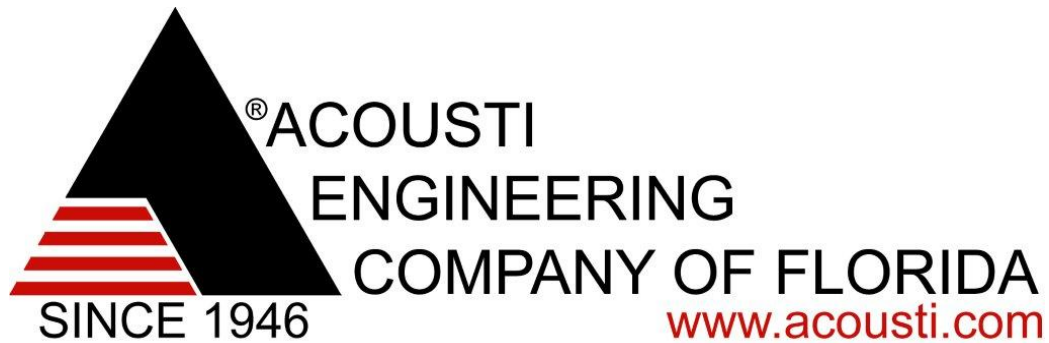


SAFETY POLICY

Updated 5-9-16



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ACOUSTI ENGINEERING COMPANY OF FLORIDA
Revised 5-9-16

MANAGEMENT COMMITMENT

The management of Acousti Engineering Company of Florida is committed to providing employees with a safe and healthful workplace. It is the policy of Acousti Engineering Company of Florida that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries and unsafe conditions to their supervisors. No such report will result in written reprimands or termination of employment. Employee's safety and health conditions will be given thorough consideration by the management team. Management will give top priority and provide financial resources to correct and provide additional training to unsafe employees who unknowingly, willfully or repeatedly violate workplace safety rules as defined by up to date published OSHA manuals, company specific safe workplace rules, including those of our customers and common sense safety practices. This action may include verbal or written reprimands and could ultimately result in termination of employment.

ACOUSTI ENGINEERING COMPANY OF FLORIDA

SAFETY POLICY

The Safety Policy of Acousti Engineering Company of Florida complies with the standards of the Occupational Safety and Health Act (OSHA) and the State of Florida Health and Safety Standards, and to endeavor to have injury free jobs.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of Acousti Engineering Company of Florida. The authorization and responsibility for enforcement has been given primarily to the Branch Manager. It is also the responsibility of all employees and subcontractors to follow and enforce company safety policies. It cannot be assumed that every acceptable safety procedure is contained herein or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

A. POLICY

It is the Company Policy that accident prevention be a prime concern to all of us. It includes not only prevention of wasteful and inefficient operations, damage to property and equipment, but foremost the safety and well being of all our employees, subcontractors and customers.

B. APPLICABILITY

This policy applies to all employees of Acousti Engineering Company of Florida regardless of position with the company. The safety rules apply to anyone who is on an Acousti Engineering Company of Florida job site or premises.

C. IMPLEMENTATION

Our Company's safety program has been designed for maximum employee involvement in four fundamental ways:

1. Management's commitment to safety.
2. Quarterly in depth safety meetings.
3. Effective job safety training for all categories of employees.
4. Various incentive awards for exemplary safety performance.

D. ADMINISTRATION

The Safety Program will be carried out according to guidelines established and published in this manual. Specific instructions and assistance will be provided by the Safety Director. Each Manager will be responsible for meeting all requirements of the Safety Program and for maintaining an effective accident prevention effort with his area of responsibility. It will be the Manager's responsibility to see that all accidents are thoroughly investigated and reported to the Safety Director on the same day of the occurrence.

E. REPORTING OF INJURIES

All employees will be held accountable for failing to report a job injury immediately. (Immediately meaning at or near the time of the injury and on the same day of the injury) Employees must report the injury, in detail, to their Supervisors, i.e. Foreman, Superintendent, Project Manager, or Manager, etc. The employee must let their Supervisor know:

- 1) How they think they hurt themselves.
- 2) What they were doing at the time.
- 3) Who they were working with at the time.
- 4) When and where it happened.
- 5) Other pertinent information that will aid in the Supervisor's investigation of the accident.

Anyone failing to report an injury immediately (meaning at or near the time of injury and on the same day of the injury) is in violation of Acousti Engineering Company of Florida's Safety Policy and may be subject to immediate termination.

Every employee of Acousti Engineering Company of Florida, their subcontractors and suppliers are expected to comply with this policy and to comply with OSHA and the Florida State health and Safety Standards.

ACOUSTI ENGINEERING COMPANY OF FLORIDA
BASIC SAFETY RULES

1. Compliance of applicable Federal, State, County, City, Client and Acousti Engineering Company of Florida safety rules and regulations is a condition of employment.
2. All injuries, regardless of how minor, must be reported to your supervisor and the branch office immediately. An employee that fails to report an injury immediately will be issued a safety violation notice and may be subject to termination.
3. OSHA approved non-conductive hard hats will be worn by all employees on the project site as required by the General Contractor. The bill of the hard hat will be worn in front at all times. Alterations or modifications of the hat or liner shall be prohibited.
4. Safety glasses will be worn as a 100% requirement for eye protection. Remember, additional eye and face protection such as mono goggles and face shields are required for such operations as grinding, jack hammering, utilizing compressed air or handling chemicals, acid and caustic materials. Burning goggles for cutting, burning or brazing and welding hoods for welding are required.
5. Safety harness and lanyards shall be worn and secured any time there is a fall hazard of more than 6 feet.

Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place. Horizontal lifelines shall be minimum of ½” diameter wire rope. Vertical lifelines shall be ¾” manila rope or equivalent and shall be used in conjunction with an approved type rope grab.
6. Clothing must have protection to the body. Shirts must have at least a t-sleeve. Shirt tails must be worn inside the trousers. Sturdy work boots with rigid, slip resistant soles which give adequate protection to the feet and ankles are required. Sneakers, sandals and other light-weight footwear are prohibited.
7. Firearms alcoholic beverages or illegal drugs are not allowed at the branch office or on site. Drugs prescribed by a physician must be registered with the Supervisor. The user or possessor of illegal drugs or alcoholic beverages will result in immediate termination.

8. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Clean up is required when you finish a job, at the end of the day or as needed to maintain a safe work place.
9. Burning and cutting equipment shall be checked daily before being used. All gas shall be shut off and hoses disconnected from bottles or manifolds at the end of the day. Caps shall be replaced on bottles when gauges are removed. All repairs shall be made in the tool room at the branch. Makeshift field repairs will not be allowed. Two sets of flashback arresters shall be installed on oxyacetylene outfits; one set at the regulators and one set at the torch handle.
10. Drinking water containers are for drinking water and ice only. Tampering with or placing items such as drinks, etc., in the water cooler will result in immediate termination. The “common drinking cup” is not allowed. Disposable cups only.
11. All tools, whether company or personal, must be in good working condition. Defective tools must not be used. Examples: chisels with mushroomed heads, hammers with loose or split handles, guards missing on saws or grinders, etc.
12. ALL electrical tools shall be checked and color coded by a designated competent person each month. This shall be part of our assured grounding program.
13. Glass bottles or containers are not permitted on site.
14. Job site speed limit is 10 mph. No one is permitted to ride on a truck standing up. Sitting on the outside edges is prohibited. You must be down inside the truck. Riding as a passenger on equipment is prohibited unless the equipment has the safe capability of transporting personnel.
15. Adequate precautions must be taken to protect men and equipment from hot work such as welding or burning. Fire extinguishing equipment shall be no further away than 50 feet all hot work. Return used extinguishers to the branch office for recharge immediately.
16. All scaffolding and work platforms must be in accordance with OSHA specifications. All ladders must be in safe condition without broken rungs or split side rails. Damaged ladders shall be removed from service. Ladders shall be secured at the top and bottom and extend 3’ past the walking surface. Metal ladders are prohibited on all jobsites.

ENFORCEMENT OF SAFETY POLICY

Safety violation notices shall be issued to any Acousti Engineering Company of Florida employee, subcontractor or anyone on an Acousti Engineering Company of Florida job site violating the safety rules or regulations. Issuance of safety violation notices shall be by foreman and above including the Branch Manager.

1. Any violation of safety rules can result in suspension or immediate termination.
2. Any employee receiving three (3) written, general violations within a six (6) month period shall be terminated.
3. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) will result in immediate termination.

It is understood that Acousti Engineering Company of Florida is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

JOB SAFETY CHECK LIST

The following Job Safety Check List has been condensed and edited from the Occupational Safety and Health Administration Part 1926 Construction Safety and Health Regulations. The Job Safety Check is made part of the safety rules.

A. SAFETY RULES

1. **HARD HATS & SAFETY GLASSES WILL BE WORN 100% AS REQUIRED BY ACOUSTI ENGINEERING COMPANY OF FLORIDA.**
2. Shirts with sleeves and pants will be worn at all times. No shorts are to be worn on the project.
3. Work boots are required. No clogs, tennis shoes or loafers are permitted.
4. Employees are required to keep their work areas safe and clear.
5. Safety goggles / face shields will be worn when circumstances warrant.
6. Electrical cords and equipment must be properly grounded and checked.
7. Use of alcoholic beverages or controlled substances is prohibited.

8. Branches are responsible for providing fall protection for their employees.
9. All scaffolds will be built to specifications as established by OSHA.
10. In the event of an accident involving personal injury or damage to property, the person or persons involved in any way may be required to submit themselves for drug testing.
11. Violation will be cause for immediate removal from the job site.

B. RECORD KEEPING

1. OSHA poster “Safety and Health Protection on the Job” posted.
2. OSHA “log of Occupational Injuries and Illnesses” posted during the month of February only at the branch with the branch managers signature.
3. Insurance poster “Notice to Employees” indicating State Workman’s Compensation coverage posted.
4. Telephone numbers of Police, Fire, Ambulance, Hospital and Doctor posted.
5. Hard Hat sign posted at job sites as required by the General Contractor.
6. Safety Meetings weekly on job sites followed by sign-in log.

C. HOUSEKEEPING AND SANITATION

1. General neatness.
2. Regular disposal of trash.
3. Passageway, driveways and walkways clear.
4. Adequate lighting (see OSHA 1926.56).
5. Oil and grease removed.
6. Waste containers provided and used.
7. Adequate supply of drinking water (see OSHA 1926.51).
8. Sanitary facilities adequate and clean (see OSHA 1926.51).
9. Adequate ventilation.

D. FIRST AID

1. First Aid kit with supplies and equipment.
2. Trained first aid and CPR men (see OSHA 1926.50).
3. Injuries promptly and properly reported.

E. PERSONAL PROTECTIVE EQUIPMENT

1. Hard Hats (see OSHA 1926.100).
2. Hearing protection (see OSHA 1926.101).
3. Eye and face protection 100% (see OSHA 1926.102).
 - a) Goggles where flying particles exist.
 - b) Face shields for dust.
 - c) Welding masks for welder and helper.
4. Respiration protection (see OSHA 1926.103)
5. Safety harness and lifelines (see OSHA 1926.104).
6. Gloves where required (employer provided).

F. FIRE PROTECTION

1. Fire safety introduction to employees.
2. Fire extinguishers – charged and identified.
3. No smoking areas posted.
4. Flammable and combustible material storage area (see OSHA 1926.152).
5. Safety gasoline containers.

G. HAND AND POWER TOOLS (see OSHA 1926.300)

1. Inspect all tools for the proper operating conditions.
2. All tools stored property and neatly.
3. All power tools property grounded.
4. Inspect all tools for proper safety guards

H. WELDING AND CUTTING (see OSHA 1926.350)

1. Gas and oxygen cylinders secured in a vertical position.
2. Hoses inspected regularly.
3. Cylinders, caps, valves, couplings, regulators and hoses kept free of oil and grease.
4. Cylinder caps shall be in place whenever cylinder is not being used.

5. Maintain gauge pressures – oxygen 30 – 40 pounds, acetylene 5 – 10 pounds, when in use; small tip uses less.
6. Two (2) sets of flash arresters (for oxyacetylene outfits). One (1) set at torch handle and one (1) set at regulators.

I. ELECTRICAL (see OSHA 1926.400)

1. All portable tools and cords will be properly grounded.
2. Daily visual inspection of caps, ends and cords for deformed or missing pins, insulation damage and internal damage.
3. Tests of cords, tools and equipment for continuity and correct attachment of the equipment grounding connector to the proper terminal shall be made every three (3) months and:
 - a) Prior to first use.
 - b) Prior to return to service after repairs.
 - c) Prior to return to service after incident which may have caused damage to cord or equipment.
4. Cords and equipment which do not meet requirements shall be removed from service until repairs have been made.
5. Maintain a written log of all tests on cords, tool and equipment unless there is G.F.I installation.

J. LADDERS (see OSHA 1926.450)

1. Inspect at regular intervals.
2. No broken or missing rungs or steps.
3. No broken or split side rail.
4. Extend at least 36” above landing and secure.
5. Side rail of 2 x 4 up to 16’ – above 16’ to be 3 x 6.
6. Cleats 2 x 4 and space 12” top-to-top

K. SCAFFOLDING (see OSHA 1926.451)

1. All scaffolding is to be erected and tagged by a competent person.
2. Any scaffolding alterations must be re-inspected and tagged by a competent person.
3. All scaffolding needs to be inspected daily before work begins. Inspect at regular intervals.
4. Footings shall be sound and rigid and capable of carrying the maximum intended load.
5. Tied into building vertically and horizontally at 14' intervals.
6. Properly cross braced.
7. Proper guard rail and toe boards.
8. Scaffold planks shall be scaffold grades or equivalent, secured and cleated.
9. Scaffolds shall be capable of supporting at least four (4) times the maximum intended load.

L. GUARDRAILS, HANDRAILS, AND COVERS (see OSHA 1926.500)

1. Guardrails, handrails and covers shall be installed wherever there is danger of employees or materials falling through floor, roof or wall openings and shall be guarded on all exposed sides.
2. Posts shall be of at least 2 x 4 stock spaced not more than 8' apart.
3. Top rail shall be 42' above the floor and of 2 x 4 stock.
4. The intermediate rail shall be 21" above the floor and of 1 x 4 stock.
5. Guardrail assemblies around floor openings shall be equipped with toe boards.
The toe boards shall be 4" minimum above the floor level and shall not have more than ¼" clearance above the floor level, if there are employees below and conditions dictate.
6. Guardrails must be capable of supporting 200 pounds in any direction.

M. MATERIAL HOISTS (see OSHA 1926.552)

1. Inspect at regular intervals.
2. Operating rules shall be posted at operator's station.
3. "No Rider" signs posted at all stations.
4. All entrances shall be properly protected.
5. All entrance bars and grates shall be painted with diagonal contrasting stripes.
6. Have experienced operator.
7. Current crane certification inspection sticker and papers on rig.

N. MOTOR VEHICLES (see OSHA 1926.552)

1. Inspect all lights, brakes, tires. Horn, etc., at regular intervals.
2. Do not overload vehicles.
3. Trash trucks shall have covers.
4. No riding on edge of pickup truck bed.
5. No riding on concrete trucks, loaders, backhoes. Etc.
6. Back-up alarms on loaders, tractors, backhoes, forklift etc.

O. MATERIAL STORAGE AND HANDLING

1. Designate material storage area.
2. Keep material at least two (2) feet from edge of excavation.
3. Control water.
4. Inspect frequently.

SAFETY EQUIPMENT CHECK LIST

The following is a list of safety equipment that should be on the job at all times. It should be checked regularly by the Superintendent or job foreman to see that the required equipment is on the job and in good condition.

1. Safety goggles, shields and glasses.
2. Hearing protection.
3. Respirators.
4. Fire extinguishers (properly charged).
5. First Aid Kit (check list inside kit).
6. Stretcher or Stokes Litter.
7. Welding masks and goggles.
8. Storage racks for oxygen and acetylene bottles.
9. Guards on all power tools.
10. Trash receptacles or containers.
11. OSHA Forms posted.

SAFETY MEETING REPORT

Acousti Engineering Company of Florida has a Safety Meeting form. This form should be filled out for each safety meeting that is held. After filling out the form, you should return it to the Acousti Branch Office.

OSHA POSTER

Acousti Engineering Company of Florida has a job safety and health poster from OSHA. This poster must be posted on every job in a conspicuous place, preferably on the bulletin board in the General Contractor's office trailer.

LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES

Acousti Engineering Company of Florida has an OSHA log for injuries and illnesses. This must be posted in a conspicuous place and kept up to date as all injuries and illnesses occur. Preferably these are to be posted on the bulletin board in the branch warehouse.

EMERGENCY PHONE NUMBERS

Acousti Engineering Company of Florida has a listing of emergency room and walk in clinic phone numbers for each branch. This list should be filled out and placed in a conspicuous place near the telephone (such as the bulletin board in the warehouse). The Superintendent, foreman, or branch manager should be made aware of the safety policy and emergency phone numbers as well.

All employees must be made aware of the locations of the Emergency Room and Walk-In Clinics.

LOCAL AREA LOCATIONS ARE LOCATED INSIDE THE REAR POCKET OF THIS SAFETY MANUAL.

FLOOR LAYING AND OTHER FLOOR WORK SAFETY PROGRAM

NAICS CODE 238330

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties.

ALL EMPLOYEES

STAIRWAYS, FLOORS AND OPENINGS

CARPET LAYING

LIFTING PROCEDURES

PERSONAL PROTECTIVE EQUIPMENT/ELECTRICAL HAND & POWER TOOLS

Chisels

Clamps

Files/Rasps

Hammers

Knives/Sharp Instruments

Pliers

Saws

Screwdrivers

Snips

Vises

HOUSEKEEPING

POWER ACTUATED TOOLS

POWER NAILERS

RESILIENT FLOOR COVERINGS

SANDING EQUIPMENT

GRINDERS

GENERAL POWER SAW SAFETY

HAZARDOUS MATERIALS

ADDITIONAL ACOUTI SAFETY RULES

STILT USE SAFETY

ALL EMPLOYEES

STAIRWAYS, FLOORS AND OPENINGS

1. Do not work on open-sided floors, elevated walkways, or elevated platforms if there are no guardrails in place.
2. Stand clear of floor openings if guardrails or covers are removed or displaced.

CARPET LAYING

1. Carry knives in a leather pouch.
2. Keep sealing iron in the sealing iron tray when iron is energized.
3. When using power stretchers on long pulls, make sure the power head handle is locked down. Do not sit on handle or attempt to hold the handle down with your hand.
4. Do not leave knives and tools lying on the floor.
5. Wear kneepads.

LIFTING PROCEDURES

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

PERSONAL PROTECTIVE EQUIPMENT

1. Do not paint or drill holes in hard hats.
2. When applying any kind of finish, wear an approved organic-vapor respirator with clean filters.
3. Wear safety glasses, goggles or face shield 100% when operating chippers, grinders or sanders.
4. Wear earplugs or earmuffs in areas posted "Hearing Protection Required".
5. Wear goggles when using any power tool.

ELECTRICAL POWERED TOOLS

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, slicers, knives, grinders, irons, and presses.
3. Do not carry plugged-in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Do not operate spark-inducing tools such as drills or saws near containers labeled "Flammable"
10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not connect multiple electrical tools into a single outlet.
12. Do not drive over, drag and step on or place objects on cord.
13. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two-conductor extension cord.
14. Do not operate power hand tools or portable appliances if the ground pin from the three-pronged power plug is missing or has been removed.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
16. Do not operate power hand tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.
17. Do not operate power tools or portable appliances that have frayed, worn, cut, improperly sliced or damaged power cord.

HAND & POWER TOOLS

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Keep the blade of all cutting tools sharp.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools “Out of Service” and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, or splits, or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels, or punches that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool is sheathed.
9. Do not perform “make-shift” repairs to tools.
10. Do not use “cheaters” on load binders or “boomers”.
11. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

CHISELS

1. Keep the cutting edge of the chisel sharp.
2. Do not use chisels with damaged striking ferrules.
3. Hold a chisel with a tool holder if possible.

CLAMPS

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

FILES/RASPS

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

HAMMERS

1. Use a claw hammer for pulling and driving nails.
2. Do not strike nails or other objects with the cheek of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy, or wet.
6. Do not use a hammer as a wedge or a pry bar, or for pulling large spikes.
7. Use only a sledge-type hammer on a striking face wrench.

KNIVES/SHARP INSTRUMENTS

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Store knives in knife blocks or in sheaths after use.
3. Do not use knives with dull blades.
4. Do not use honing steels that do not have disc guards.
5. Do not attempt to catch a falling knife.
6. Use knives for the operation for which they are named.
7. Do not use knives with broken or loose handles.
8. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
9. Do not pick up knives by their blades.
10. Carry knives with their tips pointed towards the floor.

PLIERS

1. Do not attempt to force pliers by using a hammer on them.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with insulated handles for electrical work.
4. Do not use pliers that are cracked, broken, or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

SAWS

1. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw, or bow saw, if the blade is not taut.
2. Do not use a saw that has a dull saw blade.
3. Keep hands and fingers away from the saw blade while using the saw.
4. Do not carry a saw by the blade.
5. When using a hand saw, hold the work piece firmly against the worktable.
6. Do not use woodworking equipment such as circular saws, radial saws, or jointers if they do not have guards on the saw blades.
7. Clamp the work piece when using a hole saw.
8. When operating scroll saws, stop the machine before removing scrap pieces from the table.

SCREWDRIVERS

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, a drill, or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Use a screwdriver that has an insulated handle for electrical work.
8. Do not use a screwdriver if your hands are wet, oily, or greasy.
9. Do not use a screwdriver to test the charge or a battery.
10. When using a spiral ratchet screwdriver, push down firmly and slowly.

SNIPS

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver, or pry bar.
6. Use the locking clip on the snips after use.

VICES

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise. Do not slip a pipe over the handle of a vise to gain extra leverage.

HOUSEKEEPING

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not use gasoline for cleaning purposes. Use only recommended cleaning solutions as listed on container label.
3. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
4. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.
5. Remove protruding nails or bend them down into the lumber by using a claw hammer.

POWER ACTUATED TOOLS

1. Only employer authorized personnel with valid certification cards may operate power actuated tools.
2. Wear safety glasses, goggles or face shield when operating power actuated tools.
3. Wear ear plugs or ear muffs when making fastenings.
4. Do not permit bystanders in the ears when using a power actuated tool.
5. Do not load tool until ready to make a fastening.
6. Keep tool pointed in a safe direction (away from people).
7. Post a sign alerting co-workers that a power actuated tool is being used.
8. After use, lock power actuated tools and power loads in a container or store in a safe place.

POWER NAILERS

1. Keep your hands well clear of the power nailer's plunger head and the hammer.
2. Do not use a steel hammer to strike the power nailer.
3. Always wear your safety glasses when nailing.

RESILIENT FLOOR COVERINGS

1. Before you begin installation of the floor coverings, ventilate the area by opening windows, doors, or by using an exhaust fan.
2. Read labels, SDS sheets and safety recommendations on all materials used in installation, i.e. adhesives, solvents, seam sealers, polishers, patching compounds, and cleaners.
3. Never leave propane torches that are being used for heating unattended.
4. Keep all flammable materials away from flame or spark.
5. Flush your skin or eyes with water if they come in contact with hazardous material.
6. Use heat resistant gloves when using heating tools.
7. Wear knee pads.
8. Keep the work area well lighted and uncluttered.

NOTE: When work involves the removal of a resilient floor covering structure that contains or is assumed to contain asbestos, always check with supervisor before proceeding.

SANDING EQUIPMENT

1. Always leave the floor sanding machine(s) unplugged until ready for use.
2. Unplug the belt sander when changing the sander belt.
3. Always use approved dust mask when sanding.

GRINDERS

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Do not try to stop the wheel using your hand, even if you are wearing gloves. To prevent your gloves from getting caught by the grinding wheel, hold the work-piece by using vice grip pliers, clamps, or a jig.
4. Adjust the tongue guard so that it is no more than 1/8 inch from the grinding wheel.

GENERAL POWER SAW SAFETY

1. Wear the prescribed personal protective equipment such as goggles, gloves, and hearing protection when operating the power saw.
2. Turn the power switch of the saw to "Off" before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

HAZARDOUS MATERIALS

HAZARDOUS COMMUNICATION

1. Make sure your employee training program for hazardous substances includes:
 - A. Explanation of what a Safety Data Sheet is and how to obtain the data sheet.
 - B. SDS contents for each hazardous substance.
 - C. Where employees can find the training program for reference.
 - D. A list of hazardous substances that are present in the work area, how to detect their presence, and the protective measures to be taken which includes use of respirators.
2. The written hazard communication program must be available to all employees, it needs to deal with the SDS labeling and indicate who is responsible for in house labeling.

HAZARDOUS MATERIAL HANDLING

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.
3. Do not smoke while handling chemicals marked "Flammable".
4. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
5. Do not store chemicals labeled "Flammable" near sources of ignition such as hot pipes or boiler rooms.
6. Make sure all flammable or toxic chemicals are kept in closed containers when not in use.
7. Materials that give off toxic asphyxiating, suffocating, or anesthetic fumes must be stored in remote or isolated locations when not in use.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Abide by all the rules outlined by your employer in the employee training and hazard communication manuals.

ADDITIONAL ACOUSTI SAFETY RULES

- 1. Every injury, including those of a minor nature must be reported to the Branch Office within 24 hours.**
- 2. Job Conditions:**
 - a. Be alert. Make sure conditions insure safety. (Clean floors---stock loose materials---store unused tools.
 - b. Report any unsafe conditions to your supervisor.
 - c. Everyone must help with clean up work. Good housekeeping is a top safety policy. Every trade cleans up after itself.
- 3. Work Clothes:**
 - a. Hard hats must be used.
 - b. Shirts and long pants without cuffs should be worn.
 - c. Hard-toed shoes or boots (no sneakers).
- 4. No drugs or alcoholic beverages.**
- 5. No horseplay.**
- 6. Watch your step. Don't step backwards without looking.**
- 7. Eye Protection: (is 100%)**
 - a. Wear goggles when welding, cutting with power tools, or shooting with a stud gun.
 - b. Watch for grid extending from scaffold and/or wire bent at eye level.
 - c. Cut down drylines. Do not pull or snatch.
- 8. Equipment:**
 - a. Electrical Cords
 - (i) Do not run through water.
 - (ii) Unless double insulated, must be used only on a grounded 3 wire system. Grounding connections must not be cut off or bypassed.
 - b. Lasers
Place caution sign before set-up.
 - c. Power Tools
Should only be operated by qualified personnel with safety guards in place.
 - d. **Generally:**
Do not use worn out tools, bad springs, wheels, ladder rungs.
- 9. Lifting:**
 - a. Lift with legs – not back.
 - b. All heavy loads to be lifted by 2 or more) men or lifting device.
- 10. Warehouse:**
 - a. Always look behind when reversing forklift.
 - b. NO SMOKING.
 - c. Always wear safety/seat belt.

11. Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
5. Do not use any scaffold tagged "Out of Service".
6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting let screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toeboard or planking.
11. Use your safety harness and lanyards when working on scaffolding at a height of 6 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrail.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

SCAFFOLDS (General) (see OSHA 1926.450 – 452 and illustrations #3, 4 & 5).

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

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

There will be a screen with maximum ½ inch openings between toe boards and guardrail where persons are required to work or pass under scaffolds. Planking will be scaffold grade or

equivalent as recognized by approved grading rules for species of wood used. Overlap scaffold planking in minimum of twelve (12) inches or secure from movement.

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

SCAFFOLDS (Mobile) (see OSHA 1926.450 – 452).

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

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

SCAFFOLDS (Swinging) (see OSHA 1910.28).

On suspension scaffolds designed for a working load of 500 pounds, no more than two men will be permitted to work at one time. On suspension scaffolds with a working load of 750 pounds, no more than three men may work at one time. Each employee will wear approved safety harness attached to a lifeline. The lifeline will be securely attached to substantial numbers of structure (not scaffold), or to securely rigged lines, which will safely suspend employee in case of a fall.

SCAFFOLDS (Tubular welded frame) see OSHA 1926.450 – 452.

Scaffolds will be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally. Cross braces will be such length as will automatically square and align vertical members or erected scaffold is plumb, square and rigid. All brace connections will be made secure.

DO'S AND DONT'S FOR THE USE OF DURA-STILTS

A personal set of safety guidelines published for Dura-Stilts users to observe and follow, became the cornerstone reference for stilt safety programs throughout the industry.

DO'S

- **DO...** Inspect stilts thoroughly before use, making sure that the structure is free of any sign of damage, that there is no excessive wear at the connection points, and that all bolts are tight. Special attention should be given to the entire strut tube assemblies and wingbolts in this respect.
- **DO...** Replace any damaged excessively worn stilts components before use.
- **DO...** Assure the safety and quality of Dura Stilts by using only Genuine Dura-Stilts components.
- **DO...** Fasten the upper leg strap first when putting on the stilts.
- **DO...** Remove anything from the soles which could cause loss of traction.
- **DO...** Keep all straps tightly fastened and secured.
- **DO...** Remove stilts to adjust them unless assisted by another person.
- **DO...** Take short and distinct steps, making sure that the stilts are raised well clear of floor with each step. (Your stride maybe lengthened as you become more confident.)
- **DO...** Walk forward only, making a U turn to reverse your direction.
- **DO...** Keep stilts adjusted properly.
- **DO...** Always look where you're stepping.
- **DO...** Walk only on suitable hard surface and level terrain.
- **DO...** Cover or guard floor openings, stairwells, etc.
- **DO...** Remove stilts when climbing or descending stairs.
- **DO...** Receive assistance when retrieving objects from the floor.
- **DO...** Be cautious when working around low profile furniture and fixtures, pipes, protrusions, etc.
- **DO...** Disconnect upper leg straps last when removing stilts.

DON'TS

- **DON'T...** Exceed load limit of 225 lbs.

- **DON'T...** Wear stilts without having the proper instruction on their use.
- **DON'T...** Wear stilts that are uncomfortable or out of adjustment.
- **DON'T...** Wear stilts without having properly inspected them.
- **DON'T...** Wear stilts that have damaged excessively worn or modified components.
- **DON'T...** Compromise Dura-Stilts quality by using components to imitation brands.
- **DON'T...** Walk on oily or otherwise slippery surfaces.
- **DON'T...** Walk on sandy, rocky, uneven, muddy, or excessively soft terrain.
- **DON'T...** Work around uncovered floor openings, stairwells, etc.
- **DON'T...** Work in or around loose wire, rope, electric cords, paper sacks, broken glass, conduit, etc.
- **DON'T...** Walk on secondary scaffolding, benches, planks, stairs, steps, stools, etc.
- **DON'T...** Carry heavy loads while walking on stilts.
- **DON'T...** Run or walk fast on stilts.
- **DON'T...** Pick up objects which are lower than foot level.
- **DON'T...** Wear stilts that are taller than necessary.
- **DON'T...** Become so overconfident that you fail to exercise caution.
- **DON'T...** Lean over desks, files, boxes or other objects while on stilts.
- **DON'T...** Wear stilts while under the influence of drugs or alcohol.
- **DON'T...** Take steps too large that the action springs bottom out.
- **DON'T...** Modify this product in any manner.

CAUTION

Dura-Stilts are made of aluminum and therefore will conduct electricity. Exercise extreme caution when working around electrical sources as a shock could result.

CEILINGS & SPECIALTY TRADE

NAICS CODE 238

SAFETY RULES, POLICIES & PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties.

ALL EMPLOYEES

- Stilt Use Safety
- Lifting Procedures
- Ladders and Step Ladders
- Electrical

GENERAL LABOR PERSONNEL

- Hand Tool Safety
 - Pliers
 - Wrenches
 - Hammers
 - Tool Boxes/Chests/Cabinets
 - Vises
 - Clamps
- Power Tools
 - Electrical Powered Tools
 - Hydraulic and Pneumatic Tools
 - Jacks
 - Grinders
 - General Power Saw Safety
- Hazardous Materials
 - Hazardous Communication
- Job Site Safety
- Personal Protective Equipment
- Carts
- Manual Stacking and Handling
- Additional Safety Rules
 - Scaffolding

ALL EMPLOYEES

DO'S AND DONT'S FOR THE USE OF DURA-STILTS

A personal set of safety guidelines published for Dura-Stilts users to observe and follow, became the cornerstone reference for stilt safety programs throughout the industry.

DO'S

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- **DO...** Replace any damaged excessively worn stilts components before use.
- **DO...** Assure the safety and quality of Dura Stilts by using only Genuine Dura-Stilts components.
- **DO...** Fasten the upper leg strap first when putting on the stilts.
- **DO...** Remove anything from the soles which could cause loss of traction.
- **DO...** Keep all straps tightly fastened and secured.
- **DO...** Remove stilts to adjust them unless assisted by another person.
- **DO...** Take short and distinct steps, making sure that the stilts are raised well clear of floor with each step. (Your stride maybe lengthened as you become more confident.)
- **DO...** Walk forward only, making a U turn to reverse your direction.
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- **DO...** Always look where you're stepping.
- **DO...** Walk only on suitable hard surface and level terrain.
- **DO...** Cover or guard floor openings, stairwells, etc.
- **DO...** Remove stilts when climbing or descending stairs.
- **DO...** Receive assistance when retrieving objects from the floor.
- **DO...** Be cautious when working around low profile furniture and fixtures, pipes, protrusions, etc.
- **DO...** Disconnect upper leg straps last when removing stilts.

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- **DON'T**... Take steps too large that the action springs bottom out.
- **DON'T**... Modify this product in any manner.

CAUTION

Dura-Stilts are made of aluminum and therefore will conduct electricity. Exercise extreme caution when working around electrical sources as a shock could result.

LIFTING PROCEDURES

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level about your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

LADDERS AND STEP LADDERS

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
3. Allow only one person on the ladder at a time.
4. Do not use ladders that have loose rungs, cracked or split rails, missing rubber foot pads, or other visible damage.
5. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
6. Do not stand on a ladder that wobbles, or that leans to the left or right of the center.
7. Do not stand on the top two rungs of any ladder.
8. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
9. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
10. Metal ladders are prohibited on all jobsites.

CLIMBING A LADDER

1. Face the ladder when climbing up or down.
2. Do not carry items in your hands while climbing up or down a ladder.
3. Maintain a three-point contact by keeping hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

ELECTRICAL

1. Do not use frayed, cut or cracked electrical cords.
2. Do not plug multiple electrical cords into a single outlet.

3. Make sure all electrical tools and equipment are grounded by a testing method.
4. Before using any electrical appliances (microwaves, vacuum cleaners, polishers, etc.) make sure they are grounded.
5. Flexible cords and cables need to be free of splices or taps.
6. Do not use extension or power cords that have the third prong removed or broken off.
7. Use a cord cover or tape the cord down when running electrical cords across aisles, or across entrances or exits.
8. Turn the power switch to “off” and unplug machines before adjusting, lubricating, or cleaning them.
9. Make sure all switches and circuit breakers are labeled correctly.

GENERAL LABOR PERSONNEL

HAND TOOL SAFETY

1. Carry all sharp tools in a sheath or holster.
2. Tag worn, damaged or defective tools “Out of Service” and do not use them.
3. Do not use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. When using knives, shears, or other cutting tools, cut in a direction away from your body.
6. Do not perform “makeshift” repairs to tools.
7. Do not throw tools from one location to another, from one employee to another, or from elevated platforms.
8. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.
9. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.

PLIERS

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Do not use pliers that are cracked, broken or sprung.
4. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

WRENCHES

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
4. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

HAMMERS

1. Do not use a hammer if your hands are oily, greasy or wet.
2. Do not strike nails or other objects with the “cheek” or the hammer.

3. Do not strike one hammer against another hammer.

TOOL BOXES/CHESTS/CABINETS

1. Do not use a toolbox or chest as a workbench.
2. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
3. Do not open more than one drawer of a toolbox at a time.
4. Do not stand on toolboxes, chests or cabinets to gain extra height.

VICES

1. When climbing a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, saw horse or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

CLAMPS

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

POWER TOOLS

ELECTRICAL POWERED TOOLS

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills, saws, or grinders.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on a wet surface.
9. Do not operate spark-inducing tools such as drills or saws near containers labeled "Flammable" or in an explosive atmosphere.
10. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
11. Do not use an adapter that eliminates the ground such as a cheater plug.
12. Do not connect multiple electrical tools into a single outlet.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not use a power tool while wearing wet cotton gloves or wet leather gloves.
15. Do not operate power hand tools or portable appliances that have a frayed, worn, cut, improperly spliced or damaged power cord.
16. Do not operate power hand tools or portable appliances if the ground pin from the three pronged power plug is missing or has been removed.

17. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two-conductor extension cord.
18. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.

HYDRAULIC PNEUMATIC TOOLS

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools “Out of Service” to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to the “Off” position and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

JACKS

1. Do not exceed the jack’s rated lifting capacity as noted on the label of the jack.
2. Clear all tools and equipment out of the way before lowering the jack.

GRINDERS

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it “Out of Service”.
3. Do not try to stop the wheel using your hand, even if you are wearing gloves. To prevent your gloves from getting caught by the grinding wheel, hold the work-piece by using vice grip pliers, clamps, or a jig.
4. Adjust the tongue guard so that it is no more than 1/8 inch from the grinding wheel.

GENERAL POWER SAW SAFETY

1. Wear the prescribed personal protective equipment such as goggles, gloves, and hearing protection when operating the power saw.
2. Turn the power switch of the saw to “Off” before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
5. If the saw becomes jammed, turn the power switch of the saw to “Off” before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

HAZARDOUS MATERIALS

HAZARDOUS COMMUNICATION

1. Make sure your employee training program for hazardous substances includes:
 - A. Explanation of what a Safety Data Sheet is and how to obtain the data sheet.
 - B. SDS contents for each hazardous substance.
 - C. Where employees can find the training program for reference.
 - D. A list of hazardous substances that are present in the work area, how to detect their presence, and the protective measures to be taken which includes use of respirators.
2. The written hazard communication program must be available to all employees, it needs to deal with the SDS labeling and indicate who is responsible for in house labeling.

HAZARDOUS MATERIAL HANDLING

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.
3. Do not smoke while handling chemicals marked “Flammable”.
4. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic”.
5. Do not store chemicals labeled “Flammable” near sources of ignition such as hot pipes or boiler rooms.
6. Make sure all flammable or toxic chemicals are kept in closed containers when not in use.
7. Materials that give off toxic asphyxiating, suffocating, or anesthetic fumes must be stored in remote or isolated locations when not in use.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Abide by all the rules outlined by your employer in the employee training and hazard communication manuals.

JOB SITE SAFETY

1. Do not walk on or under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.
3. Walk around or duck under protruding framing or ductwork and limbs.
4. Do not walk on fallen trees; walk on the ground.
5. Keep combustible liquids stored and covered in approved containers.

PERSONAL PROTECTIVE EQUIPMENT

1. Wear your safety glasses 100% when mixing plaster ingredients and additives, applying spackling, finishing ceilings, or sanding.

2. Wear dust mask or respirator when emptying sacks of dry material such as additives for fireproofing or plaster ingredients.
3. Use lifelines, safety harnesses, or lanyards when you are working higher than 6 feet off the ground.
4. Wear safety glasses 100% while plastering, applying mud or sanding.
5. Wear safety goggles when using power tools or when applying a finishing material.

CARTS

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Use a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

MANUAL STACKING & HANDLING

1. Store all wallboard flat.
2. Do not store boards vertically; this practice will damage the edges creating unstable stacks.
3. Stand each board vertically on its side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
4. Do not allow boards to overhang more than an inch. Align flush all boards, to keep the boards from becoming unstable and topple on someone while restacking.
5. Use a co-worker to assist handling the boards when stocking. Coordinate and communicate your movements with those of your co-worker.

ADDITIONAL ACOUSTI SAFETY RULES

1. **Every injury, including those of a minor nature must be reported to the Branch Office within 24 hours.**

2. Job Conditions:

- a. Be alert. Make sure conditions insure safety. (Clean floors---stock loose materials---store unused tools.
- b. Report any unsafe conditions to your supervisor.
- c. Everyone must help with clean up work. Good housekeeping is a top safety policy. Every trade cleans up after itself.

3. Work Clothes:

- a. Hard hats must be used.
- b. Shirts and long pants without cuffs should be worn.
- c. Hard-toed shoes or boots (no sneakers).

4. No drugs or alcoholic beverages.

5. No horseplay.

6. Watch your step. Don't step backwards without looking.

7. Eye Protection: (is 100%)

- a. Wear goggles when welding, cutting with power tools, or shooting with a stud gun.
- b. Watch for grid extending from scaffold and/or wire bent at eye level.
- c. Cut down drylines. Do not pull or snatch.

8. Equipment:

- a. Electrical Cords
 - (i) Do not run through water.
 - (ii) Unless double insulated, must be used only on a grounded 3 wire system. Grounding connections must not be cut off or bypassed.
- b. Lasers
 - Place caution sign before set-up.
- c. Power Tools
 - Should only be operated by qualified personnel with safety guards in place.
- d. **Generally:**
 - Do not use worn out tools, bad springs, wheels, ladder rungs.

9. Lifting:

- a. Lift with legs – not back.
- b. All heavy loads to be lifted by 2 or more) men or lifting device.

10. Warehouse:

- a. Always look behind when reversing forklift.
- b. NO SMOKING.
- c. Always wear safety/seat belt.

11. Scaffolding

- 1. All scaffolding erection must be supervised by competent person and tagged by competent person. Any alterations to scaffolding must be retagged by competent person.

2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
5. Do not use any scaffold tagged "Out of Service".
6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting let screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toeboard or planking.
11. Use your safety harness and lanyards when working on scaffolding at a height of 6 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrail.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

SCAFFOLDS (General) (see OSHA 1926.450 – 452 and illustrations #3, 4 & 5).

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

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

There will be a screen with maximum ½ inch openings between toe boards and guardrail where persons are required to work or pass under scaffolds. Planking will be scaffold grade or

equivalent as recognized by approved grading rules for species of wood used. Overlap scaffold planking in minimum of twelve (12) inches or secure from movement.

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

SCAFFOLDS (Mobile) (see OSHA 1926.450 – 452).

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

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

SCAFFOLDS (Swinging) (see OSHA 1910.28).

On suspension scaffolds designed for a working load of 500 pounds, no more than two men will be permitted to work at one time. On suspension scaffolds with a working load of 750 pounds, no more than three men may work at one time. Each employee will wear approved safety harness attached to a lifeline. The lifeline will be securely attached to substantial numbers of structure (not scaffold), or to securely rigged lines, which will safely suspend employee in case of a fall.

SCAFFOLDS (Tubular welded frame) see OSHA 1926.450 – 452.

Scaffolds will be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally. Cross braces will be such length as will automatically square and align vertical members or erected scaffold is plumb, square and rigid. All brace connections will be made secure.

DRYWALL & INSULATION

NAICS CODE 238310

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties.

ALL EMPLOYEES (Drywall hangers, & Finishers; General Labor Personnel)

- Housekeeping
- Ladder and Step Ladder Safety
- Climbing a Ladder
- Performing Work from a Ladder
- Personal Protective Equipment
 - Carts
 - Material Stacking & Handling
- Lifting Safety
 - General
 - Stacking Material
- Work Area Protection
- Job Site Safety
- Electrical Safety
- Electrical Powered Tools
- Electrical Cords
- Power Saws
- Pneumatic Tools
- Hand Tool Safety
- Hammers
- Pliers
- Saws
- Snips
- Tool Boxes/Chest/Cabinet
- Knives/Sharp Instruments

LATHERS

- Lifting Safety
- Restoration Jobs and Asbestos is Suspected
- Fiberglass Batts or Sprayed-on Insulation
- Respiratory Protection
- Infection Control
- Power Actuated Tools
- Hazardous Materials

FINISHING PERSONNEL

- Applying all finishes
- Job Site Safety
- Personal Protective Equipment
- Knives/Sharp Instruments
- Additional Safety Rules
 - Scaffolding
- Stilt use Safety

ALL EMPLOYEES – HANGERS, FINISHERS, GENERAL LABOR PERSONNEL

HOUSEKEEPING

1. Do not place trash in walkways and passageways.
2. Do not kick objects out of your pathway; pick them up or push them aside and out of the way.
3. Do not throw matches, cigarettes, or other smoking materials into trash bins.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguisher or fire alarms.
6. Do not leave loose tools, lunch boxes, or other items on a ledge or lying around the floor. Return tools to their storage places after use.
7. Keep walking surfaces of elevated working platforms, such as scaffolds and equipment, clear of tools and materials that are not being used.
8. Do not use gasoline for cleaning purposes.
9. Sweep up scraps and debris from wallboard installation such as screws, mesh, and tape by using a broom and a dust pan.

LADDER AND STEP LADDER SAFETY

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
2. Keep ladder rungs clean of grease. Remove build-up of material such as plaster, dirt, or mud.
3. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
4. Do not jump from roof tops, platforms, scaffolds or ladders.
5. Do not use building materials as improvised climbing devices.
6. Metal ladders are prohibited on all jobsites.

CLIMBING A LADDER

1. Secure the ladder in place by having another employee hold it.
2. Face the ladder when climbing up or down.
3. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
4. Do not carry items in your hands while climbing up or down a ladder.

PERFORMING WORK FROM A LADDER

1. One person shall be on the ladder at a time.
2. Face the ladder and do not lean backward or sideways from the ladder.
3. Do not stand on the top two rungs of any ladder.
4. Do not use a ladder that wobbles or that leans to the left or right.
5. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

PERSONAL PROTECTIVE EQUIPMENT

1. Wear steel toed boots when handling panels and in material handling environments designated by your supervisor.

2. Wear work gloves when handling fiberglass batts, sprayed on finishes, rough textured gypsum board panels, metal lath or when sanding surfaces.
3. Wear your safety glasses and dust mask 100% when handling or mixing plaster ingredients and additives, or applying mud, finishing ceiling, or sanding.
4. Wear your safety glasses 100% when snipping metal pieces such as corner beads, trims, and wire mesh.
5. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
6. Wear the chemical goggles when using, applying, or handling chemical liquids or powders from containers labeled “Caustic” or “Corrosive”.
7. Wear your ear plugs or ear muffs in areas posted “Hearing Protection Required”.

CARTS

1. Do not exceed the rated load capacity noted on the manufacturer’s label on the cart.
2. Use a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

MANUAL STACKING & HANDLING

1. Store all wallboard flat.
2. Do not store boards vertically; this practice will damage the edges creating unstable stacks.
3. Stand each board vertically on its side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
4. Do not allow boards to overhang more than an inch. Align flush all boards, to keep the boards from becoming unstable and topple on someone while restacking.
5. Use a co-worker to assist handling the boards when stocking. Coordinate and communicate your movements with those of your co-worker.

LIFTING SAFETY

GENERAL

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Never lift anything if your hands are greasy or wet.
6. Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
7. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

STACKING MATERIAL (Sheet rock, gypsum, foam boards etc.)

1. When stacking panels by hand, position the panels sideways slightly in front of you, so you do not have to reach over head or twist your body to lift these materials.

2. Position panels to lean flat against a wall and do not wobble or slide.
3. Push and slide panels along their edge or get assistance from a co-worker.

PERSONAL PROTECTIVE EQUIPMENT

1. Wear steel toed boots when handling panels and in material handling environments designated by your supervisor.
2. Wear work gloves when handling fiberglass batts, sprayed on finishes, rough textured gypsum board panels, metal lath or when sanding surfaces.
3. Wear your safety glasses and dust mask 100% when handling or mixing plaster ingredients and additives, or applying mud, finishing ceiling, or sanding.
4. Wear your safety glasses 100% when snipping metal pieces such as corner beads, trims, and wire mesh.
5. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
6. Wear the chemical goggles when using, applying, or handling chemical liquids or powders from containers labeled “Caustic” or “Corrosive”.
7. Wear your ear plugs or ear muffs in areas posted “Hearing Protection Required”.

WORK AREA PROTECTION

BARRIERS & SIGNS

1. Place signs (lights) well in advance of the work area to permit upcoming pedestrians and motorists time to react.
2. Erect protective barriers or guards and warning signs prior to demolition work where accessible by vehicular or pedestrian traffic.
3. Position the work vehicle to guard the work area while work is in progress.
4. Do not work on open sided floors, elevated walkways, or elevated platforms if there are no guardrails in place.
5. Stand clear of floor openings if guardrails or covers are removed or displaced.
6. Do not work outdoors during lightning storms.

JOB SITE SAFETY

1. Do not walk under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.
3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.
4. Do not throw or toss debris outside barricaded areas.
5. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
6. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
7. Keep shirts on to avoid dehydration and sunburn.

ELECTRICAL SAFETY

1. Assume all electrical wires are live wires.

2. Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.
3. Wear the dielectric gloves when working on electric current.

ELECTRICAL POWERED TOOLS

1. Do not use power equipment or tools on which you have been trained.
2. Do not carry plugged in equipment or tools with your finger on the switch.
3. Do not leave tools that are “On” unattended.
4. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
5. Do not operate a power hand tool or portable appliance:
 - That has a frayed, worn, cut, improperly spliced or damaged cord;
 - That has a two-pronged adapter or a two conductor extension cord;
 - If a prong from the three-pronged power plug is missing or has been removed.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool “Out of Service”.
9. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
10. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
11. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
12. Do not use electrical tools if its housing is cracked.
13. Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

ELECTRICAL CORDS

1. Keep power cords away from path of drills and wire soldering and cutting equipment.
2. Do not use cords that have splices, exposed wires or cracked or frayed ends.
3. Do not remove the ground prong from electrical cords.
4. Do not use an adapter such as a cheater plug that eliminates the ground.
5. Do not plug multiple electrical cords into a single outlet.

POWER SAWS

1. Wear safety goggles, protective gloves, a dust mask, and hearing protection when operating a power saw.
2. Do not wear loose clothing or jewelry.
3. Clean any residue from the blade or cutting head before making a new cut with the power saw.
4. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
5. Keep your hands away from the exposed blade.
6. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.

7. Do not alter the anti-kickback device or blade guard.
8. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
9. When using the power saw, do not reach across the cutting operation.
10. Cut away from your body and below your shoulder level when you are using a power saw.
11. If the saw becomes jammed, turn the power switch of the saw to “Off” before pulling out the incomplete cut.

PNEUMATIC TOOLS

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace belt guards before use.
4. Turn the tool “Off” and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
6. Engage positive locks on hoses and attachments before use.
7. Shut off pressure valve and disconnect air line when not in use.
8. Tag damaged or defective pneumatic tools “Out of Service” to prevent usage of the tool by other employees.

HAND TOOL SAFETY

1. Use tied off containers to keep tools from falling off of elevated work platforms.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
3. Do not use tools while your hands are oily, greasy, or wet.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
6. Do not perform “make-shift” repairs to tools.
7. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.
10. When you are performing electrical work, use the tools with the blue rubber sleeves covering the handle, these are insulated.

HAMMERS

1. Do not strike nails or other objects with the “cheek” of the hammer.
2. Do not strike one hammer against another hammer.
3. Do not use impact tools such as hammers with mushroomed heads.

PLIERS

1. Do not attempt to force pliers by using a hammer on them.

2. Do not use pliers that are cracked, broken, or sprung.
3. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

SAWS

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Keep your hands and fingers away from the saw blade while you are using the saw.
3. When using a hand saw, hold your panel firmly against the work table.
4. Do not use a saw that has dull saw blades.
5. Do not carry a saw by the blade.
6. Oil saw blades after each use of the saw.

SNIPS

1. Wear safety glasses or safety goggles 100% when using snips to cut materials such as lath or corner beads.
2. Wear your work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver, or pry bar.
6. Engage the locking clip on the snips after use.

TOOL BOXES/CHEST/CABINET

1. Tape over or file off sharp edges on tool boxes, chests, or cabinets.
2. Do not stand on tool boxes, chests, or cabinets to gain extra height.
3. Lock the wheels on large boxes, chests, or cabinets to prevent them from rolling.
4. Push large chests, cabinets, and tool boxes; do not pull.
5. Do not open more than one drawer of a tool box at a time.
6. Close and lock all drawers and doors before moving the tool chest to a new location.
7. Do not use a tool box or chest as a workbench.
8. Do not move a tool box, chest, or cabinet if it has loose tools or parts on the top.

KNIVES/SHARP INSTRUMENTS

1. When handling knife blades or other cutting tools, direct sharp points and edges away from you.
2. Always cut in the direction away from your body when using knives.
3. Carry all sharp tools in a sheath or holster. Store the knives in knife blocks or in sheaths after using them.
4. Use the knife that has been sharpened; do not use knives that have dull blades.
5. Do not use knives as screwdrivers.
6. Do not pick up knives by their blades.
7. Carry knives with tips pointed towards the floor.

LATHERS

LIFTING SAFETY (BAGS, CANS, BUCKETS)

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
2. Face the load.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Perform lifting movements smoothly and gradually; do not jerk the load.
7. Hold objects as close to your body as possible.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

RESTORATION JOB & ASBESTOS IS SUSPECTED

1. Do not perform asbestos removal operations, unless you have been trained, qualified, and certified in asbestos removal procedures.
2. Use the respirator that has been fit tested and assigned to you by your supervisor.
3. Always assume that materials used prior to 1976, such as plaster and blown insulation contain asbestos.
4. Do not use sanders or power devices that may create dust or airborne particles.
5. Do not dry scrape, bead blast or mechanically pulverize any existing plaster or blown insulation.

FIBERGLASS BATTS OR SPRAYED-ON INSULATION

1. Do not take work clothes home when exposed to sprayed-on insulation or fiberglass batts.
2. Change your work clothes before leaving the job site.
3. Take care with contaminated clothes. Place work clothes contaminated with fiberglass or sprayed-on insulation in a closed labeled container.
4. Use your respirator when working when sprayed-on insulation or fiberglass.

RESPIRATORY PROTECTION

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
2. Clean and return respirators to their carrying cases or cartons and store them in your locker or in a designated storage area as instructed by your employer when the work is completed.
3. Only use the respirator that has been fitted and issued to you.
4. Must have respirator safety letter.

INFECTION CONTROL

1. Wash your hands after removing your gloves with soap or mild detergent and water before eating, smoking, using the toilet, or any areas of the body that may have contacted cementations mixtures, pastes or spray-on insulation at the end of each workday.
2. Use a mechanic's cream hand cleaner such as "Go-Jo" or "Hummus" where water is not readily available.

POWER ACTUATED TOOLS

1. Wear impact resistant safety goggles or face shields when operating any powder actuated tools.
2. Do not attempt to fasten through a pre-drilled hole unless the powder actuated tool has a hole locator.
3. Keep your head and body behind the powder actuated tool when firing it.
4. Before using powder actuated tools do not alter, bypass or remove the shield or guard at the muzzle end of the powder actuated tool.
5. Do not load a powder actuated tool until you are ready to fire it.

HAZARDOUS MATERIALS

HAZARDOUS COMMUNICATION

1. Make sure your employee training program for hazardous substances includes:
 - A. Explanation of what a Safety Data Sheet is and how to obtain the data sheet.
 - B. SDS contents for each hazardous substance.
 - C. Where employees can find the training program for reference.
 - D. A list of hazardous substances that are present in the work area, how to detect their presence, and the protective measures to be taken which includes use of respirators.
2. The written hazard communication program must be available to all employees, it needs to deal with the SDS labeling and indicate who is responsible for in house labeling.

HAZARDOUS MATERIAL HANDLING

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.
3. Do not smoke while handling chemicals marked "Flammable".
4. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
5. Do not store chemicals labeled "Flammable" near sources of ignition such as hot pipes or boiler rooms.
6. Make sure all flammable or toxic chemicals are kept in closed containers when not in use.
7. Materials that give off toxic asphyxiating, suffocating, or anesthetic fumes must be stored in remote or isolated locations when not in use.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Abide by all the rules outlined by your employer in the employee training and hazard communication manuals.

FINISHING PERSONNEL

APPLYING ALL FINISHES: PLASTER, COQUINA, POPCORN, OR OTHER

1. Do not smoke or eat while performing stucco or “popcorn” finishes.
2. Stand clear of mixing or blowing operations.
3. Do not stand, work, or operate pneumatic equipment such as blowers with hoses within three feet of any unprotected roof opening or within 5 feet of any unprotected edge.

JOB SITE SAFETY

1. Do not walk on or under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.
3. Walk around or duck under protruding framing or duct work and limbs.
4. Do not walk on fallen trees; walk on the ground.
5. Keep combustible liquids stored and covered in approved containers.

PERSONAL PROTECTIVE EQUIPMENT

1. Wear your safety glasses 100% when mixing plaster ingredients and additives, applying spackling, finishing ceilings, or sanding.
2. Wear dust mask or respirator when emptying sacks of dry material such as additives for fire-proofing or plaster ingredients.
3. Use lifelines, safety harnesses, or lanyards when you are working higher than 6 feet off the ground.
4. Wear safety glasses 100% while plastering, applying mud or sanding.
5. Wear safety goggles when using power tools or when applying a finishing material.

KNIVES/SHARP INSTRUMENTS

1. When handling knife blades or other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use the knife that has been sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are made.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers, pry bars or can openers.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the ground.
9. Do not carry knives, scissors, or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or in sheaths after using them.

ADDITIONAL ACOUSTI SAFETY RULES

- 1. Every injury, including those of a minor nature must be reported to the Branch Office within 24 hours.**
- 2. Job Conditions:**
 - a. Be alert. Make sure conditions insure safety. (Clean floors---stock loose materials---store unused tools.
 - b. Report any unsafe conditions to your supervisor.
 - c. Everyone must help with clean up work. Good housekeeping is a top safety policy. Every trade cleans up after itself.
- 3. Work Clothes:**
 - a. Hard hats must be used.
 - b. Shirts and long pants without cuffs should be worn.
 - c. Hard-toed shoes or boots (no sneakers).
- 4. No drugs or alcoholic beverages.**
- 5. No horseplay.**
- 6. Watch your step. Don't step backwards without looking.**
- 7. Eye Protection: (is 100%)**
 - a. Wear goggles when welding, cutting with power tools, or shooting with a stud gun.
 - b. Watch for grid extending from scaffold and/or wire bent at eye level.
 - c. Cut down drylines. Do not pull or snatch.
- 8. Equipment:**
 - a. Electrical Cords
 - (i) Do not run through water.
 - (ii) Unless double insulated, must be used only on a grounded 3 wire system. Grounding connections must not be cut off or bypassed.
 - b. Lasers
Place caution sign before set-up.
 - c. Power Tools
Should only be operated by qualified personnel with safety guards in place.
 - d. **Generally:**
Do not use worn out tools, bad springs, wheels, ladder rungs.
- 9. Lifting:**
 - a. Lift with legs – not back.
 - b. All heavy loads to be lifted by 2 or more) men or lifting device.
- 10. Warehouse:**
 - a. Always look behind when reversing forklift.
 - b. NO SMOKING.
 - c. Always wear safety/seat belt.

11. Scaffolding

- a) All scaffolding erection must be supervised by competent person and tagged by competent person. Any alterations to scaffolding must be retagged by competent person.
- b) Do not work on scaffolds outside during stormy or windy weather.
- c) Do not climb on scaffolds that wobble or lean to one side.
- d) Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
- e) Do not use any scaffold tagged “Out of Service”.
- f) Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
- g) Do not work on platforms or scaffolds unless they are fully planked.
- h) Do not use a scaffold unless guardrails and all flooring are in place.
- i) Level the scaffold after each move. Do not extend adjusting let screws more than 12 inches.
- j) Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toeboard or planking.
- k) Use your safety harness and lanyards when working on scaffolding at a height of 6 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
- l) Do not climb cross braces for access to the scaffold. Use the ladder.
- m) Do not jump from, to, or between scaffolding.
- n) Do not slide down cables, ropes or guys used for bracing.
- o) Keep both feet on the decking. Do not sit or climb on the guardrail.
- p) Do not lean out from the scaffold. Do not rock the scaffold.
- q) Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.
- r) Do not throw anything “overboard” unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
- s) Do not move a mobile scaffold if anyone is on the scaffold.
- t) Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

SCAFFOLDS (General) (see OSHA 1926.450 – 452 and illustrations #3, 4 & 5).

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

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

There will be a screen with maximum ½ inch openings between toe boards and guardrail where persons are required to work or pass under scaffolds. Planking will be scaffold grade or equivalent as recognized by approved grading rules for species of wood used. Overlap scaffold planking in minimum of twelve (12) inches or secure from movement.

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

SCAFFOLDS (Mobile) (see OSHA 1926.450 – 452).

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

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

SCAFFOLDS (Swinging) (see OSHA 1910.28).

On suspension scaffolds designed for a working load of 500 pounds, no more than two men will be permitted to work at one time. On suspension scaffolds with a working load of 750 pounds, no more than three men may work at one time. Each employee will wear approved safety harness attached to a lifeline. The lifeline will be securely attached to substantial numbers of structure (not scaffold), or to securely rigged lines, which will safely suspend employee in case of a fall.

SCAFFOLDS (Tubular welded frame) see OSHA 1926.450 – 452.

Scaffolds will be properly braced by cross bracing or diagonal braces, or both, for securing vertical members together laterally. Cross braces will be such length as will automatically square and align vertical members or erected scaffold is plumb, square and rigid. All brace connections will be made secure.

DO'S AND DONT'S FOR THE USE OF DURA-STILTS

A personal set of safety guidelines published for Dura-Stilts users to observe and follow, became the cornerstone reference for stilt safety programs throughout the industry.

DO'S

- **DO...** Inspect stilts thoroughly before use, making sure that the structure is free of any sign of damage, that there is no excessive wear at the connection points, and that all bolts are tight. Special attention should be given to the entire strut tube assemblies and wingbolts in this respect.
- **DO...** Replace any damaged excessively worn stilts components before use.
- **DO...** Assure the safety and quality of Dura Stilts by using only Genuine Dura-Stilts components.
- **DO...** Fasten the upper leg strap first when putting on the stilts.
- **DO...** Remove anything from the soles which could cause loss of traction.
- **DO...** Keep all straps tightly fastened and secured.
- **DO...** Remove stilts to adjust them unless assisted by another person.
- **DO...** Take short and distinct steps, making sure that the stilts are raised well clear of floor with each step. (Your stride maybe lengthened as you become more confident.)
- **DO...** Walk forward only, making a U turn to reverse your direction.
- **DO...** Keep stilts adjusted properly.
- **DO...** Always look where you're stepping.
- **DO...** Walk only on suitable hard surface and level terrain.
- **DO...** Cover or guard floor openings, stairwells, etc.
- **DO...** Remove stilts when climbing or descending stairs.
- **DO...** Receive assistance when retrieving objects from the floor.
- **DO...** Be cautious when working around low profile furniture and fixtures, pipes, protrusions, etc.
- **DO...** Disconnect upper leg straps last when removing stilts.

DON'TS

- **DON'T**... Exceed load limit of 225 lbs.
- **DON'T**... Wear stilts without having the proper instruction on their use.
- **DON'T**... Wear stilts that are uncomfortable or out of adjustment.
- **DON'T**... Wear stilts without having properly inspected them.
- **DON'T**... Wear stilts that have damaged excessively worn or modified components.
- **DON'T**... Compromise Dura-Stilts quality by using components to imitation brands.
- **DON'T**... Walk on oily or otherwise slippery surfaces.
- **DON'T**... Walk on sandy, rocky, uneven, muddy, or excessively soft terrain.
- **DON'T**... Work around uncovered floor openings, stairwells, etc.
- **DON'T**... Work in or around loose wire, rope, electric cords, paper sacks, broken glass, conduit, etc.
- **DON'T**... Walk on secondary scaffolding, benches, planks, stairs, steps, stools, etc.
- **DON'T**... Carry heavy loads while walking on stilts.
- **DON'T**... Run or walk fast on stilts.
- **DON'T**... Pick up objects which are lower than foot level.
- **DON'T**... Wear stilts that are taller than necessary.
- **DON'T**... Become so overconfident that you fail to exercise caution.
- **DON'T**... Lean over desks, files, boxes or other objects while on stilts.
- **DON'T**... Wear stilts while under the influence of drugs or alcohol.
- **DON'T**... Take steps too large that the action springs bottom out.
- **DON'T**... Modify this product in any manner.

CAUTION

Dura-Stilts are made of aluminum and therefore will conduct electricity. Exercise extreme caution when working around electrical sources as a shock could result.

ACOUSTI ENGINEERING COMPANY OF FLORIDA
SUBSTANCE ABUSE DETECTION AND PREVENTION POLICY
Updated: 5-9-16

I. BACKGROUND:

The Company recognizes the dangers that the use of drugs can have on the performance of it's employees and on the safety and security of its' work environment. To maintain the productivity and, especially, to protect the safety and well being of our employees, direct action must be taken when employees are under the influence of drugs on Company property or while on Company business.

The Company recognizes that drug (including alcohol) abuse (SUBSTANCE ABUSE) is treatable. We are committed to make an effort to help current employees who may be experiencing problems due to substance abuse. We will help them to recognize, understand and correct substance abuse. We will also help them find approved rehabilitation facilities.

Under Public Law 100-169 Title V, and the Drug Free Workplace Act of 1988, we will have a drug free workplace. The Company is required to establish and to inform all employees of our policy. We are also required to report any employee's convictions of work related drug activities.

II. POLICY:

- A. It is the policy of the Company to maintain a drug free workplace. As a condition of continued employment all employees must abide by the terms of this policy.
- B. The use, sale, manufacture, distribution, purchase, possession, dispensing, having the metabolites of drugs in the urine, blood or other body tissues, being under the influence of illegal drugs, non-prescribed controlled substances, or alcohol on Company property or while on Company business or while operating Company owned or leased vehicles and or equipment is strictly prohibited.

- C. In order to detect the use of these substances, as described above, employees may be directed to submit to a urinalysis drug test, blood test and/or breath test. Individuals under the influence of alcohol, or with illegal or non-prescribed controlled substances in their system are violating this policy and will be subject to discipline as prescribed in the attached policy statement on discipline.
- D. The use of legal drugs, prescribed by a licensed physician, for a specific treatment purpose will not result in disciplinary action. Some such prescriptions can have a direct impact on vigilance, judgment and coordination. It is important, particularly in our safety sensitive industry for the Company to assure itself that there is not a threat to the safety of employees or the Company because of the medication. It is therefore imperative that any employee taking such medication notify his supervisor and the Drug Free Workplace Administrator (from now on the DFWPA). Violation of this policy will result in discipline as prescribed in the attached policy statement on discipline.
- E. Employees experiencing problems because of substance abuse, should contact the DFWPA for referral for treatment and/or counseling. This discussion will be kept strictly confidential and will have no influence on the evaluation of an employee's work performance. Work performance alone will be evaluated. The fact that an employee may be granted an unpaid medical leave to undertake drug or alcohol rehabilitation treatment will have no bearing on the evaluation of the employee's performance. After consultation with the treatment facility's counselor(s), the DFWPA will decide whether the employee may continue to work during treatment or whether an unpaid medical leave should be granted. The employee must cooperate fully with the approved treatment and/or counseling program and if he or she is granted medical leave, the employee will not be allowed to return to work until a satisfactory release from the treatment program is given to the DFWPA certifying that the employee is able to return to work and has met the requirements of the program to date. An employee who undergoes treatment under this policy will be required to sign and comply with the Substance Abuse Commitment Letter. Upon returning to work, such an employee will be subject to periodic random (follow up) testing to verify recovery from substance abuse.

Failure to take the test when instructed to do so will result in the termination of employment.

- F. The Company uses a urinalysis drug test, blood test, hair and/or breath test under the following circumstances:
1. For all applicants before employment, the applicant may be allowed to begin work prior to the receipt of results from the lab. However, this will not afford the applicant “employee status”, and such applicant will be terminated immediately upon the Company’s receipt of a positive confirmed drug test.
 2. For current employees on a ‘for cause basis’ where there is reasonable suspicion that an employee has violated this policy, testing will only be done with the approval of the branch manager or Vice President or the DFWPA.
 - a) On a job site or department basis where there has been an unusual number of accidents, thefts or other incidents that may be associated under some circumstances with substance abuse, testing will only be done with the approval of the branch manager or Vice President and/or the DFWPA.
 - b) Drug and/or alcohol testing will be required after any job site accident where there is an injury that requires medical attention or at the request of our customer. It will also be required for any accident where there is damage to Company or customer owned or leased property, material, tools, machinery, equipment or vehicles.
 - 1) If an employee is injured, the specimen collection will be made as soon as initial treatment is complete but before the administering of any drugs that would affect the validity of the drug test (not later than four (4) hours after the accident or first request for medical treatment). In the case of DOT regulated drivers that are not within four (4) hours of the nearest collection site, the test must be done within 32 hours of the accident. The employee is responsible for

taking the test within the time limit and will be terminated for failure to do so.

- 2) All uninjured employees in the immediate work area involved in a lost time accident will be given the name and address of the nearest drug test collection site. The employee will be given a maximum of two (2) hours to complete the test and return to the job site. The employee will not be paid for more than two (2) hours to take the test and will not be allowed to return to work until he/she has completed the test. A properly filled out "Chain of Custody" form will be their return slip to work. **NO ONE WILL BE ALLOWED TO RETURN TO WORK UNTIL HE/SHE HAS COMPLETED THE TEST.**
 - 3) Should the collection not take place within four (4) hours of the accident (or at the time of treatment for injured employees) the employee will be deemed to have refused to submit to a test for drugs and/or alcohol and will be fired.
 - 4) Refusal to submit to a test for drugs and/or alcohol by an employee involved in an accident will result in the employee forfeiting eligibility for all medical indemnity benefits, worker's compensation benefits, unemployment benefits and will be fired according to Florida Statutes 38F-9.004 (4) (a).
3. Random testing will be done on a percentage basis and by employee group or on a random site selection basis. This will be done on a fair and equitable basis. The selection will be done by a computer owned and operated by a neutral third party. Any employee that refuses to participate in random testing will be fired.

4. When an employee returns to work after treatment for substance abuse, testing will be conducted on a periodic basis for up to two years. Testing of the hair for drug use history may be used.
- G. Any employee who is arrested, indicted, or convicted of a drug or alcohol related violation, must report this information to the DFWPA not later than five (5) days after such arrest, indictment, or conviction. Failure to notify the DFWPA within the specified period will result in termination of employment. An employee convicted of a drug or alcohol related charge or arrested or indicted on such charge where an independent company investigation finds a violation of this policy will be fired.
- H. Initial Test. The initial screen for all drugs except alcohol shall use an immunoassay. For alcohol the initial test shall be the enzyme oxidation methodology. The following cutoff levels shall be used when first screening specimens to find whether they are negative or need to be tested further with the GC/MS test. All levels equal to or exceeding the following shall be reported as positive:

Amphetamines	1,000 ng / ml
Barbiturates	300 ng / ml
Benzodiazepines	300 ng / ml
Cocaine Metabolites	300 ng / ml
Marijuana Metabolites	100 ng / ml
Methadone	300 ng / ml
Methaqualone	300 ng / ml
Opiate Metabolites	300 ng / ml
Phencyclidine	25 ng / ml
Propoxyphene	300 ng / ml

A positive finding will general a confirmation through the GC/MS method and the results will be kept confidential. A copy of any positive can be received by the employee by submitting his/her request in writing. As drug testing technology is constantly improving and state and federal laws governing said testing are changing almost as rapidly, the Company may change to new testing procedures

and cut off levels without notice. The cut off levels in effect at the time of this printing are as follows:

Amphetamines	1,000 ng / ml
Barbiturates	300 ng / ml
Benzodiazepines	300 ng / ml
Cocaine Metabolites	300 ng / ml
Marijuana Metabolites	100 ng / ml
Methadone	300 ng / ml
Methaqualone	300 ng / ml
Opiate Metabolites	300 ng / ml
Phencyclidine	25 ng / ml
Propoxphene	300 ng / ml

I. Employee Assistance Program (EAP). The reasons for drug experimentation – such as curiosity and social pressure, have different reasons than those for occasional drug use. Dependency and fear of withdrawal are different still The Company will provide information on drug awareness to encourage abstinence from substance abuse. Below is list of available resources that are available to help you. This is not a comprehensive list. You may choose any facility that is an HRS approved substance abuse treatment and/or counseling center.

SUBSTANCE ABUSE & ADDICTION TREATMENT LOCATIONS:

Please contact Bob Crozier at 407-425-3467 for treatment centers in your area.

J. LOCATION OF COLLECTION SITES:

SEE ATTACHED LIST OF COLLECTION SITES FOR YOUR BRANCH

K. SUBCONTRACTOR, VENDOR, CONSULTANT REQUIREMENTS

In all future contracts with individuals or organizations that wish to do business with Acousti Engineering Company of Florida, a stipulation is to be made in the contract or purchase order that requires the subcontractor, vendor or consultant to notify all its employees who will be working on Company property or in the vicinity of our employees of the provisions of the Company's Substance Abuse Policy. The employees of such subcontractors, vendors or consultants will be subject to the same rules of conduct and tests as the employees of Acousti Engineering Company of Florida. In the event that an employee of a supplier of goods or services is found to have violated the Substance Abuse Policy, that employee will be denied access to the Company's premises or job sites. In addition, if the violation(s) is/are considered flagrant, or the Company is not satisfied with the actions of the subcontractor, vendor or consultant, the Company can exercise its right to bar all of the subcontractor's employees from its premises or decline to do business with the subcontractor in the future. All expenses or penalties incurred by a subcontractor, vendor or consultant as a result of violation of the Company's Substance Abuse Policy shall be borne by the subcontractor, vendor or consultant.

III. PRESERVATION OF RIGHTS

The Company is solely responsible for the content and administration of this Substance Abuse Policy and reserves the right to interpret, change rescind or depart from this policy in whole or in part with the appropriate notice.

**OVER THE COUNTER AND PRESCRIPTION DRUGS THAT COULD
ALTER OR AFFECT THE OUTCOME OF A DRUG TEST**

ALCOHOL:

All liquid medications containing ethyl alcohol (ethanol). Please read the label for Alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol. Comtrex is 20% (40 proof). Contac Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).

AMPETAMINES:

Obetrol, Biphphetamine, Deoxyn, Dexedrine, Didrex.

CANNABINOIDS: (Marijuana)

Marinol (Dronabinol, THC)

COCAINE:

Cocaine HCl topical solution (Roxanne).

PHENCYCLIDINE:

Not Legal by Prescription.

METHAQUALONE:

Not Legal by Prescription.

OPIATES:

Phenobarbital, Tunial, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgis, Butisol, Mebaral, Butabarotal, Butabital, Phrenilin, Triad, etc.

BENZODIAZEPINES:

Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

METHADONE:

Donphine, Methadose.

PROPOXYPHENE:

Darvocet, Darvon N, Dolene, etc.

**LIST PRESCRIPTION DRUGS TAKEN WITHIN THE PAST 30 DAYS. THIS IS FOR
YOUR USE ONLY AT THIS TIME.**

ACOUSTI ENGINEERING COMPANY OF FLORIDA
POLICY STATEMENT ON THE DISCIPLINE OF THOSE VIOLATING
THE COMPANY SUBSTANCE ABUSE POLICY

I. TEST RESULTS

- A. The results of the test may be challenged if the employee or applicant believes that the results are incorrect. To challenge the results the person tested must do the following:
1. Within five (5) days of notification of the test results, the employee or job applicant must submit written information explaining or contesting the test results.
 2. Within fifteen (15) days of receiving this written information, the Drug Free Workplace Administrator will notify the employee or applicant in writing that the information is acceptable, or give the reasons that it is not acceptable.
 3. The employee or applicant then must notify the Medical Review Officer, in writing, of their challenge.
 4. Within the one hundred eighty (180) days following the written notice that the employee's or applicant's explanation was unsatisfactory, the employee/applicant must choose another lab, which is HRS or NIDA approved, to have the sample retested. The testing will be at the employee's or applicant's expense and the original lab will ship the sample to the newly selected lab.
 5. Should the results of the second test be negative, the employee or applicant will be reinstated and will receive compensation for the work time missed.

II. JOB APPLICANTS

- A. Job applicants who fail the drug test will not be hired by Acousti Engineering Company and their records will be marked **NOT FOR REHIRE**.
- B. If the applicant supplies a certificate showing successful completion of a drug education or rehabilitation course, his/her records will be so noted and they will be allowed to re-apply after one year from the date of the test the applicant failed.

Should the applicant fail a second test, he/she will not be eligible to re-apply for employment.

III. CURRENT EMPLOYEES

A. FIRST TIME FAILURE OF DRUG TEST

1. Any current employee who fails a drug test for the first time will be suspended without pay for a minimum of one week and until:

- a) The employee enrolls in an approved drug rehabilitation and/or education course.
- b) The employee's counselor contacts Acousti Engineering Company of Florida's Drug Free Workplace Administrator to confirm the employee's enrollment and notifies the DFWPA of the prescribed course or treatment.
- c) The employee passes a drug test.

B. SECOND FAILURE OF DRUG TEST

In the event of a second drug test failure after returning to work, either while still in rehabilitation or after completion, he/she will be suspended again and will not be able to return to work until he/she has:

1. Successfully completed the prescribed treatment or education and;
2. Brings a certificate of the completion to the DFWPA and;
3. Passes another drug test.

C. If an employee should leave the employment of Acousti Engineering Company of Florida before completing all the assigned rehabilitation, his records will be marked "**NOT FOR REHIRE, conditional**" until the required certificates of completion have been delivered to the DFWPA.

D. **The employee will be fired** and his records will be marked "**Not for Rehire**" when any of the following occurs:

1. The employee refuses, or fails for any reason to submit to any drug test required by the employer within the required time limit.
2. The employee refuses, or fails to enroll in or complete the required rehabilitation and/or education course within the required time limits.

3. There is evidence that the employee tampered with or was a party to tampering with a drug screen sample.
4. There is evidence that the employee used any of the listed drugs while actually on the job site or in a Company vehicle.
5. The employee sells, offers for sale, possesses, or provides to another employee any illegal drug, alcohol, or any legal controlled substance for which the other employee had no valid prescription.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO TAKE THE DRUG TEST. FAILURE TO DO SO FOR ANY REASON WILL RESULT IN THE TERMINATION OF THE EMPLOYEE.

EMPLOYEE ASSISTANCE PROGRAM POLICY

The management of this Company is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include emotional and mental illness, family and marital stress, physical illness, abuse of alcohol or drugs and many others.

Employees whose job performance problems are not related to a lack of skill and who do not respond satisfactorily to the usual disciplinary procedures are usually in need of the attention of professionals. With proper treatment, many troubled employees can be restored to a satisfactory level of job performance. However, if the underlying problems or illness are ignored, they may worsen with time, eventually rendering the person unemployable.

To help avoid this waste of human resources, the Company offers an Employee Assistance Program (EAP) for our associates; The EAP provides confidential assessment, referral, and short term counseling to associates whose personal health problems are interfering with their job performance.

If an EAP referral to a provided outside the EAP is necessary, the costs of such outside services are the associate's responsibility.

Confidentiality is assured. No information regarding the nature of the personal problem will be made available to supervisors, nor will it be included in the permanent personnel file.

Participation in the EAP will not affect an employee's future career advancement or employment, nor will it protect an associate from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with DISCIPLINE, not a substitute for discipline.

The EAP can be accessed by an employee by contacting Robert A. Crozier, Vice President.

ACOUSTI ENGINEERING COMPANY OF FLORIDA
HAZARD COMMUNICATION PROGRAM
Updated 5-9-16

Acousti Engineering Company of Florida is firmly committed to providing all of its employees with a safe and healthy work environment. It is a matter of company policy to provide our employees with information about hazardous chemicals on work sites through our hazard communication program, which includes container labeling, Safety Data Sheets (SDS) and employee information / training.

The Branch Manager will have the overall responsibility for coordinating the hazard communication program for Acousti Engineering Company of Florida. The Branch Manager will make our written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health and the Director of the National Institute for Occupational Safety and Health.

LIST OF HAZARDOUS CHEMICALS

The Superintendent will compile a list of all hazardous chemicals that will be used on the work site by reviewing container labels and Safety Data Sheets. The list will be updated as necessary. It will be kept at the Acousti Branch Office (see the attached list of hazardous chemicals).

LABELING

It is the policy of this Company to ensure that each container of hazardous chemicals on a job site is properly labeled. The labels will list:

- the contents of the container;
- appropriate hazard warnings; and
- the name and address of the manufacturer, importer or other responsible party.

To further ensure that employees are aware of the chemical hazards of materials used in their work areas, it is our policy to label all secondary containers. Secondary containers will be labeled with either an extra copy of the manufacturer's label, or with a sign or generic label that lists the container's contents and appropriate hazard warnings.

This responsibility has been assigned to the job site foreman.

SAFETY DATA SHEETS

Copies of Safety Data Sheets for all hazardous chemicals to which employees may be exposed are kept with the General Contractor and are readily accessible to employees in the work area during each work shift. The Superintendent is responsible for obtaining, maintaining and updating the file of Safety Data Sheets.

ACOUSTI ENGINEERING COMPANY OF FLORIDA
HAZARD COMMUNICATION EMPLOYEE TRAINING PROGRAM

Our employee training program has been developed on the basis of groups or types of hazardous chemicals used and the common hazards associated with the group or type of chemicals. For specific hazard information on individual substances, the Safety Data Sheets (SDS) must be reviewed.

The training will cover the following:

1. A review of the chemicals present on job sites.
2. The location, availability and contents of our written hazard communication program and SDSs.
3. How to detect the release or presence of hazardous chemicals in the work area.
4. Physical and health hazards of the chemicals in the work area.
5. How to lessen or prevent exposure to hazardous chemicals by using good work practices, personal protective equipment, etc.
6. Emergency and first aid procedures.
7. How to read labels and SDSs to obtain hazard information.
8. The location of our SDSs.

CHEMICALS ON JOB SITES

We use a variety of products. Many of these products contain one or more hazardous chemicals. Most of the products we use can be grouped by their basic function of use. We will discuss which products fit in each group and will identify the associated hazards and how to detect and control them through engineering or administrative controls, as well as through the use of personal protective equipment. A list of the chemicals potentially found on our sites is attached to our written hazard communication program.

WRITTEN HAZARD COMMUNICATION PROGRAM

We have a written program that outlines how we will provide you with information about hazardous work place chemicals. It is our Company policy on hazardous substances. Among other things, it includes:

- a list of hazardous substances on our job sites.
- our procedures for maintaining SDSs.
- our employee training program.
- a statement outlining how information will be exchanged among contractors on our work sites.

EMPLOYEE TRAINING

Employees are to attend a training session on hazardous chemicals in their work area at the time of their initial work assignment. The training will cover the following:

- An overview of the hazard communication requirements.
- A review of the chemicals present in the work place operations.
- The location and availability of our written hazard communication program, a list of hazardous chemicals and Safety Data Sheets.
- The physical hazards of the chemicals in the work area.
- The health hazards of the chemicals in the work area, including signs and symptoms of exposure and any medical condition known to be aggravated by exposure to the chemical.
- How to lessen or prevent exposure to hazardous work place chemicals by using good work practices, personal protective equipment, etc.
- Emergency procedures to follow if employees are exposed to hazardous chemicals.
- An explanation of our hazard communication program, including how to read labels and Safety Data Sheets to obtain appropriate hazard information.

When a new type of product is introduced into a work area or the chemical composition of a product changes the Superintendent will review the above items as they are related to the new chemicals.

NON-ROUTINE TASKS

Periodically employees are required to perform non-routine tasks. Prior to starting work on such projects, each affected employee will be informed by the Superintendent about hazards to which they may be exposed and appropriate protective and safety measures.

INFORMING OTHER EMPLOYERS

To ensure that the employees of other contractors have access to information on the hazardous chemicals at a job site, it is the responsibility of the foreman to provide the other contractors the following information:

- where the SDSs are available;
- the name and location of the hazardous chemicals to which their employees may be exposed and any appropriate protective measures required to minimize their exposure; and
- an explanation of the labeling system used at the job site.

Each contractor bringing chemicals onto a job site must provide us with the appropriate hazard information on those substances to which our own employees may be exposed to on a job site.

PHYSICAL AND HEALTH HAZARDS OF WORK PLACE CHEMICALS

You will be trained about the hazards of chemicals in your work areas. This may be done by category of hazards, but the employee should be made aware that information is available on the specific hazards of individual chemicals through Safety Data Sheets. The training will include the following information:

- the measures you can take to protect yourself from the hazards;
- our company procedures that provide you with protections, such as work practices, personal protective equipment, engineering controls, etc;
- the physical and health effects of the (groups of) chemicals;
- how to detect the presence of a chemical; and
- general emergency and first aid procedures.

HOW TO READ LABELS AND SAFETY DATA SHEETS

Labels: You should read product labels before working with a hazardous substance. Each label will have the identity of the hazardous chemical and a hazard warning. Original container labels will also have the name and address of the manufacturer.

The label should serve as a reminder of the information we are presenting in this training session and of the information found in more detail on the Safety Data Sheet.

It is essential that you read the hazard warning and use the chemical as prescribed by the label. If you have questions about a specific label, ask your supervisor or refer to the SDS.

Safety Data Sheets: SDSs provide a great deal of information about the chemicals we use. The chemical manufacturers are responsible for providing us with SDSs. SDSs for chemicals potentially found on our work sites are available in the office.

FOREMAN'S SDS REVIEW CHECKLIST

1. Review the chemicals present on the job site. Review the following information as it appears on the SDS form.
 - A. How to detect the release or presence of hazardous chemicals in the work area.
 - B. Physical and health hazards of the chemicals in the work area.
 - C. How to lessen or prevent exposure to hazardous chemicals by using good work practices, protective equipment, etc.
 - D. Emergency and first aid procedures.
 - E. Review labeling on hazardous products.
2. Explain that these and other subcontractors SDSs on the job are on file with the General Contractor for our field personnel's list. Acousti's written hazard communication program is on file with Acousti's Superintendent in the office.

P32 – HAZCOM

As part of our compliance procedure with the OSHA, Hazard Communication Standard, we will deliver to your job site office Safety Data Sheets on all hazardous chemicals we will bring into the work place. We request that you ensure other trades have fulfilled their requirements to deliver similar information so it will be available for review by our field personnel in your on-site SDS file.