MOLTUS
BUILDING GROUP

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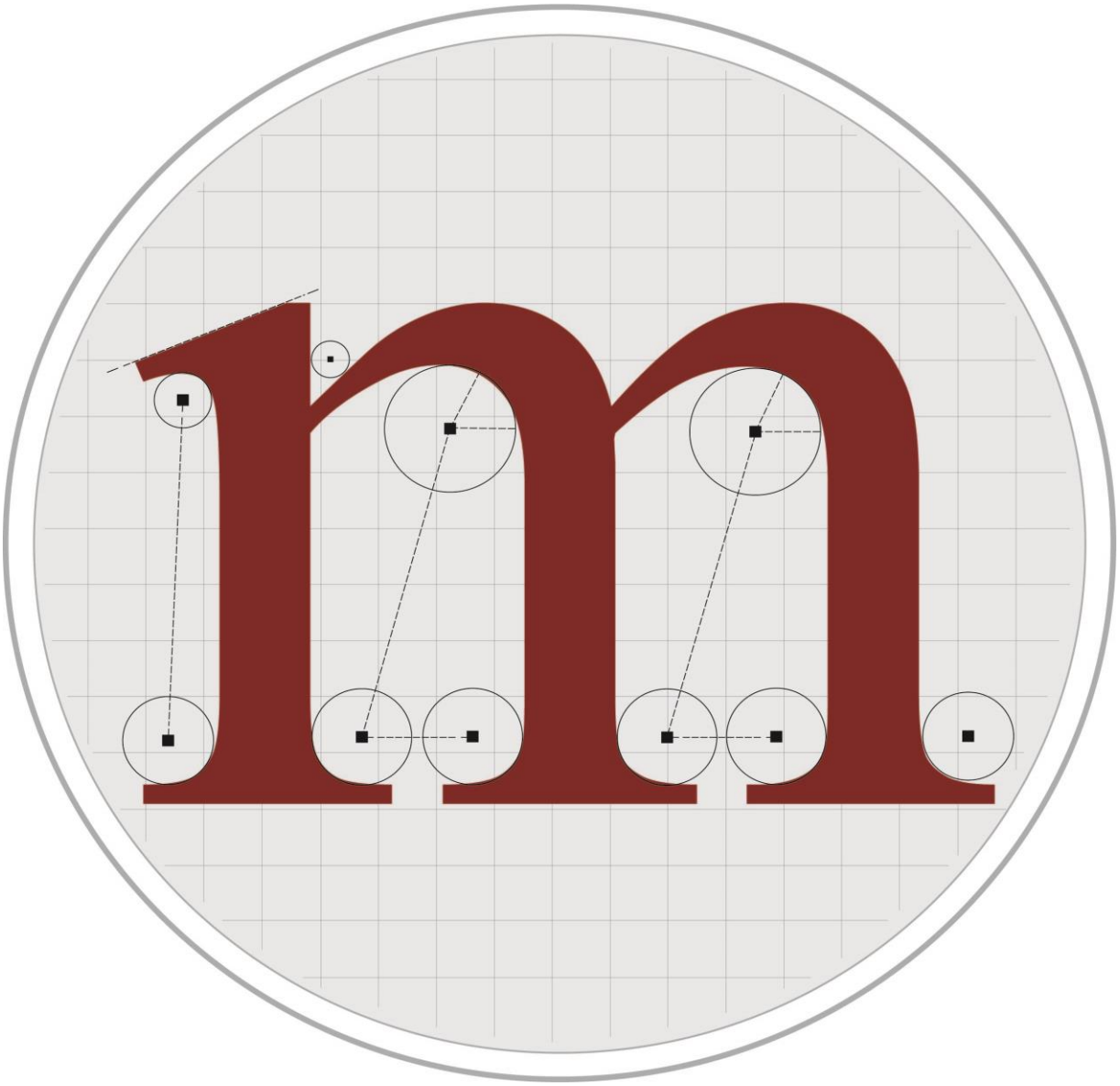

Safety Handbook

MOLTUS BUILDING GROUP

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Dear Valued Team Member,

Moltus Building Group believes that no job or task is more important than the health and safety of our employees. As an individual, you are critical to the success of your family, community, and Moltus Building Group. As Safety Director, I aim to provide you with all the tools and training necessary to foster a healthy and safe work environment. Accidents are preventable by implementing an effective Safety and Health Control policies and procedures.

Safety is to be taken with the utmost seriousness and is a significant part of our workday. I grant every employee permission to stop work on a job if the act or environment feels unsafe. All employees are expected to follow safe work practices and company rules to prevent accidents and injuries. All work-related accidents or injuries, health concerns, or hazardous environmental conditions are to be reported to the management team or me immediately.

Our Safety and Health Control Policies apply to all employees and persons affected in any way by the scope of business. Everyone's goal must be to improve safety awareness and prevent accidents and injuries in all aspects of our daily work. The safety of our Moltus Family is a team effort. Together, we will keep our Moltus family safe and ensure a bright future at Moltus Building Group.

Sincerely,

Kim Bennett

Safety Director, Moltus Building Group

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Safety and Health Objectives

Moltus Building Group plans to achieve worker safety and health through the following:

- Designate a qualified Safety Director to coordinate the program.
- Plan for safety before each job and each new task, using Job Hazard Analysis.
- Make regular job site safety inspections and conduct health monitoring as necessary.
- Follow safety procedures and rules.
- Provide on-going safety training.
- Enforce safety rules and use appropriate discipline.

Designated Safety Director

Moltus Building Group has designated the Safety Director to coordinate, implement, and administer the health and safety program. Responsibilities include:

- Assure compliance with MIOSHA construction and general industry safety and health standard requirements.
- Establish safety and health procedures.
- Coordinate regular safety and health training.
- Maintain documentation of training, inspections, injuries and illnesses, and other safety records.
- Participate in accident investigations and implementation of corrective actions.
- Create statistical reports that compare severity and frequency rates against prior records.

Moltus Building Group has designated the Field Manager to coordinate, implement, and administer the health and safety program in the field. Responsibilities include:

- Conduct regular job site safety and health inspections.
- Understand potential job hazards and how to eliminate them.
- Conduct or assist with daily Job Hazard Analysis.
- Conduct or assist with Toolbox Talks or Five-Minute Safety Talks.

Field Manager's Responsibility

Our Field Managers play an important part in creating and maintaining safe and healthy work practices, policies, and procedures. It is the Field Managers responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure employees engage in safe and healthful work practices, and ensure employees receive safety and health training to do their work. Safety and health performance will be part of our Field Managers evaluations.

Safety and Health Committee

Our Safety Director will head the Safety and Health Committee. The Safety and Health Committee will compromise of employees committed to ensuring the safety and health of employees remains a vital part of the Moltus Building Group culture. All employees, not just the Safety and Health Committee, are expected to take an active role in safety and health within the company. Our employees and management will meet informally to discuss potential issues, new technology, and new challenges in health and safety within our business.

Responding to Safety and Health Issues

Our management will take prompt, consistent action when responding to safety and health issues. They will demonstrate our management's commitment to addressing safety and health concerns and encourage employee participation. All employees should bring any safety concerns to their immediate Field Manager or to the Safety Director. The Safety Director will respond to the employees' reports of hazards or potential hazards and safety concerns within one week either verbally or in writing.

The Safety Director will review, investigate, and take any necessary and appropriate action on all employee reports of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards will be without fear of reprimand. **See Appendix H – STOP THE JOB Authority Procedure.**

Employee Involvement

New employees will receive a safety orientation to familiarize them with health and safety policies. Employees sufficiently familiar and experienced with our Health and Safety Program will be given an opportunity to provide input regarding recommendations on safety and health products, procedures, and training as it pertains to daily work operations. For example, employees may be given some responsibility to test out products or conduct research to substantiate recommendations. Employee input may be provided through reports of hazard or through actions the safety and health.

Safety Inspections

Our employees will participate in regular safety and health inspections as needed (daily, weekly, and monthly) to help identify potentially hazardous conditions and unsafe actions and initiate corrections. Findings will be presented to the Project Manager, Safety Director, and Field Manager for review. Corrective action will be implemented in a timely manner.

Worksite Analysis

Moltus will conduct a worksite analysis, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are types of worksite analysis actions that can assist with making an inventory of potential hazards in our workplace:

- Job Hazard Analysis.
- Comprehensive hazard surveys (insurance inspections, MIOSHA On-site, etc.).
- Hazard analysis of changes in the workplace (new equipment, new processes).
- Regular site safety and health inspections (employee and management).
- Employee report of hazards or potential hazards.
- Accident and incident investigations with corrective actions and follow-up.
- Injury and illness trend analysis.
- Personal protective equipment assessment.
- Ergonomic analysis.
- Specific identification of confined spaces.
- Identification of energy sources for specific machines.
- Copies of written inspections and surveys by fire department, in-house as required by safety and health standards (e.g., overhead crane inspections, powered industrial truck daily inspection, etc.).

New Equipment, Processes, and Facility Hazard Analysis

The Field Manager and Safety Director will analyze new facilities, equipment, processes, and materials for hazards and potential hazards. Findings will be documented, and plans developed to minimize or control through redesign.

Job Hazard Analysis

Moltus Building Group will utilize job hazard analysis to determine potential hazards and identify methods to reduce exposure to the hazards. Job Hazard Analysis (JHA) is a method of planning for safety and health. There are three parts to the JHA.

- The first component of JHA is breaking down a job or task into the specific steps it takes to complete the job. Although this can be done in small detail, typically only the major steps are listed. This often results in five to ten steps. The steps are listing in chronological order, listing the first thing that must be done, and then what comes next, and so on.

- The second component of a JHA is to list all the hazards that are involved in each step. There may be many hazards that get listed next to some steps and may not be associated with some steps.

- The third step is to write down how each hazard will be eliminated or controlled. In other words, describe what needs to be done to perform that task safely.

Sample JHA Form can be found in Appendix A.

Employee Report of Hazards

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation, or how work is being performed. Reports of potential hazards can also provide suggestions to eliminate a hazard. Employees are encouraged to speak up and voice all concerns to the Safety Director.

Accident/Incident Investigation

Investigation will be conducted for all accidents/incidents and near misses. Our primary goal of conducting an investigation is to determine the “root cause” to prevent the risk of a future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame.

Accidents and “near-miss” incidents will be investigated by the Field Manager(s), Safety Director, and Field Management. The reports will be reviewed by the Safety and Health Committee within 7 days of an accident/incident.

- All accidents, no matter how minor, must be reported to the Field Manager immediately.
- Field managers must report all accidents to the Safety Director as soon as possible.
- Field Managers must complete an accident investigation in ProCore (**See Appendix B**) the day of the accident, if possible.
- All workers involved in the accident must complete an Employee Report of Injury form (**See Appendix B**)**.** Witnesses must provide a written statement**.**
- The Safety Director will complete a thorough accident investigation to determine root causes and corrective actions.
- Near misses (situations where an accident almost happened) should be reported in Procore. Corrective action must be taken to prevent the same situation from occurring again with the potential for serious injury. Foremen should make a note of near misses and the corrective actions taken and report them to the Safety Director, so that the same corrections may be made on all job sites.

Personal Protective Equipment

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the appropriate equipment needed, including Personal Protective Equipment, to protect them from the hazard. Refer to the Moltus Building Group Personal Protective Equipment Policy.

All hazards involved in the use of power tools can be prevented by following some basic safety rules:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions.
- Utilize the proper protective equipment.
- Participate in safety training.

Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought to the attention of the Field Manager or Safety Director. Additionally, only Moltus Building Group employees may use company hand/portable power tools.

Responsibility

The people responsible for coordinating this program are Field Managers, the Safety and Health Committee, and the Safety Director. These people will ensure that hazard assessments are conducted, appropriate PPE is assigned, and affected employees receive training. The responsible person will also oversee maintaining the documentation for this program.

The Safety Director should advise the responsible person of changes in PPE requirements (e.g., new procedures/processes requiring different PPE; omission of a job/task). The Safety Director is responsible for purchasing any new PPE.

Hazard Assessments

Each job/task performed will be assessed to determine foot, head, eye, face, and hand hazards present and the proper PPE that should be worn. The assessments will include observation of the following sources of hazards:

- **Impact**: Flying chips, objects, dirt, particles, collision, and motion hazards.

- **Penetration**: Falling/dropping objects, sharp objects that cut or pierce.
- **Compression**: Rollover or pinching.
- **Chemical:** Splashing, burns, fumes.
- **Temperature Extremes**: Sparks, splashes from molten materials, burns from high/low temperatures.
- **Harmful Dust**: Dirt, particles, asbestos, lead.
- **Light Radiation**: Welding, cutting brazing, lasers, furnaces, lights.

The attached Jobsite Hazard Analysis (**See Appendix A)** will be completed for each job/task and will serve as certification that a hazard assessment has been performed.

The person conducting the hazard assessment will also survey jobs that are non-routine or periodic. In some cases, these assessments may not be completed until the jobs are scheduled.

Hazard assessments will be updated/evaluated whenever conditions or procedures change.

The following is a list of the Personal Protective Equipment minimum requirements, all Moltus Building Group personnel will be required to abide by the following:

- **Hard Hats -** Approved hard hats shall be worn at all times by every employee when at a field site requiring such and whenever there is exposure to impact from falling objects or severe bumps against overhead structures or objects.
- **Hair Nets -** Hair nets shall be worn by anyone with hair long enough to be unsafe while performing any operation around moving or rotating machinery.
- **Safety Glasses -** ANSI Z 87.1 approved safety glasses, side and face shield shall be used whenever cutting and/or grinding operations are being carried out. In addition, safety glasses with side shields and/or face shield shall be worn where there are potentials of hazards from flying objects or particles, chemicals, arcing, glare, or dust.
- **Personal Clothing -** Minimum requirements are “T” shirt, work boots on field sites, and full-length trousers. Tank tops, shorts, sandals, and tennis shoes will not be allowed.
- **Full Body Safety Harness -** Full-body safety harness with retractable or lanyard (Personal Fall Arrest System – PFAS) is required whenever working at 6 feet or higher. The PFAS must be anchored to an approved anchoring device that will withstand a minimum of 5000 lbs. of static force in a fall. PFAS is required when working at 10 feet or higher on scaffolds. **See Appendix C – Fall Protection Written Program**.
- **Hearing Protection -** Appropriate hearing protection (Plugs and/or Muffs with the appropriate noise reduction rating) is required whenever working in areas where there are noise levels in excess of 85 dB. If you must raise your voice for someone 2-3 feet from you, you are likely in an area over 85 dB. Employees who are exposed to action level noise will receive training and access to materials regarding hearing protection. When information indicates that employee exposure may equal/exceed the established jurisdictional levels, the employer shall implement measures to identify employees who are at risk and ensure they are trained in hearing protection practices.

Employers shall establish and maintain an audiometric testing program by making audiometric testing available to all employees whose exposures equal or exceed jurisdictional levels. The program must provide for establishment of a baseline audiogram and recurring testing for each exposed employee.

Fit, Care, Maintenance, and Disposal of Personal Protective Equipment

Use of Non-company Issued Personal Protective Equipment

Moltus Building Group does allow the use of personal non-company issued personal protective equipment. However, the PPE must be equal to or above the quality standards of company issued PPE. Personal PPE must be approved by the Safety Director.

Fit of Personal Protective Equipment

Careful consideration will be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the PPE is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care will be taken to ensure that the right size is selected. Field Manager(s) or co-workers observing an employee using improperly/poor fitting PPE will bring this immediately to the employee's attention. The employee will then either adjust the PPE so that it fits properly or replace the PPE with the properly fitted device.

On PPE that is adjustable in size, adjustments will be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care will be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of hard hats is essential to ensure that it will not fall off during work operations. In some cases, a chin strap may be necessary to keep the helmet on the employee's head. If chin straps are used, they must break-away at a reasonably low force to prevent a strangulation hazard.

All manufacturers' instructions will be followed carefully.

Care, Maintenance, and Disposal of Personal Protective Equipment

All Personal Protective Equipment will be stored properly, to prevent excessive exposure to heat, cold, and sunlight, as well as any other potentially harmful environments. PPE will also be stored in such a way that it will not become deformed or damaged. For example, hard hats will not be stored in the back of a truck, as they would be exposed to dirt, excessive sunlight, and heat, cold, and impact hazards.

If PPE is damaged, it will immediately be taken out-of-service and turned in to management for disposal. If the damage occurred as a result of normal wear and/or use on the job, the PPE will be replaced by the company at no cost to the employee. However, if the employee uses the company-issued PPE for non-company business and it is damaged, the replacement costs are the employee's responsibility.

It is the responsibility of the employee to ensure that all PPE is kept in a clean and sanitary manner. Safety glasses may be cleaned with water and a mild detergent and/or pre-moistened towelettes. Hard hats may be cleaned with water and a mild detergent and then allowed to air dry. Sweat bands should be replaced when excessively soiled.

Non-chemically resistant gloves may be washed with water and a mild detergent and then allowed to air dry, when soiled. However, they shall be replaced when excessively soiled/contaminated.

Wherever there is a question as to the working condition/effectiveness of the PPE, the employee shall err on the side of safety and obtain replacement PPE.

Safety glasses and gloves may be thrown in any trash receptacle, as long as they are not contaminated with a hazardous substance. Hard hats that are to be discarded shall be turned in to the main office for disposal.

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean:

- **Safety Glasses**: Must always be worn in designated areas.
- **Hard Hats**: Must always be worn in designated areas.
- **Gloves**: Work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- **Welding:** Appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- **Respirators:** Only employees trained and authorized to use respirators are allowed to do so.
- **Hearing Protection:** Required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss.

NOTE: See Appendix E for specific Bloodborne Exposure Control Plan and the required PPE for Category A Employees.

Hand Tool and Power Tool Safety

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the appropriate equipment needed, including Personal Protective Equipment, to protect them from the hazard. Refer to the Moltus Building Group Personal Protective Equipment Policy.

All hazards involved in the use of power tools can be prevented by following some basic safety rules:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions.
- Utilize the proper protective equipment.
- Participate in safety training.

Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought to the attention of the Field Manager or Safety Director. Additionally, only Moltus Building Group employees may use company hand/portable power tools.

Hand Tools

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples of misuse include the following:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees.
- Using a tool with a wooden handle (e.g., hammer) if the handle is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker.
- Using a wrench if its jaws are sprung because it might slip.
- Using impact tools (e.g., chisels, wedges) if they have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying.

Hand tool precautions include the following:

- Employers shall caution employees that saw blades, knives or other tools be directed away from aisle areas and other employees working in close proximity. Knives and scissors shall be sharp. Dull tools can be more hazardous than sharp ones.

- Floors shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools; and

- Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood shall be used.

Power Tools

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder actuated.

The following general precautions shall be observed by power tool users:

- Never carry a tool by the cord or hose.

- Never remove prongs from any cords.

- Never stand in or near water when using tools.

- Use a Ground Fault Circuit Interrupter (GFCI) with electrical tools to prevent electrical shock and fire.

- Never “yank” the cord or the hose to disconnect it from the receptacle.

- Keep cords and hoses away from heat, oil, and sharp edges.

- Replace all frayed and/or damaged extension cords. Do not try to tape cords.

- Disconnect tools when not in use, before servicing and when changing accessories such as blades, bits, and cutters.

- All observers shall be kept at a safe distance away from the work area.

- Secure work with clamps or a vise, freeing both hands to operate the tool.

- Avoid accidental starting. The worker shall not hold a finger on the switch button while carrying a plugged-in tool.

- Tools shall be maintained with care. They shall be kept sharp and clean for the best performance. Follow instructions in the user’s manual for maintenance, lubricating and changing accessories.

- Maintain good footing and balance.

- Avoid loose fitting clothes, ties, or jewelry such as bracelets, watches, or rings, which can become caught in moving parts.

- Use tools that are either double-insulated or grounded (three-pronged).

- Keep the work area well-lit when operating electric tools.

- Ensure that cords and hoses do not pose as a tripping hazard.

- All portable electric tools that are damaged shall be removed from use and tagged “Do Not Use”. This shall be done by Field Managers and/or employees.

Guards

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees.

Guards, as necessary, shall be provided to protect the operator and others from the following:

- Point of operation.
- Nip points.
- Rotating parts.
- Flying chips
- Sparks.

Safety guards shall never be removed when a tool is being used. For example, portable circular saws shall be equipped with guards. An upper guard shall cover the entire blade of the saw. A retractable lower guard shall cover the teeth of the saw, except when it makes contact with the work material. The lower guard shall automatically return to the covering position when the tool is withdrawn from the work.

Safety Switches

The following hand-held power tools shall be equipped with a momentary contact “on-off” control switch: drills, tappers, fastener drivers, horizontal, vertical and angle grinders with wheels larger than two inches in diameter, disc and belt sanders, reciprocating saws, saber saws and other similar tools. These tools also may be equipped with a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on. The following hand-held powered tools may be equipped with only a positive “on-off” control switch: platen sanders, disc sanders with discs two inches or less in diameter; grinders with wheels two inches or less in diameter; routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks quarter inch wide or less.

Other hand-held powered tools such as circular saws having a blade diameter greater than two inches, chain saws and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

Electric Tools

Employees using electric tools shall be aware of several dangers with the most serious being the possibility of electrocution.

Among the chief hazards of electric-powered tools are burns and slight shocks which can lead to injuries or even heart failure.

To protect the user from shock, tools shall either have a three-wire cord with ground or be grounded, be double insulated or be powered by a low-voltage isolation transformer. Anytime an adapter is used to accommodate a two-hole receptacle, the adapter wire shall be attached to a known ground. The third prong shall never be removed from the plug.

Tools shall be shut down before cleaning, repairing, or oiling. Disconnect or use Lockout/Tagout Procedures. Refer to the **Appendix D.**

These general practices shall be followed when using electric tools:

- Electric tools shall be operated within their design limitations.
- Gloves, eye protection, and safety footwear are recommended during use of electric tools.
- When not in use, tools shall be stored in a dry place.
- Electric tools shall not be used in damp or wet locations; and
- Work areas shall be well lit, even if this means the operators has to augment the work surface illumination by other appropriate means.

Powered Abrasive Wheel Tools

Powered abrasive grinding, cutting, polishing and wire buffing wheels create special safety problems because they may throw off flying fragments or excessive dust.

Before an abrasive wheel is mounted, it shall be inspected closely and sound- or ring-tested to ensure that it is free from cracks or defects. To test, wheels shall be tapped gently with a light non-metallic instrument. If the wheel sounds cracked or dead, they could fly apart in operation and shall not be used. A sound and undamaged wheel will give a clear metallic tone or “ring.” To prevent the wheel from cracking, the user shall be sure it fits freely on the spindle. The spindle nut shall be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer’s recommendations. Care shall be taken to ensure that the spindle wheel does not exceed the abrasive wheel specifications.

Due to the possibility of a wheel disintegrating (exploding) during start-up, the employee shall never stand directly in front of the wheel as it accelerates to full operating speed.

Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.
In addition, when using a power grinder:

- Always use eye protection and a dust mask.
- Turn off the power when not in use.
- Never clamp a hand-held grinder in a vise.

Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hamers, and sanders.

There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool.

Eye protection is required, and face protection is recommended for employees working with pneumatic tools. When sanders are used, dust masks shall also be worn.
Noise is another hazard. Working with noisy tools (e.g., jackhammers) requires proper, effective use of hearing protection.

When using pneumatic tools, employees shall ensure they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.

A safety clip or retainer shall be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.

Screens shall be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.

Compressed air guns shall never be pointed toward anyone. Users shall never "dead-end" it against themselves or anyone else. It is recommended to use air guns equipped with safety tips that have relief ports to reduce pressure if blockage or dead ending occurs.

Powder-Actuated Tools

Powder-actuated tools operate like a loaded gun and shall be treated with the same respect and precautions. The use of powder-actuated tools is prohibited until approved by Environmental Health and Safety.

Safety precautions to remember include the following:

- These tools shall not be used in an explosive or flammable atmosphere.
- Before using the tool, the worker shall inspect it to determine that it is clean, all moving parts operate freely, and the barrel is free from obstructions.
- Employees shall not modify tools.
- The tool shall never be pointed at anybody.
- The tool shall not be loaded unless it is to be used immediately. A loaded tool shall not be left unattended, especially where it could be available to unauthorized persons.
- Hands shall be kept clear of the barrel end.
- To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position and another to pull the trigger.

- The tools shall not be able to operate until they are pressed against the work surface with a force of at least five pounds greater than the total weight of the tool.

- If a powder-actuated tool misfires, the employee shall wait at least 30 seconds, then try firing it again.

- If it still will not fire, the user shall wait another 30 seconds so that the faulty cartridge is less likely to explode then carefully remove the load. The bad cartridge shall be put in water.

- Suitable eye and face protection are essential when using a powder-actuated tool.

- The muzzle end of the tool shall have a protective shield or guard centered perpendicularly on the barrel to confine any flying fragments or particles that might otherwise create a hazard when the tool is fired. The tool shall be designed so that it will not fire unless it has this kind of safety device.

- All powder-actuated tools shall be designed for varying powder charges so that the user can select a powder level necessary to do the work without excessive force; and

- If the tool develops a defect during use, it shall be tagged and taken out of service immediately until it is properly repaired.

Hydraulic Power Tools

The fluid used in hydraulic power tools shall be an approved fire-resistant fluid and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.

The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings shall not be exceeded.

Policies, Procedures, Core Safety and Health Rules

Moltus Building Group management is responsible for implementing major decisions, policies and safety and health procedures. Specific safety and health procedures that are required by MIOSHA will be put in writing such as: lockout, right to know, fall protection, confined space, respiratory program, etc. A copy of our written safety program will be available on every jobsite, either in the jobsite trailer, the gang box, or with the foremen. The required MIOSHA posters will be posted in the Hemlock office and in the jobsite trailer (if applicable).

Moltus Building Group will inform and enforce the following core safety and health rules:

All of our safety and health rules must be obeyed. Failure to do so will result in strict disciplinary action.

- Wear appropriate clothing.
- Watch where you are walking. Do not run. Keep your mind on your work at all times.
- The use of illegal drugs or alcohol or being under the influence during working hours shall be cause for possible termination. Inform your supervisor if taking strong prescription drugs that warn against driving or using machinery.
- Do not distract the attention of fellow workers or engage in horseplay. Do not engage in any act which would endanger yourself, another employee, bystander, or any other person.
- Keep your working area free from rubbish and debris. A clean job is the start of a safe job. Housekeeping and sanitary conditions will be maintained to avoid hazards including but not limited to slips, trips, and falls.
- Do not use a compressor to blow dust or dirt from your clothes, hair, or hands.
- Report any fear of walking at heights to your supervisor.
- Know where fire extinguishers are located and how to use them.
- Lift correctly - with legs, not the back. If the load is too heavy, GET HELP. Do stretching exercises prior to work activities. Approximately twenty percent of all construction related injuries result from lifting materials.
- Keep back at least 10’ from all power lines, further if high voltage.
- Nobody but the operator shall be allowed to ride on equipment unless the equipment is designed to carry a passenger.
- Do not use power tools and equipment until you have been properly instructed in the safe work methods and become authorized to use them.

- Do not remove, displace, damage, or destroy any safety device or safeguard on equipment or machinery.
- Barricade danger areas. Guard rails or perimeter cables may be required. Do not enter an area which has been barricaded. Ensure proper signage is posted.
- If you must work around power shovels, trucks, rough-terrain fork-lifts, dozers, or other heavy equipment, make sure operators can always see you.
- Never walk within the swing radius of equipment counterweights.
- Never stand next to trucks when load straps are being released.
- Barricades are required for cranes.
- High visibility vests are required to increase your visibility.
- Never oil, lubricate, or fuel equipment while it is running or in motion.
- Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, lock out the source of power, and tag it out.
- Excavations over five feet deep must be shored or sloped as required. Keep out of trenches or cuts that are not properly shored or sloped. Excavated material or other debris shall not be stored nearer than two feet from the edge of the excavation. Excavations less than 5 feet will require cave in protection where conditions indicate possible side failure.
- Build scaffolds according to manufacturers' recommendations and MIOSHA Construction Safety Standard, Part 12, Scaffolding.
- Scaffolds over 10’ must have guardrails on all open sides.
- Scaffold planks shall be properly lapped, cleated or otherwise secured to prevent shifting.
- Always use ground fault circuit interrupters with any temporary power supply. Use only extension cords of the three-prong type.
- Fall protection is required at 6 feet or higher. 100% tie-off means the harness and lanyard are always connected to anchorage.
- Never throw anything "overboard." Someone passing below may be seriously injured.
- Open fires are prohibited.
- Know what emergency procedures have been established for your job site. (Location of emergency phone, first aid kit, stretcher location, fire extinguisher locations, evacuation plan, etc.).
- Never enter a manhole, well, shaft, tunnel or other confined space which could possibly have a hazardous atmosphere because of lack of oxygen, or presence of toxic or flammable gas, or has a possibility of engulfment by solids or liquids.
- Only a qualified person will test the confined area with an appropriate detector before entry.

- Wear the necessary personal protective equipment.
- Provide ventilation by blowing fresh air into the confined space.
- An attendant (hole-watch) is required to be stationed at the entrance.

Electrical

- Employees who face the risk of electric shock but who are not qualified persons shall be trained and familiar with electrically related safety practices. Employees shall be trained in safety-related work practices that pertain to their respective job assignments. Clearance distances shall comply with OSHA standards at a minimum as well as what is determined to be sufficient distance to complete the task safely.
- Safe work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contact when work is performed near or on equipment or circuits which are or may be energized. GFCI's shall be the standard practice to avoid this risk.
- When working with and/or near exposed de-energized parts, the circuits and equipment to be worked on shall be disconnected from electrical energy sources (and locked out). Control circuit devices, such as push buttons, selector switches, and interlocks, shall not be used as the sole means for de-energizing circuits or equipment.
- When working with and/or near exposed energized parts, every effort shall be made to preclude work on energized electrical parts. Potential contact with live energized parts includes work performed on exposed live parts (involving either direct contact or contact by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present. Work is not permitted under these conditions except as allowed for by OSHA standards.
- With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
- Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
- Turn electrical appliances off with the switch, not by pulling out the plug.
- Turn all appliances off before leaving for the day.
- Never run cords under rugs or other floor coverings.
- Any electrical problems should be reported immediately.
- The following areas must always remain clear and unobstructed:
    - Exit doors
    - Aisles
    - Electrical panels, and
    - Fire extinguishers

- For voltages normally encountered with overhead power lines, objects which do not have an insulating rating for the voltage involved shall be considered to be conductive. If work is to be performed near overhead lines, the lines shall be de-energized and grounded, or other protective measures shall be provided before work is started.

- When it is not possible (feasible) to use GFCI's, the Assured Grounding procedures shall apply, and the employer shall include an Assured Grounding Program. This program shall include procedures and guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools. It shall apply to all cord sets, receptacles which are not part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.

Grounding Program

This program shall include procedures and guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools. It shall apply to all cord sets, receptacles which are not part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.

- Clean all protective line equipment after each use, prior to storage.
- Wear rubber gloves or use hot sticks when removing tree branches, limbs or similar objects from contact with high voltage lines, panels or equipment.
- Do not wear rubber protective gloves while climbing or descending a pole.
- Wear 100% cotton or flame-resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.
- Wear body belts with straps or lanyards when working at an elevated position (e.g., poles, towers).
- Visually inspect body belts and straps before use for defects, wear, and damage.
- When working with lines of 600 volts or more:
- Wear rubber gloves or use hot sticks when placing protective equipment around energized voltage conductors.
- Do not work on a line that is removed from service until the line is cleared, tagged, tested, and grounded.
- Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.
- Treat bare wire communication conductors on power poles and structures as energized lines (with voltages more than 600 volts) unless the conductors are protected by insulating materials.
- Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.

- After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.

- Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.

- Visually inspect and wipe down all hot line tools each day before use. Do not wear rubber gloves with protectors while using hot line tools.

- Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

- Employers shall not make available or permit the use by employees of any equipment which does not meet the requirement of grounding assurance. Damaged items shall be tagged ‘DO NOT USE’, removed from service until repaired and tested.

- Employees experiencing thermal stress should be moved to an appropriate environment promoting a stabilized condition. Contact medical assistance if a stable condition is not achieved.

Hot Work

- A dedicated fire watch is required for all hot work. If the object to be cut, burned, or brazed cannot be moved and if all fire hazards cannot be removed, then guards shall be used to confine the heat sparks and slag and to protect the immovable fire hazards. If these steps cannot be taken to prevent fire, then the hot work will be stopped until a safer alternative is available to perform the work safely.

- The fire watch is expected to understand the environmental hazards, effectively warn those who approach the area, maintain a charged fire extinguisher (with current inspection tags), maintain spark containment, know how to activate an emergency response, and any other pertinent information that relates to the responsibility of hot work either discussed in the hot work permit or through observing developing circumstances. Fire watch shall remain on site for ½ hour after the job and ensure OSHA established clearances for combustible materials for the duration of fire watch duties.

- Hot work permits shall be issued and maintained by the site supervisor.

- Strict adherence to OSHA laws are required where Cadmium exposure is a risk.

- Your employer will train you on the contents of OSHA’s Hexavalent Chromium Standard applicable to your work and a copy of the standard will be made readily available for your review at no cost.

Silica Exposure

- All employees subject to silica exposure shall be provided with information about adverse health effects, work practices, chemical hazards, and use and care of personal protective equipment.

- Engineering controls for silica risk include: Use of an alternate blasting media and containment methods such as blast cleaning machines and cabinets, blasting rooms or portable equipment.

Fire Prevention and Flammable liquids Storage/Prevention

Employees shall be informed of the proper actions to take in the event of a fire. Employers shall provide portable fire extinguishers for employees use in the workplace and provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved in incipient stage firefighting. This includes, but is not limited to, notification and evacuation procedures. It is STRESSED that at no time does the task of fighting fire supersede an employee's primary duties of:

- Ensuring their own personal safety and the safety of others.

- Reporting the incident to the proper authority and ensuring personnel accountability for yourself and all subordinates at the jobsite, in accordance with company and client policy.

PROCEDURE:

- All employees are responsible for good housekeeping practices to enhance fire prevention methods. Supervisors will be held accountable for the housekeeping of their job sites.

- If applicable, welding machine mufflers will be equipped with an approved spark arresting muffler.

- Only approved containers will be used during fueling operations. These shall be of the self-closing type.

- Flammable material shall be kept under control. It shall be stored in compliance with applicable OSHA and client regulations. The quantity of flammable/combustible material shall be kept to a minimum on the job site.

- Welding, cutting, and grinding sparks shall be contained.

- Hot work areas shall be kept wetted down, and a fire extinguisher and hose maintained on each jobsite.

- Oily rags shall be immediately disposed of in designated hazardous waste containers.

- No hot work is to be performed without a Hot Work Permit.

- All vehicle entry into process areas requires a permit or permission from the operator.

- Use bonding straps to discharge and prevent static charges during transfer of flammable liquids from one container to another.

- Report all spills or suspicious odors immediately.

- Fire extinguishers are to be kept in areas easily accessible to employees. Only approved fire extinguishers are to be used. They must have an inspection tag attached. Extinguishers are to be maintained in a fully charged, ready to operate state. Extinguishers are to be inspected before each use and documented annually. Training is provided to all employees who use or may use fire extinguishers.

- **NEVER** put yourself or others at risk while attempting to extinguish an incipient fire.

- **DO NOT USE** any fire hoses larger than 1-3/4", unless fully trained as an industrial firefighter.

- **NEVER** attempt to extinguish a pressurized fuel fed fire.

- **DO NOT** direct a fire nozzle with a straight stream at any type of LPG fire. This action could extinguish the fire, producing an LPG vapor cloud capable of detonation.

- **DO NOT USE** fire monitors as the force can damage small equipment and certain high chrome alloy equipment cannot have water applied as cracking could occur.

- **DO NOT APPLY** water to any acid or caustic release as it can cause a violent reaction. Additionally, low concentration acids or caustics become extremely corrosive, causing an increasing leak condition.

IN THE EVENT OF A FIRE:

- Remain calm.

- Only extinguish a fire when it is clearly within your abilities and the equipment available.

- Know the location of the nearest alarm and how to activate the emergency system.

- Know the evacuation routes and collection points.

- If the fire cannot be extinguished, leave the area immediately and report to your evacuation area.

- further instructions from the Incident Commander or designated responsible personnel.

Safety Discipline

Moltus Building Group has implemented the following four step disciplinary system when safety and/or health rules are not followed, or other unsafe actions endanger workers.

First violation: Oral warning; notation for personnel file.

Second violation: Written warning; copy for file or Personnel Office.

Third violation: Written warning; one day suspension without pay.

Fourth violation: Written warning and one-week suspension, or termination if warranted.

Zero-tolerance Violations: Some safety violations are of such a serious nature that there will be no warnings and termination may result. Examples include:

- Entering hazardous confined spaces without following proper procedures,
- Failing to use fall protection equipment,
- Failure to follow Lockout Tagout policy requirements.

Both the employee and the supervisor allowing these unsafe acts may be terminated.
A record will be maintained of all disciplinary actions.

Emergency Procedures

In case of an emergency on site the following procedures will be instituted at each site.

- Methods of communication will be determined at each site: telephone, radio, etc.
- Post the following emergency telephone numbers:
    - Police
    - Fire
    - Medical Response Team
- Post the job site address near the communication station.
- Post names of first aid responders on site. First responders should obtain all required First Aid/CPR and Bloodborne Exposure training.
- Designate a person to direct emergency crews to the emergency.
- Instruct each employee if known harmful plants, reptiles, animals, insects, or other environmental hazards are present, including, the potential hazards, how to avoid injury, and applicable first aid procedures to be used in the event of injury.

Lockout/Tagout

Lockout / Tagout assures that employees are protected from unintended machine motion or unintended release of energy which could cause injury. This includes electricity, water, steam, hydraulic, gravity, and many other sources of stored energy.
All sources of energy must be shut off, de-energized at the source, and locked-out prior to any employee beginning work around or on the potential hazard.

Moltus Building Group has a complete Lockout/Tagout program, located in **Appendix D.**

Confined Space

No employee shall enter confined spaces without authorization. A confined space is defined as the following:

- A space that is NOT DESIGNED FOR CONTINUOUS employee OCCUPANCY.
- Is large enough and so configured that a person can bodily enter into and perform assigned work.
- Has LIMITIED or RESTRICTED means for ENTRY and EXIT.

Confined spaces that may have a HAZARDOUS ATMOSPHERE require special precautions. Hazardous atmospheres are those that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue caused by:

- Flammable gas,
- Airborne combustible dust,
- Atmospheric oxygen concentration below 19.5 or above 23.5%,
- A toxic atmosphere or substance,
- Danger of engulfment.

NOTE: For detailed instruction on Moltus Building Group's Written Confined Space Entry Program, See Appendix F.

General Ladder Safety

Working on and around stairways and ladders is hazardous. Stairways and ladders are major sources of injuries and fatalities among construction workers for example, and many of the injuries are serious enough to require time off the job. MIOSHA rules apply to all stairways and ladders used in construction, alteration, repair, painting, decorating and demolition of worksites covered by MIOSHA/OSHA's construction safety and health standards.

These rules specify when Moltus Building Group must provide stairways and ladders. In general, the standards require the following:

- When there is a break in elevation of 19 inches (48 cm) or more and no ramp, runway, embankment, or personnel hoist is available, employer must provide a stairway or ladder at all worker points of access.
- When there is only one point of access between levels, employers must keep clear of obstacles to permit free passage by workers. If free passage becomes restricted, employer must provide a second point of access and ensure that workers use it.
- When there are more than two points of access between levels, the employer must ensure that at least one point of access remains clear.

In addition, the employer must install all stairway and ladder fall protection systems required by these rules and ensure that their worksite meets all requirements of the stairway and ladder rules before employees use stairways or ladders.

Note: The standard does not apply to ladders specifically manufactured for scaffold access and egress but does apply to job-made and manufactured portable ladders intended for general purpose use.

Rules for Ladders

All Ladders

The following rules apply to *all ladders:*

- Maintain ladders free of oil, grease, and other slipping hazards.
- Do not load ladders beyond their maximum intended load nor beyond their manufacturer's rated capacity.
- Use ladders only for their designed purpose.
- Use ladders only on stable and level surfaces unless secured to prevent accidental movement.
- Do not use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement. Do not use slip resistant feet as a substitute for exercising care when placing, lashing, or holding a ladder upon slippery surfaces.
- Secure ladders placed in areas such as passageways, doorways, or driveways, or where they can be displaced by workplace activities or traffic to prevent accidental movement. Or use a barricade to keep traffic or activity away from the ladder.
- Keep areas clear around the top and bottom of ladders.
- Do not move, shift, or extend ladders while in use.
- Use ladders equipped with nonconductive side rails if the worker or the ladder could contact exposed energized electrical equipment.
- Face the ladder when moving up or down.
- Use at least one hand to grasp the ladder when climbing.
- Do not carry objects or loads that could cause loss of balance and falling.
- The ladder side rails shall extend at least 3 feet above the upper landing surface. When ladders are not able to be extended then the ladder shall be secured at its top to a rigid support that will not deflect.
- Ladders shall be used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder. (The distance along the ladder between the foot and the top support.)
- Use the "four to one" rule when using a ladder. One foot of base for every four feet of height.
- Portable ladders in use shall be equipped with safety feet unless the ladders are tied, blocked, or otherwise secured. Step ladders shall not be used as a straight ladder.
- Ladders must extend three feet above landing on roof for proper use.

- Defective ladders must be properly tagged and removed from service.
- Keep ladder bases free of debris, hoses, wires, materials, etc.

In addition, the following general requirements apply to all ladders, including ladders built at the jobsite:

- *Double-cleated ladders* or two or more ladders must be provided when ladders are the only way to enter or exit a work area where 25 or more employees work or when a ladder serves simultaneous two-way traffic.
- Ladder rungs, cleats and steps must be parallel, level and uniformly spaced when the ladder is in position for use.
- Rungs, cleats, and steps of *portable and fixed N ladders* (except as provided below) must not be spaced less than 10 inches (25 cm) apart, nor more than 14 inches (36 cm) apart, along the ladder's side rails.
- Rungs, cleats, and steps of *step stools* must not be less than 8 inches (20 cm) apart, nor more than 12 inches (31 cm) apart, between center lines of the rungs, cleats, and steps.
- Rungs, cleats, and steps at the base section of *extension trestle ladders* must not be less than 8 inches (20 cm) nor more than 18 inches (46 cm) apart, between center lines of the rungs, cleats, and steps. The rung spacing on the extension section must not be less than 6 inches (15 cm) nor more than 12 inches (31 cm).
- Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- When splicing side rails, the resulting side rail must be equivalent in strength to a one-piece side rail made of the same material.
- Two or more separate ladders used to reach an elevated work area must be offset with a platform or landing between the ladders, except when portable ladders are used to gain access to fixed ladders.
- Ladder components must be surfaced to prevent snagging of clothing and injury from punctures or lacerations.
- *Wood ladders* must not be coated with any opaque covering except for identification or warning labels, which may be placed only on one face of a side rail.

Note: **A competent person must inspect ladders for visible defects periodically and after any incident that could affect their safe use. Portable and fixed ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corrode components, or other faulty or defective components, shall either be immediately marked in a manner that readily identifies them as defective, or be tagged with "DO NOT USE" or similar language, and shall be withdrawn from service until repaired.**

Hazard Communication Program

General

The following hazard communication program has been established for Moltus Building Group.

This program will be available for review by all employees.

Hazard Classification

Chemical manufacturers or importers shall evaluate chemicals they produced or import to classify the chemicals in accordance with the revised Hazard Communication Standard. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that apply to the chemical being classified. This information will be placed in the Material Safety Data Sheet/Safety Data Sheet (MSDS/SDS) and on the product label.

Moltus Building Group will rely on MSDS/SDS obtained from product suppliers to determine which chemicals are classified as hazardous for employees.

Labeling

Supervisors and the General Superintendent will be responsible for seeing that all containers entering the workplace from a manufacturer, importer or distributor are properly labeled. All labels shall be checked for:

- Product Identifier
- Signal Word
- Hazard Statement
- Pictogram(s)
- Precautionary Statement(s)
- Name, address, phone number of the chemical manufacturer, importer, or other responsible party

Each employee and supervisor shall be responsible for ensuring that all secondary containers used in their work area are labeled with the appropriate product identifier and provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Note: Workplace labeling. The employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with **either**:

- The information specified for labels on shipped containers, **OR**
- Product identifier and words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Safety Data Sheets

Chemical manufacturers or importers shall ensure that MSDS/SDSs for their products include the following Sections in order:

Section 1, Identification;
Section 2, Hazard(s) identification;
Section 3, Composition/information on ingredients;
Section 4, First-aid measures;
Section 5, Fire-fighting measures;
Section 6, Accidental release measures;
Section 7, Handling and storage;
Section 8, Exposure controls/personal protection;
Section 9, Physical and chemical properties;
Section 10, Stability and reactivity;
Section 11, Toxicological information;
Section 12, Ecological information;
Section 13, Disposal considerations;
Section 14, Transport information;
Section 15, Regulatory information; and
Section 16, Other information, including date of preparation or last revision.

Copies of MSDS/SDSs for employee use are located in/at the worksite.

MSDS/SDSs will be available for review to all employees during each work shift. Copies will be available upon request to the General Superintendent.

Posters identifying the person responsible for maintaining MSDS/SDSs and where the MSDS/SDSs are located are posted at the Hemlock Office. Posters notifying employees when new or revised MSDS/SDSs are received will be located in the same location(s).

If a required MSDS/SDS is not received, the General Superintendent shall contact the supplier, in writing, to request the MSDS/SDS. If an MSDS/SDS is not received after two such requests, the General Superintendent shall contact the MIOSHA's Construction Safety and Health Division at (517) 322-1856 or General Industry Safety and Health Division (GISHD) at (517) 322-1831, for assistance in obtaining the MSDS/SDS.

The MIOSHA program does not maintain a library of MSDS/SDSs. However, either of the above divisions will assist an employee in obtaining a copy of an MSDS/SDS by contacting the employer or supplier.

Employee Information and Training

The Safety Director shall coordinate and maintain records of employee hazard communication training, including attendance rosters.
Before their initial work assignment, each new employee will receive hazard communication training. This will include the following information and training:

Information:

- The requirements of the MIOSHA Hazard Communication Standard.
- All operations in their work area where hazardous chemicals are present.
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the MSDS/SDS.

Training:

- Methods and observations that can be used to detect the presence or release of hazardous chemicals in the work area.
- The physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- Measures the employees should take to protect themselves from these hazards.
- Details of the hazard communication program-- including an explanation of the new label elements [product identifier; signal word; hazard statement(s); pictogram(s); and precautionary statement(s)] on shipped containers and the workplace labeling system used by their employer; the new SDS format/sections.
- How employees can obtain and use hazard information.

The employee shall be informed that:

- The employer is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
- As an alternative to requesting an MSDS/SDS from the employer.
- The employee can seek assistance from the MIOSHA Construction Safety and Health Division, at (517) 322-1856, or the MIOSHA General Industry Safety and Health Division at (517) 322-1831, to obtain the desired MSDS/SDS. A sign or MIOSHA poster will be posted with the address and telephone number of the MIOSHA Divisions responsible for such requests.
- Before any new physical or health hazard is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.

Multi-Employer Worksites - Informing Contractors

If our company exposes any employee of another employer to any hazardous chemicals that we produce, use, or store, the following information will be supplied to that employer:

- The hazardous chemicals they may encounter.
- Measures their employees can take to control or eliminate exposure to hazardous chemicals.
- The container and pipe labeling system used on-site.
- Where applicable MSDS/SDSs can be reviewed or obtained.

Periodically, our employees may potentially be exposed to hazardous chemicals brought on our site by another employer. When this occurs, we will obtain from that employer information pertaining to the types of chemicals brought on-site, and measures that should be taken to control or eliminate exposure to the chemicals.

It is the responsibility of the supervisors and/or the General Superintendent to ensure that such information is provided and/or obtained prior to any services being performed by the off-site employer.

List of Hazardous Chemicals

A list of all hazardous chemicals used by Moltus Building Group is located at the Hemlock office. Further information regarding any of these chemicals can be obtained by reviewing its respective MSDS/SDS. (Materials which can be purchased by the ordinary household consumer, and which are used for the intended purpose and amount as by the consumer, are not required to be included in this list. It is suggested you maintain a separate list you consider to be “consumer use” materials).

Drug Free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety, and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for Company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia.
- The unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of alcohol.
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify the Company immediately. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

Drug and alcohol testing will be carried out in compliance with applicable state and federal laws and regulations for those employees holding a current CDL license, or if there is reasonable suspicion that drug/alcohol use was a contributing factor to an accident or injury. No drug or alcohol testing will be done without the written consent of the employee. However, an employee who refuses to submit to a test or attempts to defect the test or improperly alter its results will be subject to termination of employment.

Moltus Building Group reserves the right to request an employee take a random drug/alcohol test due to reasonable suspicion of impairment while on Company time.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

APPENDIX A

Job Hazard Analysis Form

Job Hazard Analysis

Site Code:	**Department:**
Activity or Process:	**Building/Room:**
Job Title:	**Supervisor:**
Prepared By:	**Date:**

This document is the certification of hazard assessment for PPE for the workplace.

TASKS/STEPS	HAZARDS	SAFE METHODS / CONTROLS / PPE	PHOTO
1	•	•	
2	•	•	
3	•	•	

4	•	•		
5	•	•		

Required Training	**Required PPE**

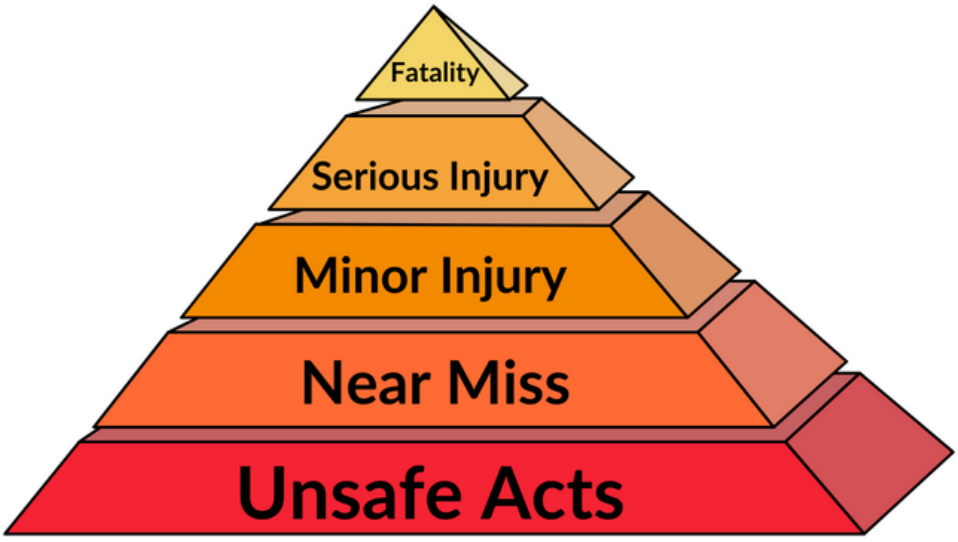
I have read and understand the contents of the job hazard analysis and the controls required to mitigate the risks from the idenitified hazards

Name	**Date**

MOLTUS BUILDING GROUP

design build • general construction • construction management

Accident/Incident Investigation/Near Miss



Moltus Building Group
P.O. Box 47
204 W. Saginaw Street
Hemlock, Michigan 48626
P: (989) 486-9330

Project: 1234-009 Sandbox Test Project
204 W. Hemlock Street
Hemlock, Michigan 48626

Observation Corrective Action #21: SAMPLE

Origin		**Status**	Initiated
Created By	Kim Bennett (Moltus Building Group, LLC)	**Date Created**	Feb 20, 2024
Assignee	Kim Bennett (Moltus Building Group, LLC)	**Distribution**	Caleb Byler (Moltus Building Group, LLC)
Notification Date		**Priority**	High
Location	Office	**Trade**	Electrical
Due Date	Feb 27, 2024	**Private**	Yes
Contributing Condition	PPE	**Contributing Behavior**	PPE
Hazard	Electrical		
Spec Section			
Description	SAMPLE PLEASE WRITE DETAILED DESCRIPTION UPLOAD PHOTOS		
Safe Worker			
Linked Drawings			

Attachments

307EFB12-A30B-42D3-8300-1F0ECB09E104.jpeg

Moltus Building Group
P.O. Box 47 204 W. Saginaw Street
Hemlock, Michigan 48626
P: (989) 486-9330

Project: 1234-009 Sandbox Test Project
204 W. Hemlock Street
Hemlock, Michigan 48626

Incident #11 - SAMPLE REPORT

Created By	Kim Bennett	**Date Created**	09/19/2023
Location		**Status**	Open
Event Date	09/19/2023	**Event Time**	10:34 AM EDT
Private	Yes	**Distribution**	
Recordable	No		
Description			
Attachments			
Decisions Preceding Event		**Reactions to Incident**	

Investigation Information

Hazard			
Contributing Condition		**Contributing Behavior**	

Action

Type	Preventative		
Due Date	09/19/23	**Assignee**	Safety Kim
Description	Ladder greater than 25 ft away from worker in trench		
Attachments			

Moltus Building Group
P.O. Box 47 204 W. Saginaw Street
Hemlock, Michigan 48626
P: (989) 486-9330

Project: 1234-009 Sandbox Test Project
204 W. Hemlock Street
Hemlock, Michigan 48626

Incident #27 - SAMPLE INCIDENT REPORT

Created By	Kim Bennett	**Date Created**	02/27/2024
Location	Office	**Status**	Open
Event Date	02/27/2024	**Event Time**	09:19 AM EST
Private	Yes	**Distribution**	Kim Bennett (Moltus Building Group, LLC)
Recordable	No		
Description	Cut to left thumb with scissors		
Attachments			
Decisions Preceding Event	Running with scissors	**Reactions to Incident**	

Investigation Information

Hazard	Impalement		
Contributing Condition	Other- Explained in Description	**Contributing Behavior**	Misconduct

MOLTUS BUILDING GROUP

design build • general construction • construction management

Fall Protection Program

Fall Protection Program

I. OBJECTIVE
The objective of the Moltus Building Group Fall Protection Program is to identify and evaluate fall hazards to which employees will be exposed, and to provide specific training as required by the Occupational Safety and Health Administration (OSHA) Fall Protection Standard, 29 CFR 1926, Subpart M **and** the Michigan Occupational Safety and Health Administration (MIOSHA) Fall Protection Standard – Part 45.

II. POLICY
It is the policy of Moltus Building Group to protect its employees from occupational injuries by implementing and enforcing safe work practices and appointing a competent person(s) to manage the Fall Protection Program. The Moltus Building Group Fall Protection Program shall comply with the MIOSHA/OSHA requirements. A copy of the MIOSHA/OSHA Fall Protection Standards shall be made available to all employees and may be obtained from the Safety Director.

III. ASSIGNMENT OF RESPONSIBILITY

Employer

It is the responsibility of Moltus Building Group to provide fall protection to affected employees, and to ensure that all employees understand and adhere to the procedures of this plan and follow the instructions of the Field Manager.

Program Manager

It is the responsibility of the Field Manager and Safety Director to implement this program by:

- Performing routine safety checks of work operations.
- Enforcing Moltus Building Group safety and health policy and procedures.
- Correcting any unsafe practices or conditions immediately.
- Training employees and supervisors in recognizing fall hazards and the use of fall protection systems.
- Maintaining records of employee training, equipment issues, and fall protection systems used at Moltus Building Group jobsites.
- Investigating and documenting all incidents that result in employee injury.

Employees

It is the responsibility of all employees to:

- Understand and adhere to the procedures outlined in this Fall Protection Program.
- Follow the instructions of the supervisor(s), competent person, and the Field Manager.
- Bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees; and
- Report any incident that causes injury to an employee, regardless of the nature of the injury.

IV. TRAINING

All employees who may be exposed to fall hazards are required to receive training on how to recognize such hazards, and how to minimize their exposure to them. Employees shall receive training as soon after employment as possible, and before they are required to work in areas where fall hazards exist.

A record of employees who have received training and training dates shall be maintained by the Safety Director.

V. CONTROLLED ACCESS ZONES

- Masons are the only authorized employees permitted to enter controlled access zones and areas from which guardrails have been removed. All other workers are prohibited from entering controlled access zones.
- Controlled access zones shall be defined by control lines consisting of ropes, wires, tapes, or equivalent material, with supporting stanchions, and shall be:
    - Flagged with a high-visibility material at six (6) foot intervals.
    - Rigged and supported so that the line is between 30 and 50 inches (including sag) from the walking/working surface.
    - Strong enough to sustain stress of at least 200 pounds.
    - Extended along the entire length of an unprotected or leading edge.
    - Parallel to the unprotected or leading edge.
    - Connected on each side to a guardrail system or wall.
    - Erected between six (6) feet and 25 feet from an unprotected edge, except in the

Following cases:

- when working with precast concrete members: between six (6) feet and 60 feet from the leading edge, or half the length of the member being erected, whichever is less;
- when performing overhand bricking or related work: between ten (10) feet and 15 feet from the working edge.

VI. EXCAVATIONS

Fall protection will be provided to employees working at the edge of an excavation that is six (6) feet or deeper. Employees in these areas are required to use the fall protection systems as designated in this program.

- Excavations that are six (6) feet or deeper shall be protected by guardrail systems, fences, barricades, or covers.
- Walkways that allow employees to cross over an excavation that is six (6) feet or deeper shall be equipped with guardrails.

VII. FALL PROTECTION SYSTEMS

Covers

- All covers shall be secured to prevent accidental displacement.
- Covers shall be color-coded or bear the markings “HOLE” or “COVER”.
- Covers located in roadways shall be able to support twice the axle load of the largest vehicle that might cross them.
- Covers shall be able to support twice the weight of employees, equipment, and materials that might cross them.

Guardrail Systems

Guardrail systems shall be erected at unprotected edges, ramps, runways, or holes where it is determined by the Field Manager that erecting such systems will not cause an increased hazard to employees. The following specifications will be followed in the erection of guardrail systems. Top rails shall be:

- At least ¼ inch in diameter (steel or plastic banding is unacceptable).
- Flagged every six (6) feet or less with a high visibility material if wire rope is used.
- Inspected by the Field Manager as frequently as necessary to ensure strength and stability.
- Forty-two (42) inches (plus or minus three (3) inches) above the walking/working level.
- Adjusted to accommodate the height of stilts if they are in use.

Mid rails, screens, mesh, intermediate vertical members, and solid panels shall be erected in accordance with the MIOSHA/OSHA Fall Protection Standard. Gates or removable guardrail sections shall be placed across openings of hoisting areas or holes when they are not in use to prevent access.

Personal Fall Arrest Systems

Personal fall arrest systems shall be issued to and used by employees as determined by the Field Manager and may consist of anchorage, connectors, body harness, deceleration device, lifeline, or suitable combinations. Personal fall arrest systems shall:

- Limit the maximum arresting force to 1800 pounds.
- Be rigged so an employee cannot free fall more than six (6) feet or contact any lower level.
- Bring an employee to a complete stop and limit the maximum deceleration distance traveled to three and a half (3 ½) feet.
- Be strong enough to withstand twice the potential impact energy of an employee free falling six (6) feet (or the free fall distance permitted by the system, whichever is less).
- Be inspected prior to each use for damage and deterioration.
- Be removed from service if any damaged components are detected.

All components of a fall arrest system shall meet the specifications of the MIOSHA Fall Protection Standard and shall be used in accordance with the manufacturer's instructions.

- The use of non-locking snaphooks is prohibited.
- D-rings and locking snaphooks shall:
    - Have a minimum tensile strength of 5000 pounds.
    - Be proof tested to a minimum tensile load of 3600 pounds without cracking, breaking, or suffering permanent deformation.
- Lifelines shall be:
    - Designed, installed, and used under the supervision of the Field Manager.
    - Protected against cuts and abrasions.
    - Equipped with horizontal lifeline connection devices capable of locking in both directions on the lifeline when used on suspended scaffolds or similar work platforms that have horizontal lifelines that may become vertical lifelines.
- Self-retracting lifelines and lanyards must have ropes and straps (webbing) made of synthetic fibers, and shall:
    - Sustain a minimum tensile load of 3600 pounds if they automatically limit free fall distance to two (2) feet.
    - Sustain a minimum tensile load of 5000 pounds (includes ripstitch, tearing, and deforming lanyards).

- Anchorages must support at least 5000 pounds per person attached and shall be:
    - Designed, installed, and used under the supervision of the Field Manager.
    - Capable of supporting twice the weight expected to be imposed on it.
    - Independent of any anchorage used to support or suspend platforms.

Positioning Device Systems

Body harness systems shall be set up so that an employee can free fall no farther than two (2) feet and shall be secured to an anchorage capable of supporting twice the potential impact load or 3000 pounds, whichever is greater. Requirements for snaphooks, d-rings, and other connectors are the same as detailed in this Program under *Personal Fall Arrest Systems.*

Safety Monitoring Systems

In situations when no other fall protection has been implemented, the Field Manager or other designated responsible person shall monitor the safety of employees in these work areas.

The **responsible person(s) shall** be:

- competent in the recognition of fall hazards.
- capable of warning workers of fall hazard dangers.
- operating on the same walking/working surfaces as the employees and able to see them.
- close enough to work operations to communicate orally with employees.
- free of other job duties that might distract them from the monitoring function.

No employees other than those engaged in the work being performed under the Safety Monitoring System shall be allowed in the area. All employees under a Safety Monitoring System are required to promptly comply with the fall hazard warnings of the Responsible Person(s).

Warning Line Systems

Warning line systems consisting of supporting stanchions and ropes, wires, or chains shall be erected around all sides of roof work areas.

- Lines shall be flagged at no more than six (6) foot intervals with high-visibility materials.
- The lowest point of the line (including sag) shall be between 34 and 39 inches from the walking/working surface.
- Stanchions of warning line systems shall be capable of resisting at least 16 pounds of force.
- Ropes, wires, or chains must have a minimum tensile strength of 500 pounds.

- Warning line systems shall be erected at least six (6) feet from the edge, except in areas where mechanical equipment is in use. When mechanical equipment is in use, warning line systems shall be erected at least six (6) feet from the parallel edge, and at least ten (10) feet from the perpendicular edge.

VIII. TASKS AND WORK AREAS REQUIRING FALL PROTECTION

Unless otherwise specified, the Field Manager or other designated responsible person(s) shall evaluate the worksite(s) and determine the specific type(s) of fall protection to be used in the following situations.

Hoist Areas

Guardrail systems or personal fall arrest systems will be used in hoist areas when an employee may fall six (6) feet or more. If guardrail systems must be removed for hoisting, employees are required to use personal fall arrest systems.

Holes

Covers or guardrail systems shall be erected around holes (including skylights) that are six (6) feet or more above lower levels. If covers or guardrail systems must be removed, employees are required to use personal fall arrest systems.

Leading Edges

Guardrail systems, safety net systems, or personal fall arrest systems shall be used when employees are constructing a leading edge that is six (6) feet or more above lower levels. An alternative Fall Protection Plan shall be used if the Field Manager or other designated responsible person determines that the implementation of conventional fall protection systems is infeasible or creates a greater hazard to employees.

All alternative Fall Protection Plans for work on leading edges shall:

- Be written specific to the particular jobsite needs.
- Include explanation of how conventional fall protection is infeasible or creates a greater hazard to employees.
- Explain what alternative fall protection will be used for each task.
- Be maintained in writing at the jobsite by the Field Manager.
- Meet the requirements of MIOSHA Part 45/29 CFR 1926.502(k).

Wall Openings

Guardrail systems, safety net systems, or a personal fall arrest system will be provided to employees working on, at, above, or near wall openings when the outside bottom edge of the wall opening is six (6) feet or more above lower levels, and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface. The type of fall protection to be used will be determined by the Field Manager or other designated responsible person.

Ramps, Runways, and Other Walkways

Employees using ramps, runways, and other walkways six (6) feet or more above the lower level shall be protected by guardrail systems.

IX. PROTECTION FROM FALLING OBJECTS

When guardrail systems are in use, the openings shall be small enough to prevent potential passage of falling objects. The following procedures must be followed by all employees to prevent hazards associated with falling objects.

- No materials (except masonry and mortar when applicable) shall be stored within four (4) feet of working edges.
- Excess debris should be removed regularly to keep work areas clear.
- Stacked materials much be stable and self-supporting.
- Canopies shall be strong enough to prevent penetration by falling objects.
- Toeboards erected along the edges of overhead walking/working surfaces shall be:
    - Capable of withstanding a force of atleast 50 pounds
    - Solid with a minimum of three and a half (31/2) inches tall and no more than one quarter (1/4) inch clearance above the walking/working surface.
- Equipment shall not be piled higher than the toeboard unless sufficient paneling or screening has been erected above the toeboard.

X. ACCIDENT INVESTIGATIONS

All incidents that result in injury to workers, as well as near misses, regardless of their nature, shall be reported and investigated. Investigations shall be conducted by the Field Manager and the supervisor(s) as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence. In the event of such an incident, the Fall Protection Program (and alternative Fall Protection Plans, if in place) shall be reevaluated by the Field Manager to determine if additional practices, procedures, or training are necessary to prevent similar future incidents.

XI. CHANGES TO THE PLAN

Any changes to the Fall Protection Program (and alternative Fall Protection Plans, if in place) shall be approved by the Field Manager and Safety Director, and shall be reviewed by a qualified person as the job progresses to determine additional practices, procedures or training needs necessary to prevent fall injuries. Affected employees shall be notified of all procedure changes, and trained if necessary. A copy of this plan, and any additional alternative Fall Protection Plans, shall be maintained at the jobsite by the supervisor(s).

XII. GLOSSARY

Anchorage: a secure point of attachment for lifelines, lanyards, or deceleration devices.

Body harness: straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

Connector: A device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.

Controlled access zone: a work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems (guardrail, personal arrest, or safety net) to protect the employees working in the zone.

Deceleration device: any mechanism, such as a rope, grab, ripstitch lanyard, specially-woven lanyard, tearing lanyard, deforming lanyard, or automatic self-retracting lifeline/lanyard, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.

Deceleration distance: the additional vertical distance a falling person travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which a deceleration device begins to operate.

Guardrail system: a barrier erected to prevent employees from falling to lower levels.

Hole: a void or gap two (2) inches (5.1 centimeters) or more in the least dimension in a floor, roof, or other walking/working surface.

Lanyard: a flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage**.**

Leading edge: the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as a deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed.

Lifeline: a component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), that serves as a means for connecting other components of a personal fall arrest system to an anchorage.

Low slope roof: a roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

Opening: a gap or void 30 inches (76 centimeters) or higher and 18 inches (46 centimeters) or wider, in a wall or partition through which employees can fall to a lower level.

Personal fall arrest system: a system including but not limited to an anchorage, connectors, and a body harness used to arrest an employee in a fall from a working level.

Positioning device system: a body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.

Rope grab: a deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.

Safety monitoring system: a safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

Self-retracting lifeline/lanyard: a deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement and which, after onset of a fall, automatically locks the drum and arrests the fall.

Snaphook: a connector consisting of a hook-shaped member with a normally closed keeper, or a similar arrangement, which may be opened to permit the hook to receive an object and, when released automatically, closes to retain the object.

Toeboard: a low protective barrier that prevents material and equipment from falling to lower levels and which protects personnel from falling.

Unprotected sides and edges: any side or edge (except at entrances to points of access) of a walking/working surface (e.g., floor, roof, ramp, or runway) where there is no wall or guardrail system at least 39 inches (1 meter) high.

Walking/working surface: any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel. Does not include ladders, vehicles, or trailers on which employees must be located to perform their work duties.

Warning line system: a barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge and which designates an area in which roofing work may take place without the use of guardrail, body belt, or safety net systems to protect employees in the area.

MOLTUS BUILDING GROUP

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Lockout/Tagout Program

Lockout/Tagout Program

It is the policy of Moltus Building Group that all equipment be locked out during servicing and/or maintenance work to protect against accidental or inadvertent activation that could result in personal injury or equipment damage. In addition to disconnecting the power source, it is also required that all residual pressures be relieved and energizing lines closed (secured) prior to and during any such work.

PURPOSE

This policy establishes the minimum requirements for the lockout of energy sources whenever maintenance or servicing work is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance work where the unexpected/unintended energization or start-up of the machine or equipment, or release of stored energy could cause injury.

RESPONSIBILITY

All employees (authorized, affected, or others) are required to comply with the requirements of lockout.

The authorized employees are required to perform the lockout following this procedure.

All employees, upon observing a machine or piece of equipment is locked out for servicing or maintenance work, shall not attempt to start, energize or use that machine or equipment.

Employees shall consult with supervision/management whenever there are any questions regarding energy control procedures or methods.

Supervision/management shall enforce the energy control procedure including the use of corrective disciplinary action when necessary.

APPLICATION

1. OBTAINING A LOCK AND IDENTIFICATION LABEL

Authorized employees shall be issued a Master Lock from their supervisor as their personal safety lock. Safety locks used for personal protection will be individual numbered, keyed padlocks painted red in color. One key will be in the possession of the employee using the safety lockout lock. The other key or a master key will be maintained by supervision/management in a lock box in the maintenance office for emergency lock removal as established in the energy control procedure.

Personal safety locks (red) used for energy control shall have a durable tag attached which indicates a lockout condition and the name of the employee who attached the safety lock and the date and time applied.

Personal safety locks (red) are for the personal protection of employees and are to be used solely for the control of hazardous energy sources (power lockout).

2. WHAT TO LOCKOUT

During servicing or maintenance, a machine utilizing any mechanical power source such as electrical, pneumatic, steam, hydraulic, and/or air must be locked out when the unexpected energization or startup of the machine or equipment or release of stored energy could cause injury to employees. The lockout must render the machine inoperative and immovable.

3. WHEN LOCKOUT METHODS ARE REQUIRED

- **Equipment cleaning or Jam-clearing Tasks** - When a normally moving piece of equipment is stopped for cleaning, clearing, or adjustment during which a startup could cause injury, lockout is used.

- **Equipment Repair** - Whenever a repair is being performed on or near equipment where there is a possibility of injury as a result of starting the equipment, lockout is used. This includes any and all equipment from which a guard or other safety device has been removed.

- **Installation Tasks** - Frequently during installation, either part of all of the components making up the installation can be operated before the installation is complete. If needed for testing, precautions must be taken to prevent injuries to personnel during the test periods and the equipment again locked out when the test is complete or interrupted.

- **Electrical Repair Tasks** - Whenever any work other than testing is to be performed on an electrical circuit, the wiring involved must be deactivated and locked out so that it cannot be reactivated during this work.

4. GROUP LOCKOUT

Before the work begins, the lockout procedure will be reviewed with each group member. One authorized employee will be designated as responsible for the lockout.

If more than one department, shift, etc., is involved, one authorized employee will coordinate the lockout to ensure that all control measures are applied and that there is continuity of protection for the group.

Each authorized employee will affix a personal safety lock (red) to the group lockout and will remove their lock when he/she stops working on the machine or equipment. Each lock must have that person’s name affixed to it.

5. SHIFT CHANGES

The continuity of machine safeguarding during shift or personnel changes or during long intervals of time between work will be accomplished through the use of an equipment lock. Personnel changing shifts will install an equipment lock to the lockout adapter prior to removing their personal safety lock unless the equipment is ready to go back into service. A tag indicating the status of the machine/equipment will be attached to the equipment lock.

Equipment locks shall be painted blue in color and will be used to lock out machines/equipment during shift changes or to maintain machines/equipment off line and to prevent unintentional operation.

Equipment locks (blue) are not to be used as energy control devices for personal protection. Equipment locks will be applied and removed by supervisory/management personnel.

6. WHEN LOCKOUT METHODS ARE NOT REQUIRED

- Minor tool changes (for example, changing a drill bit) are not covered when a stop button is used to control unexpected motion during the tool change or minor adjustment and when the start button is both visible and under the employee's immediate control.

- Other minor servicing activities that take place during normal production operations are not covered by this standard if they are routine, repetitive, and integral to the use of equipment for production and if work is performed using alternative protective measures that provide effective employee protection.

- Cord and plug connected equipment must be unplugged and under the exclusive control of the employee performing the service or maintenance work. The plug must physically be in the possession of the employee, or in arm's reach and in the line of sight of the employee. Lockout devices are available to lockout the plug when disconnected.

- Repair, trouble-shooting and set-up adjustments must be performed on energized equipment **only** when it is absolutely necessary to leave the machine energized. For the purpose of this procedure, the trouble-shooting process will end and a lockout will be required when:

    - Power is shut-off.

    - A particular problem has been located and repairs start.

    - Individual machine components are being replaced.

    - Circuit changes are being made.

PROCEDURES

The essential part of lockout of any equipment or lines is to **ensure that the equipment cannot be started** or source lines opened by unauthorized personnel during servicing and maintenance work. If you have questions relating to the appropriate procedures to be followed, ask your supervisor prior to commencing work.

1. APPLICATION OF LOCKOUT CONTROL

- **Preparation for Shutdown** - Personal Safety Locks (red) and keys will be kept by each individual operator, mechanic, electrician, etc. Supervisors will also have their own locks and keys. Authorized employees shall review the written lockout procedure to have complete understanding of the type(s) and magnitude of the energy, the hazards of the energy to be controlled, and the methods or means to control the energy.

- **Notification of Employees** - Affected employees shall be notified by the authorized employees that the machine or equipment is going to be locked out.

- **Machine or Equipment Shutdown** - The machine or equipment shall be turned off or shut down using the energy control procedures established for the machine or equipment.

- **Machine or Equipment Isolation** - All energy isolating controls that are needed to control the energy of the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy sources (e.g., steam, pneumatic, hydraulic, and air). A Zero Energy State must be proven. If the valves do not permit the use of a standard lock out, another method such as a wire cable and lock can be used.

- **Lockout Device Application** - The multiple lock adapter and lock shall be affixed in such a manner as to hold the energy isolation devices in a safe or off position.

- **Notification of Affected Personnel** - Affected employees shall be notified by the authorized employees that the machine or equipment is locked out. In addition to verbal notification, a sign indicating a power lockout condition will be placed near the machine/equipment controls.

- **Verification of Isolation** - Prior to starting work on a machine or equipment that has been locked out, each authorized employee involved shall verify that the isolation and de-energization of the machine or equipment have been accomplished by testing the effectiveness of the lockout by attempting to cycle the machine or start the equipment at the motor control center panel or start/stop switch (key/lock system).

Each authorized employee will notify other authorized and affected personnel in the area that they are going to attempt to cycle the machine or equipment prior to doing so and shall ensure that personnel are free and clear of the machine or equipment prior to operating the controls.

If the controls activate the machine or equipment or cause any machine or equipment movement, each authorized employee will begin again at Step A. Preparation for Shutdown.

If there is the possibility of re-accumulation of stored energy to a hazardous level, verification or isolation shall be continued until the servicing or maintenance is completed, or until the possibility of re-accumulation no longer exists. Stored or potential energy will be relieved, restrained, or otherwise made safe.

Begin Work Activity - Work activity will begin once each authorized employee involved has verified that the current control of hazardous energy sources has been effective.

2.TESTING/POSITIONING OF MACHINES/EQUIPMENT/COMPONENTS

In situations in which lockout devices must be removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component, the following sequence of actions shall be followed:

- Clear the machine or equipment of tools and materials.

- Remove employees from the machine or equipment area.

- Notify affected employees that the lockout devices are going to be removed.

- Each authorized employee who applied a safety lock will remove their own safety lock.

- Notify affected employees that the safety locks have been removed and that the machine or equipment is going to be energized.

- Energize and test the equipment.

- De-energize all systems and reapply energy control measures in accordance with established procedures.

3. LOCK REMOVAL

Each lockout lock shall be removed from each energy isolating device by the authorized employee who applied the device except for conditions specified in emergency lock removal. A lockout must never be broken (lock removed) by anyone other than the employee who performed that lockout.

4. EMERGENCY LOCK REMOVAL

When an authorized employee is not available to remove their lock, the supervisor and operations managers of that employee have the authority to request the removal of a lock in the absence of the employee. In those cases when a supervisor exercises that authority, the following procedure must be followed:

- The supervisor shall contact an authorized person and request assistance in this procedure.

- The supervisor and an authorized person must attempt to contact (at least verbally) the employee to whom the lock belongs and determine if the employee is on the premises.

- If the employee is on the premises, he/she alone has the authority to determine whether the lock can be removed based on the guidelines of the lockout procedure.

- If the employee is not on the premises, the supervisor or an authorized person will make a reasonable effort to contact the employee and will ask the employee whether the work is complete and the equipment is ready to be activated. The employee will be advised that his/her lock will be removed.

- If the employee advises that the equipment is not ready to be activated, the supervisor must arrange to have another lock placed on the equipment as soon as the existing lock is removed.

- If the employee advises that the equipment is ready to be activated, the supervisor shall inspect the work area to verify that there is no danger in re-energizing the equipment, remove the lock, and inform the department management that the equipment is operational.

- If contact is not established, the supervisor will inspect the equipment for completeness of work and authorize the removal of the lock. The employee whose safety lock has been removed will be notified immediately upon return to work by a note being attached to his/her time card requiring that they come to supervisor’s office for safety lock.

- If the equipment is ready to be activated, the supervisor will inform the department management that the equipment is operational. At this point, the supervisor can authorize removal of the lock.

The person removing the safety lock is responsible for making certain that all requirements for restoring power are followed prior to removing the safety lock.

5. LOCKOUT DEVICES

- Electrical disconnect or breaker lockout device - the switch lever must be padlocked in the *OFF* position using a shackle and/or padlock with an identification label.
- Valve lockout device - can be locked out by using a padlock, a cable and lock, or a valve handle lockout devices. The method used is determined by the type of valve.
- Line Blinds or “Pancakes” - to isolate the time flow of fluid or gases in piping systems (to be used in conjunction with pipe breaking procedures.)
- Multiple locks (gang hasp) - when more than one person or group has to work on a machine, a lock adapter shall be used. Each person or group must place a lock on the adapter thus assuring each person a safe and complete lockout. It is important that during a shift change, locks be left in place until the time that the next crew is present and have placed their locks on the adapter.

TRAINING REQUIREMENTS

1. CATEGORIES OF EMPLOYEE TRAINING

- **Authorized employees** will receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the work place, and the methods and means necessary for the energy isolation and control. An employee will not be considered authorized until training has been completed.
- **Affected employees** shall be instructed in the purpose and use of the energy control procedure.
- **“Other” employees** whose work operations **are** or **may be** in an area where energy control procedures may be utilized, **shall** be instructed about the procedure, and about their responsibility not to restart or re-energize machines or equipment which are locked out.

2. EMPLOYEE RETRAINING

Retraining shall be provided for all **authorized** and **affected** employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
Additional retraining shall also be conducted whenever periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in the employee’s knowledge or use of the energy control procedures.

Retraining will re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.

3. CERTIFYING TRAINING/RETRAINING

Management shall certify that employee training/retraining has been accomplished and is being kept up to date. Certification shall include written documentation containing the employee’s name, category status (authorized, affected, other), and dates of training as well as a signed statement by the supervisor signifying that the training has been conducted.

PERIODIC INSPECTION

1. INSPECTION

At least annually, periodic inspections by an authorized employee who is engaged in the process of performing the energy control procedure being inspected must be done and records kept on this inspection. This will be accomplished by reviewing the procedure with authorized employees who normally lockout this equipment.

The authorized employee conducting the inspection will observe the actual implementation of the procedure. The inspection shall also include a review of the employee's responsibilities under the energy control procedure.

Documentation should include employee names, dates of inspection, and the written procedure used during this lockout.

2. INSPECTION DOCUMENTATION

The authorized person conducting the periodic inspection shall certify that such inspection has been conducted. Certification shall include written documentation which identifies the machine or equipment on which the energy control procedure was being utilized, the employees included in the inspection, any deviations or inadequacies in employee's knowledge or use of energy control procedures identified, the name of the authorized person performing the inspection, the date of the inspection, and a signed statement by the authorized employee conducting the inspection.

ENFORCEMENT

Due to the seriousness of this policy and the degree of injury that may be caused by not following this policy and the specific procedures that are included in this policy, corrective action, up to and including immediate discharge, may result if this policy is violated.

CONTRACTORS

All outside contractors are required to comply with this procedure while performing work for Moltus Building Group.

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Bloodborne Exposure Control Plan

Bloodborne Exposure Control Plan

Purpose

The following employee job classifications at this company are Category A due to expected occupational exposure to blood or other potentially infectious material (OPIM), regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment:

Category "A" Job Classification	Rationale/Task
Designated First Aid/CPR Responder	Will perform First Aid/CPR

COMPLIANCE METHODS

Universal precautions will be observed at Moltus Building Group in the provision of first aid, the removal of sharps and waste from the first aid station, and the housekeeping of any first aid area in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls are limited to hand washing and housekeeping practices. (Also, see Needles, page 3). Where scissors are used in a medical procedure and become contaminated, they will be decontaminated using a germicide approved by the Environmental Protection Agency.
Other potentially infectious materials include A) semen, B) vaginal secretions, C) amniotic fluid, D) cerebrospinal fluid, E) peritoneal fluid, F) pleural fluid, G) pericardial fluid, H) synovial fluid, I) saliva in dental procedures, J) anybody fluid that is visibly contaminated with blood, K) all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Urine, feces, and vomit are not considered OPIM except in cases (J) or (K) above.

Handwashing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. MIOSHA requires that these facilities be readily accessible after incurring exposure. At this company, handwashing facilities are located:

Inside the Hemlock office – Bathroom and Kitchenette areas.

Upon providing first aid or incurring exposures when handwashing facilities are not feasible, Moltus Building Group will provide either an antiseptic cleanser in conjunction with a clean cloth/paper towel or antiseptic towelettes. **If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.**

After removal of personal protective gloves, employees shall wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as soon as feasible following contact.

Needles

Are not used in this company.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

Personal Protective Equipment

All first aid personal protective equipment used in patient treatment, first aid or housekeeping involving blood or OPIM at Moltus Building Group will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Protective clothing will be provided to first aid and housekeeping employees involved in first aid in the following manner: **Moltus Building Group will have supplies available on site and/or in the office.**

The following PPE is used at Moltus Building Group:

Personal Protective Equipment	Task
Latex/Nitrile/Vinyl Examination Gloves	First Aid/CPR/Clean-up
Protective Eyewear (with solid side shield)	First Aid/CPR/Clean-up
CPR (one way resuscitation shield)	CPR

All personal protective equipment will be cleaned, laundered, and disposed of by Moltus Building Group at no cost to employees. All repairs and replacements will be made by Moltus Building Group at no cost to employees.

All personal protective equipment will be removed prior to leaving the work area. If visibly contaminated, the equipment shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

If an employee were to have another person's blood or OPIM splash or soak their clothing, they would make arrangements to remove the contaminated clothing as soon as possible. This

clothing would be laundered at Moltus Building Group expense. The clothing would be identified as contaminated and any employee, of any employer, exposed to it would be notified and protected from exposure.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from the Field Manager.

Disposable gloves used at this company are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping

First aid stations and areas involved in a first aid incident will be cleaned and decontaminated as necessary to maintain a sanitary condition.

Decontamination will be accomplished by utilizing the following materials: List the materials which will be utilized, such as bleach solutions or EPA registered tuberculocidal germicides. If a bleach and water solution between 1:100 and 1:10 is used, it must be prepared on an as needed basis. Bleach loses its disinfectant quality when stored in water.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

Regulated Waste Disposal

All bins, pails, cans, and similar receptacles for regulated waste disposal in the first aid station or any area normally involved in first aid shall be appropriately colored or labeled as containing biohazards and shall be inspected, emptied, and decontaminated on a regularly scheduled basis. Disposal of feminine hygiene products and bandages or Kleenex used in self-administered first aid (bloody nose, small cut) are not considered regulated waste and will be disposed of in the normal waste stream. List frequency and job location of designated biohazard disposal areas:

Standard Operating Procedures

Standard operating procedures (S.O.P.'s) provide guidance and information on the anticipated first aid tasks assigned to our employees. They will be based on the form found in Appendix A and will be utilized in employee training.

Contingency Plans

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection, incident investigation and medical follow-up. See Appendix A.

Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or OPIM (including first aid responders who have only a “collateral duty” to respond) will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or OPIM unless the employee has previously had the vaccine, is allergic to the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a copy of the attached waiver. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The Field Manager has responsibility for assuring that the vaccine is offered, the waivers are signed, etc.

Post-Exposure Evaluation and Follow-Up

When an employee incurs an exposure incident, it must be reported to their supervisor and the Field Manager**.**

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up by a licensed physician in accordance with the MIOSHA standard.

This follow-up will include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having their own blood collected for testing of their HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status.
- However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken, and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service in consultation with a licensed physician treating the exposed employee.
- The employee will be given appropriate, confidential counseling concerning precautions to take during the period after the exposure incident. Counseling on risk reduction and the risks and benefits of HIV testing in accordance with state law. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The Field Manager has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

An employer shall ensure that the health care professional who is responsible for the hepatitis B vaccination is provided with a copy of these rules and appendices. A written opinion shall be obtained from the health care professional who evaluates the employees of this facility. Written opinions will be obtained in the following instances:

- When the employee is sent to obtain the Hepatitis B vaccine.
- Whenever the employee is sent to a health care professional following an exposure incident.
- Health care professionals shall be instructed to limit their written opinions to:
- Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
- A statement that the employee has been informed of the results of the evaluation.
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: The written opinion of the employer is not to reference any personal medical information.)
- Any limitations on the employee's use of personal protective clothing or equipment.

Training

Training for all Category A employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:
Training for employees will include the following explanation of:

- The MIOSHA standard for Bloodborne Infectious Disease.
- Epidemiology and symptomatology of bloodborne diseases.
- Modes of transmission of bloodborne pathogens.
- This Exposure Control Plan, (i.e., points of the plan, lines of responsibility, how the plan will be implemented, access to the plan, etc.)
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
- Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials.
- Personal protective equipment available at this facility and who should be contacted concerning its use.
- Post Exposure evaluation and follow-up.
- Signs and labels used at the facility.
- Hepatitis B vaccine program at the facility.

Training sessions shall afford employees ample opportunity for discussion and the answering of questions by a knowledgeable trainer.

The training shall include opportunities for supervised practice with personal protective equipment and other equipment which is designed to reduce the likelihood of exposure, and which will be used in the employee's work.

All Category A employees will receive annual refresher training. (Note: This training is to be conducted within one year of the employee's previous training.)

Recordkeeping

This company shall establish and maintain a record for each employee with occupational exposure to include:

- Name
- Social Security Number
- Hepatitis B vaccine from status
- Copies of any past exposure/evaluation or follow-up
- Employer shall ensure record confidentiality
- Kept for duration of employment plus 30 years

Training Records:

- Date(s)
- Summary of Contents
- Names and qualifications of trainers
- Names and job titles of all trainees
- Maintain records for three (3) years

Records for this company shall be kept by Safety Director**.**

Annual reviews:

Date: _____Performed by:_____

Date: _____Performed by:_____

Date: _____Performed by:_____

STANDARD OPERATING PROCEDURE

FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES

Task/Procedure:

Exposure Potential:

Personal Protective Equipment:

Use:

Maintenance/Disinfection:

Disposal:

Engineering Controls:

Work Practice Controls:

Management of Exposure Incidents:

Contingency Plan:

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Confined Space Permit

CONFINED SPACE ENTRY PERMIT

Confined Space Location/Description/ID Number **Date:**

_____

Purpose of Entry

_____

_____

Time In: _____ **Permit Canceled Time: _____**

Time Out: _____ **Reason Permit Canceled: _____**

Supervisor: _____

Rescue and Emergency Services-

Hazards of Confined Space	Yes	No	Special Requirements	Yes	No
Oxygen deficiency			Hot Work Permit Required		
Combustible gas/vapor			Lockout/Tagout		
Combustible dust			Lines broken, capped, or blanked		
Carbon Monoxide			Purge-flush and vent		
Hydrogen Sulfide			Secure Area-Post and Flag		
Toxic gas/vapor			Ventilation		
Toxic fumes			Other- List:		
Skin- chemical hazards			**Special Equipment**		
Electrical hazard			Breathing apparatus- respirator		
Mechanical hazard			Escape harness required		
Engulfment hazard			Tripod emergency escape unit		
Entrapment hazard			Lifelines		
Thermal hazard			Lighting (explosive proof/low voltage)		
Slip or fall hazard			PPE- goggles, gloves, clothing, etc.		
			Fire Extinguisher		

Communication Procedures:

_____

DO NOT ENTER IF PERMISSABLE ENTRY LEVELS ARE EXCEEDED		**Test Start and Stop Time:** **Start**	**Stop**
	Permissable Entry Level		
% of Oxygen	19.5 % to 23.5 %		
% of LEL	Less than 10%		
Carbon Monoxide	35 PPM (8 hr.)		
Hydrogen Sulfide	10 PPM (8 hr.)		
Other			

Name(s) or Person(s) testing: _____

Test Instrument(s) used- Include Name, Model, Serial Number and Date Last Calibrated:

CFM-Ventilation	Size-Cubic Feet	Pre Entry Time	❑ Central Notified Before Entrance	Time Notified:
			❑ Central Notified After Entrance	Time Notified:

Authorized Entrants	Authorized Attendants
_____	_____
_____	_____
_____	_____

PERMIT AUTHORIZATION **I Certify that all actions and conditions necessary for safe entry have been performed.**	
Name-Print:	
Signature:	
Date:	Time:

Entry Procedure Checklist: Complete the following steps before, during, and after a confined space entry:

Step 1
Obtain a Permit-Confined Space Entry Form from Program Coordinator.

Step 2
Notify Supervisor before the **Confined Space Entry**

Step 3
Verify Confined Space Meter has been calibrated and is in working order

Step 4
Complete the top portion of the Permit-Confined Space Entry Form

Step 5
Ensure all rescue equipment (e.g. tripod, body-belt, lanyard) is in place prior to entry

Step 6
Monitor the confined space with the MSA 4-Gas Detector prior to entry. The entrant and attendant should sign the permit authorization section on the bottom of the permit to ensure all actions and conditions necessary for safe entry have been performed.

Step 7
Employee entering the confined space should wear the 4-Gas Detector after the pre-atmosphere test. The employee should also have a full body harness and lanyard attached to the rescue tripod. Employee shall have a radio and any other necessary personal protective equipment.

Step 8
Employee can enter the confined once Step 7 is completed. The entrant and attendant should complete the Hazards of Confined Spaces and Special Requirements Section of the Permit-Confined Space Entry Form once the employee is within the confined space. The entrant should also gather the % Oxygen, % Explosive Gases, Carbon Monoxide, and Hydrogen Sulfide readings and communicate them to the attendant to place on the Permit Form.

Step 9
The attendant should maintain constant communication with the entrant until the entrant has exited the confined space.

Step 10
The attendant should contact Supervisor once the entrant has exited the confined space.

Step 11
The Permit-Confined Space Entry Form should be given to program coordinator, to file in the Confined Space Records.

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Stop the Job Authority

Stop the Job Authority Procedure

Purpose

The Stop the Job Authority (SJA) process involves a stop, notify, correct and resume approach for the resolution of a perceived unsafe condition, act, error, omission or lack of understanding that could result in an undesirable event. All Moltus Building Group employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health, safety or environmental risks exist.

Scope

This policy applies to all Moltus Building Group projects and operations.

Policy

Stop the Job for Safety shall be implemented when - life or well-being is threatened, equipment could be damaged, or an environmental Incident may occur. You and all other crew members working on the project are empowered with the authority and responsibility to **STOP** the Job for, if in your opinion, you feel/believe:

- Yours, or someone's, life is in threat or danger.
- You or others could be injured.
- Moltus Building Group/third party/client equipment is or could be damaged.
- The environment may sustain harm by pollution due to an un-safe and/or an un-recognized situation developing at the job site.

Key Responsibilities

Employees are responsible to initiate a Stop the Job Intervention when situation warrants, and management is responsible to create a culture where SJA is exercised freely.

Supervisors are responsible to ensure a culture is created where SJA is exercised and honored freely to resolve issues before operations resume and recognize proactive participation.

Management must establish and support clear expectations to exercise SJA, create a culture where SJA is exercised freely and hold those accountable that chose not to comply with established SJA policies.

Stop the Job Authority Procedure

When an unsafe condition is identified the Stop the Job Intervention need to be initiated, coordinated through the supervisor, initiated in a positive manner, notify all affected personnel and supervision of the stop work issue, correct the issue and resume work when safe to do so. No work will resume until all stop work issues and concerns have been adequately addressed.

Any form of retribution or intimidation directed at any individual or company for exercising their right to issue a stop the job authority will not be tolerated by Moltus Building Group.

Follow Up

All Stop the Job Interventions shall be documented for lessons learned and corrective measures to be put into place. Stop the Job reports shall be reviewed by supervision order to measure participation, determine quality of interventions and follow-up, trend common issues, identify opportunities for improvement, and facilitate sharing of learning.

It is the desired outcome of any Stop the Job Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify and address root causes.

Subcontractor Management Plan

Subcontractor Management Plan

Purpose

The purpose of this program is to ensure that Moltus Building Group continues to improve subcontractor health, safety, and environmental performance and to establish a standard for pre-qualification, evaluation/selection, and development of our subcontractors.

Scope

This program applies to all subcontractors and all Moltus Building Group locations.

General Requirements

All Moltus Building Group subcontractors are to be managed in accordance with this program.

The use of subcontractors must be pre-approved by Moltus Building Group. Approval requirements include:

- A formal safety review of the subcontractor being performed by the Field Manager.
- The scope of the review was commensurate with the hazards and risk exposure.
- Subcontractor has been/will be oriented to the safety policies, expectations and requirements of Moltus Building Group.
- The subcontractor agrees to abide by Moltus Building Group Drug and Alcohol policy and onsite safety rules throughout the duration of the work.

Any subcontractor that has a “Non-Approved” safety status will not be used on any Moltus Building Group job site.

Pre-Qualification of Subcontractors

Subcontractors will be pre-qualified by reviewing their safety programs, safety training documents, and safety statistics.

Moltus Building Group reserves the right to change a subcontractor’s status to “Non-Approved” if the subcontractor shows insufficient progress towards accepted mitigation plan or other agreed upon criteria.

Subcontractor Involvement

Contractors are required to follow or implement the work practices and systems described below while performing work at Moltus Building Group job sites:

- Attend a safety orientation, pre-job meeting or kick-off meeting provided by Moltus Building Group prior to any work beginning.
- Monitor employees for substance abuse and report nonconformities to Moltus Building Group.
- Ensure personnel have the required training and competency for their work.
- Participate in Moltus Building Group safety meetings, job safety analysis or hazard assessments and on the job safety inspections.
- Perform a pre-job safety inspection that includes equipment.
- Participate in the hazard reporting system.
- Report all injuries, spills, property damage incidents and near misses.
- Comply with onsite and Owner Client safety rules.
- Implement Moltus Building Group safety practices and processes as applicable.
- Clean up and restore the worksite after the job is over.
- Always ensure compliance with regulations.
- Post-job safety performance reviews shall be conducted for subcontractors.

Subcontractor Qualification Form

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SUBCONTRACTOR QUALIFICATION FORM

At Moltus Building Group it is our policy, before any subcontract agreement is issued, to have potential subcontractors provide the required information below.

SUBCONTRACTOR INSURANCE: Can you meet or exceed our minimum insurance requirements for General Liability, Auto Liability and Worker's Comp? Please see attached memo regarding our minimum requirements.

SUBCONTRACTOR INFO:

Area(s) of Expertise:_____

Company Name:_____

Address:_____

Phone Number:_____ Fax Number:_____

Tax ID or SS Number:_____ Email Address:_____

Contact Person(s):_____

Type of Company: □ Sole Proprietorship □ Corporation □ Partnership

Date Company Formed:_____ Number of Employees:_____

States in which the company is legally qualified to do business:_____

Names and titles of key people in your company:_____

_____

Has the company ever operated under any other name in the past five years? □ Yes □ No

If yes give name(s):_____

Does the company have offices, plants, or warehouses at other locations? □ Yes □ No

If yes give address(es):

_____

FINANCIAL INFORMATION:

Does the company have a line of credit from a lending institution? □ Yes □ No

If Yes, give details: _____

Lending Institution Name, Address, Officers Name, and Phone #:_____

_____

Do you have bonding? □Yes □No If Yes, give details:_____

Single Project Limit: _____Aggregate Limit:_____

Bonding Company Name/Address:_____

_____

Bonding Agent Name, Address, and Phone Number:_____

_____

SAFETY RECORD:

In the past (5) five years, has your company or any of its key people been investigated or found to have committed a serious violation with the Ministry of Labor? □ Yes □ No

If yes give details:_____

Please indicate your current Workman's Compensation MOD rate:_____

(Please attach a copy of your current MOD sheet)

Do you have a written employee safety policy and program? □ Yes □ No

Do you have a designated company safety officer? □ Yes □ No If yes please provide their name and phone number:_____

Do you have a hazardous communications program, and are you able to provide MSDS' for any hazardous products you may use? □ Yes □ No

Do you conduct project safety inspections? □ Yes □ No If so, who conducts the inspection (name and title) and how often?_____

_____

Please attach a copy of your most recent Ministry of Labor/OSHA offenses in the last 3 years.

Are there any other open or aggregate liability claims that would impair your ability to insure any project? □ Yes □ No If yes please explain:_____

_____

OTHER INFORMATION:

Has your company or any of your key people been a party to a bankruptcy or reorganization proceeding? □ Yes □ No If yes, give date:_____

During the past five years, have any liens been filed against you by any of your suppliers or subcontractors? □ Yes □ No If yes give details for any liens over $5,000:

Have you ever failed to complete a contract, been defaulted, or had a contract terminated?
□ Yes □ No If yes give details:

In the past five years, has your company or any of its key people been involved in any lawsuits arising from construction projects? □ Yes □ No If yes, give details:

Please fill out the attached reference sheet or attach your standard reference form.

I hereby certify that to the best of my knowledge all of the information on this form is correct.

Signed: Print Name:

Date: Title:

PROJECT REFERENCE SHEET

COMPLETED PROJECTS: (PROVIDE YOUR LAST 5 SIMILAR PROJECTS YOU HAVE COMPLETED)

Name of Project: Scope of Work: Contract Amt: Completion Date:

CURRENT PROJECTS: (WORK IN PROGRESS)

Name of Project:	Scope of Work:	Contract Amt:	Completion Date:

TRADE REFERENCES: (LIST 3 OF YOUR SUBCONTRACTORS OR SUPPLIERS)

Name:	Address:	Phone Number:	Contact Name:

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Asbestos Policy

Asbestos Policy

Purpose

The purpose of this program is to provide guidance on all asbestos issues employees of Moltus Building Group may encounter while performing their normal work duties.

Please note: Employees of Moltus Building Group are NOT licensed or accredited as Asbestos Abatement Contractors. In the event that asbestos is discovered at a job site, it will be abated by a licensed/accredited Asbestos Abatement Contractor, who will be cleared through the Sub-contractor Management Plan.

Scope

This policy applies to all employees of Moltus Building Group at all locations.

General Safety Procedures

The following general precautions should be followed to reduce exposure and lower the risk of asbestos related health problems:

- Drilling, sawing, or using nails on asbestos materials can release asbestos fibers and is prohibited.
- Floor tiles, ceiling tiles or adhesives that contain asbestos should never be sanded.
- Use care not to damage asbestos when moving furniture, ladders, or any other object.
- Know where asbestos is located in your work area. Use common sense when working around products that contain asbestos. Avoid touching or disturbing asbestos materials on walls, ceilings, pipes, ducts, or boilers.
- All asbestos containing materials should be checked periodically for damage or deterioration. Report any damage, change in condition, or loose asbestos containing material to a supervisor.
- All sampling, removal, or repair work involving asbestos must be done by specially trained personnel. MIOSHA and EPA regulations are very specific about work practices and equipment required to work safely with asbestos. These requirements may include proper respirators, special enclosures, training, exposure monitoring, long term record keeping, and medical surveillance.
- Asbestos should always be handled wet to help prevent fibers from being released. If asbestos is soaked with water or a mixture of water and liquid detergent before it is handled, the fibers are too heavy to remain suspended in the air.
- In the presence of asbestos dust above the PEL, the use of a respirator approved for asbestos work is required. A dust mask is not acceptable because asbestos fibers will pass through it. The use of respirators must be approved by the Safety Office.

- Dusting, sweeping, or vacuuming dry asbestos with a standard vacuum cleaner will put the fibers back into the air. A vacuum cleaner with a special high efficiency filter (HEPA) must be used to vacuum asbestos dust.

- If a HEPA vacuum is not used cleanups must be done with a wet cloth or mop. The only exception to this would be if the moisture presents an additional hazard such as around electricity.

- Asbestos waste, including all clean up materials, must be sealed in a double 6-mil plastic asbestos bag and properly labeled before being disposed in an EPA approved landfill.

- Remember, the mere presence of asbestos itself does not create a health hazard unless the material is disturbed and releases fibers to the atmosphere. Protect yourself and others by being aware of where asbestos is located, the dangers involved, and using common sense when working around ACM.

- If you suspect that asbestos has been disturbed or damaged, immediately STOP WORK and notify your supervisor.

Training

All Moltus Building Group employees who are potentially exposed to Asbestos Containing Materials (ACM) and/or Presumed Asbestos Containing Materials (PACM) will be given training on the following topics on an annual basis:

- Asbestos: it's various forms and uses.

- Health effects associated with asbestos exposure.

- Recognition and locations of suspected asbestos containing materials.

- Recognition of damaged, delaminated, and/or deteriorated asbestos containing materials.

- Person who will carry out the responsibilities of the Operations and Maintenance Plan (if applicable).

- State and Federal regulations

    - Michigan Public Act 135 of 1986, as amended
    - Michigan Public Act 440 of 1988, as amended
    - Public Act 92 of 1993
    - MIOSHA Construction Safety Standards – Part 1 – General Rules
    - MIOSHA Part 602 – Asbestos in Construction
    - MIOSHA Part 305 – Asbestos in General Industry
    - EPA 40 CFR Part 763 (AHERA)
    - EPA 40 CFR Part 763 (MAP)
    - EPA 40 CFR Part 61 (NESHAP)

All training will be provided by competent asbestos trainers, either internally, or from Great Lakes Safety Training Center in Midland, Michigan. Training will be refreshed on an annual basis.

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Heat and Cold

Heat/Cold Conditions

Purpose

The purpose of this program is to provide guidance on employees of Moltus Building Group working in both Hot and Cold areas that you may encounter while performing their normal work duties.

Heat-related Illnesses

- Wear loose, light colored clothing and a hat.
- Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
- Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
- Watch for the following signs and symptoms of heat-related illnesses:
    - Heat Cramps: Severe muscle spasms in the back, stomach, arms, and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
    - Heat Exhaustion: Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting, and fast pulse.
    - Heat Stroke: High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
- Treat heat illness as soon as possible by doing the following:
    - Heat Cramps: Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
    - Heat Exhaustion: Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow-up with a medical examination.
    - Heat Stroke: Call 911 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

- Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F, and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.

- Watch for the following signs of cold-related illnesses:

    - Uncontrollable shivering
    - Slurred speech
    - Clumsy movements
    - Fatigue
    - Confused behavior

Should any employee experience any of these symptoms, please stop work and seek immediate medical attention.

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Fleet Safety

Fleet Safety

Purpose

Moltus Building Group recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our company is committed to reducing workplace accidents and providing a safe working environment for all employees. We value our workers not only as employees but also as human beings who are crucial to the success of their families, the local community and our company.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of Moltus Building Group's Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control.

To further this goal, our Company has developed a Fleet Safety Policy effective 1/1/2024. The Program will consist of six components: recruitment, job requirements, training, preventive maintenance, accident investigation and company vehicles for personal use. This policy applies to all candidates for employment as well as all current employees.

Recruitment:

Moltus Building Group focuses its initial efforts on driver selection through a variety of resources, beginning with the job application/new hire paperwork.

Driver selection will be made upon completion of a formal interview, background check, reference verification, and review of the individual's motor vehicle record (MVR).

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Drug/Alcohol Testing:

Testing will be conducted by a licensed medical facility designated by Moltus Building Group. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

Training:

New-hire and periodic training is required. All employees are expected and required to actively participate in identifying training needs as well as program development. Programs will consist of classroom and on-the-road modules. Training will focus on but will not be limited to defensive driving techniques and behavior modification.

Moltus Building Group will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement. Three accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

Basic Vehicle Operation Guidelines:

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. The following are basic vehicle operation principles to which employees are required to adhere:

- Always use seat belts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- Avoid driving past midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Remove any trash or personal items before returning the vehicle to Moltus Building Group.

Traffic Violations

Moltus Building Group is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Moltus Building Group.

Refueling Guidelines

Vehicles should be refueled when the meter reads ¼ full. Retain receipts proving the purchase of gasoline and record mileage with each gasoline purchase. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving

Moltus Building Group is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows:

- Use of cell phones while driving is strictly prohibited: This includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
- Use of electronic devices (including laptops, PDAs, cameras and pagers): While driving is strictly prohibited unless specifically outlined below.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.

- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

GPS Systems

Moltus Building Group understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way.
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
- Employees may not program the system while in motion.
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio or audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under Moltus Building Group's policy. Moltus Building Group allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

- Employees may not take eyes off the road to adjust music settings.
- Programming music settings while stopped, pulled off the road or before departing is permissible behavior.
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones. Not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens.

Preventive Maintenance:

To maintain the safety and integrity of the vehicle, Moltus Building Group will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are: brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers.

Pre-trip Inspections

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Placing a Vehicle Out of Service

The fleet administrator must conduct thorough post-trip vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in the vehicle is found that qualifies it as unfit, unreliable or unsafe for ordinary use, the fleet administrator must immediately take the vehicle out of service and fill out the Fleet Hazard Identification Form indicating the nature of the defect. The form should be forwarded to the maintenance department to confirm the defect and repair it if possible.

Vehicle Inventory

The Director of Construction will be responsible for maintaining a database of each vehicle's make, model, department, VIN number and license plate number. The Director of Construction will also manage and update a log for each vehicle including its location at any given time and the person who is driving it. The administrator will also take inventory of any minor defects or needed repairs, and schedule needed maintenance work as appropriate.

Accident Investigation Procedures:

Moltus Building Group realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued and all other relevant information. Pictures should be taken to document the extent of damage to all vehicles involved. Drivers are required to take detailed pictures.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Hazmat operations, containment and cleanup will be coordinated by dispatcher, supervisor and/or driver.

Company Vehicles for Personal Use

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. In all other cases, use of the company vehicle is limited to travel to and from work and work-related events. Any errand or travel that is not directly work related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes. Employees are expected to use their discretion.

Prohibited Behavior

Use of company vehicles is a privilege. Behaviors that result in suspension or permanent loss of driving privileges include the following:

- Driving while under the influence of drugs or alcohol.
- Negligent homicide.
- Operating a vehicle with a suspended license.
- Using a motor vehicle for commission of a felony.
- Aggravated assault with a motor vehicle.
- Reckless driving.
- Hit and run.
- Three convictions for moving violations.
- Use of a company vehicle without authorization.
- Three or more major traffic violations.
- More than two preventable accidents involving personal injury or property damage in any three-year period.

Specialty Vehicles

Golf carts and other specialty vehicles (including scooters, mules, and quad vehicles) in use on Moltus Building Group property to move people and materials around the facility require specific precautions:

- Vehicles must travel at an acceptable speed, slowing down in wet or slippery conditions.
- Vehicles must yield to pedestrians.
- Vehicles must keep to designated paths and roadways, staying off major streets. Carts may not block traffic paths where parked.
- Vehicles may not carry more passengers than the cart is designed to accommodate. If the vehicle is equipped with seat belts, they must be used.
- All passengers must keep hands, feet and other body parts inside the vehicle.
- The driver must be aware of surroundings, paying attention to driving signs and warnings, even if they are directed at autos and listening for warnings like emergency vehicle sirens, children playing or other vehicles.
- Adhere to all applicable traffic laws.

Selecting Company Vehicles

Managers charged with selecting company vehicles should keep the following general guidelines in mind:

- Vehicles that demonstrate “best in class” status for crash-worthiness are preferable.
- Vehicles that receive five stars for both front and side impact test are preferable.
- Vehicles with five-star rollover ratings are preferable.

Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of Moltus Building Group's Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and Moltus Building Group.

All employees are expected and required to actively participate in this program for their own health and well-being. Moltus Building Group encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. **The use of seatbelts and other safety devices is mandatory.**

Moltus Building Group conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. Moltus Building Group realizes a proper working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued and other relevant information. Pictures should be taken to document the extent of damage to all vehicles involved. **Report all accidents immediately to your dispatcher or supervisor.**

Personal use of company vehicles is prohibited without prior permission from management.

I have read and understand Moltus Building Group's Fleet Safety Policy, and its requirements and expectations of me as an employee.

Employee signature Date

Our Pledge to You

We expect our employees to demand the resources and support to adhere to this Fleet Safety Policy. Our pledge to you ensures your safety concerns will be met.

We pledge to do the following:

- Provide a safe working environment.
- Maintain vehicles on a regular schedule.
- Train drivers in safe driving practices and proper use of vehicle safety features. Training is performance-based and will be periodically repeated.
- Establish schedules that allow you enough time to obey speed limits and that limit your hours of vehicle operation time according to the regulations.
- Coordinate shipments as to provide you the proper rest both physically and mentally.
- Make sure that newly purchased vehicles are equipped with appropriate occupant protection and other safety features.

If you identify a hazard, equipment malfunction or unsafe procedure, please notify us immediately so we can review the situation and make corrections accordingly. Together we can create a safe working environment!

President's signature Date

CEO signature Date

Fleet Hazard Notification

Date:

Department:

Hazard or unsafe procedure identified:

Vehicle #:

Recommendations to provide a safer work environment/required maintenance:

Corrective action taken (to be completed by supervisor):

Date corrective action completed: _____ Completed by: _____

(to be completed by supervisor/mechanic)

Supervisor signature: _____

Employee signature: _____

Vehicle Inspection Checklist

Date: **Location:**

Make: **Model:** **Year:**

Vehicle number: **Mileage:**

Inspection Items

- ☐ Headlights
- ☐ Taillights
- ☐ Turn signals
- ☐ Brake lights
- ☐ Reflectors
- ☐ Tires and rims
- ☐ Battery
- ☐ Radiator & hoses
- ☐ Exhaust system
- ☐ Suspension
- ☐ Fuel system
- ☐ Oil—water leaks
- ☐ Water level
- ☐ Transmission
- ☐ Instruments—gauges
- ☐ Horn
- ☐ Windows—windshield
- ☐ Windshield wipers—washers
- ☐ Speedometer
- ☐ Steering
- ☐ Brake system
- ☐ Seat belts
- ☐ Seats
- ☐ Heater/Defroster
- ☐ Mirrors
- ☐ Safety equipment
- ☐ Accident kit
- ☐ Other

Body damage (describe):

Remarks:

Inspector signature