Acoustics has elected to adopt a return-to-work policy with the intent to utilize eligible injured workers in a productive capacity while they are recovering from a work related injury. The goal of temporary modified

duty is to provide a progression of job duties that will return the injured worker to their regular job.

Steve Burt, office 303-935-5031, will be the designated coordinator, responsible for coordinating the return-to-work program.

The attached return-to-work program should be followed when a worker sustains a work-related injury or illness.

1. All injuries will be reported immediately to the worker's direct supervisor who will notify the designated coordinator. Injuries will be filed via the Internet, phone or fax to Pinnacol Assurance within 24 hours.

2. The injured worker will seek medical attention from the designated medical provider (name of designated provider) Concentra.

In case of an emergency, the injured worker is to seek medical attention from the nearest medical facility. Follow-up care must be coordinated through the designated medical provider. Pinnacol Assurance may not pay for medical expenses incurred by the injured worker if he or she seeks unauthorized treatment from a non-designated medical provider. When possible, follow-up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.

3. The injured worker should deliver a copy of the medical provider's work status report to the designated coordinator within 24 hours of the medical visit, if feasible.

4. The designated coordinator is responsible for maintaining regular contact with the injured worker and the medical provider, and obtaining recovery status information and work restriction updates.

5. The designated coordinator will maintain a list of modified duty tasks. Once the employer is ready to make a job offer to the injured worker, the coordinator sends the proposed tasks to the treating physician for approval, in accordance with the formal job offer process.

6. During the modified duty period, the designated coordinator will provide to Pinnacol Assurance records of wages paid to the injured worker. If the injured worker is receiving full wages during the modified duty period, the designated coordinator will provide Pinnacol Assurance a statement to that effect; no ongoing provision of pay records is then required.

7. Modified duty will be allowed as long as it is realistic for the job to continue, or until the injured worker receives a release to full duty or reaches maximum medical improvement (MMI).

8. The designated coordinator will monitor and document the injured worker's performance while on modified duty.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker and relevant staff to address increasing work duties and overall performance. This will be completed at least once a month.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

## Job Description & Functional Analysis

Job Title: *Laborer*

*Training/Skills:*

Heavy lifting, driving flatbeds or scrap trucks, operating forklifts, reading, and writing.

*Machines, Tools used on job:*

Forklifts, brooms, floor scrapers, shovels, dollies, wheel barrels, flat carts.

*General description of job:*

Drive flatbed truck and/or scrap truck. Carry and load drywall materials such as mud, drywall, scaffold, hardware, and metal studs. Deliver materials to job sites. Loading and unloading is done by hand using forklifts and carts. Loads are, at times, required to be manually carried up 2 to 4 floors. Clean up jobsites and fill scrap truck by hand using carts and wheel barrels.

*Environmental factors essential to job duties:*

In and out of buildings and jobsites. Time is spent in truck and at work locations. Hot in summer, cold in winter. Jobsite conditions influenced by many other types of trades. Intermittent noise. Some dusty and dirty conditions. Uneven walking surfaces.

*Essential functional requirements:*

Lifting and Carrying up to 140 pounds. (Drywall material & scrap)

Lifting and Carrying 50 to 60 pounds on a regular and constant basis for 3 to 5 hours per day. (Lighter drywall material & scrap)

Pushing and Pulling 50 pound carts & wheel barrels frequently. 1 hour per day.

Lifting and Pushing 5 pound broom or floor scraper occasionally. 1 hour per day.

Reaching and Pushing 40 to 60 pound scrap into truck above shoulder and at shoulder height occasionally for approximately 1 hour at a time.

Mental and Muscular coordination required.

Walking and Carrying for approximately 6 hours per day.

Sitting in truck and Driving for approximately 2 to 3 hours per day.

Climbing stairs while carrying materials weighing 40 to 60 pounds when the job cannot be stocked any other way. Climbing in and out of truck back and cab.

*Driving requirements:*

Must conform to D.O.T. standards of physical and mental capabilities. This and *essential job requirement* of all drivers of company vehicles.

*I have read and understand the essential requirements of this job. I have no physical problems or mental restrictions that would prevent me from safely and effectively performing all the essential job functions and occupational activities.*

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*Employee Signature*

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*Date*

## Job Description & Functional Analysis

Job Title: *Hanger/Framer*

*Training/Skills:*

Knowledge of simple math, ability to read a measuring tape, possess manual dexterity, ability to use knife in cutting drywall, and the ability to use and understand various tools used on jobsite.

*Machines, tools used on job:*

Screw guns, routers, chop saws, powder-actuated tools (Hilti), various hand tools, knives.

*General description of job:*

Cut drywall to size, carry and hang drywall, use screw gun to attach drywall to wall, cut metal or wood studs to size, put on corner and ceiling bead. Climb scaffolds over 10 feet. Climb ladders.

*Environmental factors essential to job duties:*

Normally inside but not completely temperature controlled. Sometimes hot in summer, cold in winter. Jobsite conditions influenced by many other types of trades. Intermittent noise. Some dusty and dirty conditions. Walking surfaces with cords and tools. Working on ladders and various types of scaffold including scissor lifts, rustgo and frame.

*Essential functional requirements:*

Lifting up to 140 pounds. (Shaft wall)Lifting of 100 to 120 pounds on a semi-regular basis. (Drywall board) Approximately 3 times per hour.

Lifting 40 to 80 pounds frequently. Approximately 6 to 8 times per hour. (Smaller pieces of drywall board).

Lifting, Pushing, and Pulling 15 pounds on a regular and constant basis. 5 to 6 hours per day. (screw gun)

Lifting and Carrying 10 to 15 pound metal studs frequently. 3 to 4 hours per day.

Reaching above shoulder and at shoulder height with the weight of drywall, metal studs, screw gun on a regular basis.

Full Use of fingers and both hands required for this manually dexterous position.

Along with mental and muscular coordination simultaneously.

Stooping and Bending to cut drywall and metal studs with knife and chop saw.

Standing and Walking for 8 hours except for lunch and 15 minute breaks.

Climbing scaffold as high as 3 to 4 stories, possibly higher, 4 to 8 timers per day when jobs are above ground level.

*I have read and understand the essential requirements of this job. I have no physical problems or mental restrictions that would prevent me from safely and effectively performing all the essential job functions and occupational activities.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

## Job Description & Functional Analysis

Job Title: *Carpenter*

*Training/Skills:*

Knowledge of simple math, ability to read a measuring tape and blueprints, knowledge of how to lay out work, manual dexterity, ability to use tools for measuring and cutting, ability to use and understand various tools on job site.

*Machines, tools used on job:*

Table saws, screw guns, routers, chop saws, miter saws, planes and sanders, drills, powder-actuated tools (Hilti), various hand tools, knives.

*General description of job:*

Cut and install metal or wood studs, install wood backing for walls, install doors, frames, upper and low cabinets, and plastic laminate work, climb scaffold and ladders over 10 feet. Perform rocker functions (see Rocker/Framer job description)

*Environmental factors essential to job duties:*

Normally inside but not completely temperature controlled. Sometimes hot in summer, cold in winter. Jobsite conditions influenced by many other types of trades. Intermittent noise. Some dusty and dirty conditions. Walking surfaces strewn with cords and tools. Working on ladders and various types of scaffold including scissor lifts, rustgo and frames.

*Essential functional requirements:*

Lifting over 100 pounds. (Doors or studs)

Lifting 50 to 60 pounds frequently. Approximately 6 to 8 times per hour. (Wood stud work)

Lifting Pushing and Pulling 15 pounds on a regular and constant basis. 2 to 3 hours per day.

Reaching above and at shoulder height with the weight of wood studs, metal studs, various tools on a regular basis.

Full Use of fingers and both hands required for this manually dexterous position. Manual dexterity along with simultaneous mental and muscular coordination is an *essential job requirement*.

Standing and Walking for 8 hours except for lunch and 15 minute breaks.

Climbing scaffold as high as 3 to 4 stories, possibly higher, 4 to 8 timers per day when jobs are above ground level.

*I have read and understand the essential requirements of this job. I have no physical problems or mental restrictions that would prevent me from safely and effectively performing all the essential job functions and occupational activities.*

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*Employee Signature*

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*Date*