



SAFETY PROGRAM

SAFETY & HEALTH PROGRAM POLICY

It is the policy of Turn - Key Tunneling, Inc. to strive for the highest safety and health standards on all projects. Safety does not occur by probability; it is the result of conscientious attention to company operations and procedures. Every employee must exert themselves attentively to accomplish the Company's policy of maintaining occupational safety and health.

Each employee is entitled to work under the safest conditions possible and Turn - Key Tunneling will endeavor to maintain a safe and healthful workplace. We will provide safe working equipment and necessary personal protection, and in the case of injury, the best first aid medical care available. It is our belief that accidents, which injure people, damage machinery and equipment, and destroy materials cause needless personal suffering, inconvenience, and expense. We believe that practically all accidents can be prevented by management and employee continual interactions, and by taking basic/general precautions. Safety programs will be made a part of our program to aggressively pursue accident prevention training.

Because of different jobs in progress at one time, the varied nature of the work and the widespread location of the jobs, we must formalize our safety program. We must utilize written reports and records to achieve the maximum use and effectiveness of accident prevention information. This will lessen or eliminate the direct and indirect costs associated with accidents and injuries on the job. At a minimum, the applicable OSHA, State of Ohio, or any other pertinent standard, will be used and referenced in internal written safe work practice guides.

The duties of the coordinator of the Health & Safety Program include the review and analysis of information on accidents, safety meeting reports, audits, and the communication of pertinent information to all jobs and shops. He/she will be the facilitator of safety committee meetings and ensure a written record of these proceedings is taken.

The responsibility for safety on each individual job and at the shop remains with the supervisors and the individual employees. The individual supervisor will be held accountable for safety at their job site. Such accountability will be measured and become an integral part of performance evaluations. The supervisor will investigate all accidents and incidents and maintain an accident log to help in identifying accident trends and problem areas. Workers are **required** to report all accidents/incidents to their supervisor. All work-related accidents require professional medical treatment. This will not be done to find fault, but to identify and correct the faulty process or physical deficiency. Such investigations will be part of the formal safety agenda. The supervisors will review and pass on all pertinent safety information to all workers on their respective job sites. The supervisor will ensure that all new workers have the proper health and safety training for their job.



Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by this company. It is in the interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization.

RESPONSIBILITY / ACCOUNTABILITY

Corporation Officers should be leaders in all phases of safety. This level of management sets the examples for all employees of Turn - Key Tunneling. Corporate officers should encourage and help enforce compliance with safety programs. Some responsibilities of the top management are to provide funding for safety programs and periodically review the progress of the safety program with the Safety Coordinator.

The **Safety Manager** will be responsible for keeping management and supervisors informed of regulations and revisions for Occupational Safety and Health (OSHA) and Mine Safety and Health (MSHA). The Safety Manager will be the one that establishes and implements the Safety Program. He/She will visit project sites to inspect, make recommendations and keep communication open between supervisors and employees. He/She should conduct performance evaluations as well as accident investigations.

The Safety Manager will keep a log of all accidents for review. He/she will be responsible for attending training and meetings pertaining to safety and accident prevention.

The **Project Manager** should help to include safety in pre-construction planning and monthly progress meetings; when bidding, include safety in the estimate. He/she will evaluate specifications in job plans for safety hazards, as well as participate and demonstrate safety on the project site. He/She will report any violations or unsafe conditions to the appropriate personnel.

The **Superintendent** will aid the management in enforcing safety by setting an example every day on the job. These individuals are responsible for their foremen and employee's actions in observing the safety program every day. He/She will make any person entering the job site aware that safety rules shall be followed. He/She will report all accidents and maintain records according to the safety manual. First Aid supplies will be the responsibility of the Superintendent of each job site.

The **Shop Superintendent** will understand and follow OSHA requirements. All equipment sent to the job site must be approved for safety before leaving the shop. The shop shall be kept neat and orderly to maintain a safe environment. The Shop Superintendent will perform inspections of the shop and yard for safety infractions.

The **Job Site Foreman** will be held accountable for any safety and health problems that may occur. The Foreman will be the liaison between management and the employees. He/she will be the one to maintain and encourage proper safety practices and techniques. He/She will make



sure that all employees understand what is expected of them. He/She will be approachable and accountable and act as the person foremost responsible for safety on the job. The site foreman will conduct and record safety meetings that are specific for each job's needs.

Each **Employee** of the company will work according to the safety regulations as outlined in the safety manual and in discussions. The employees shall keep the work area clean and act in a safe manner. Each employee shall check with the supervisor before engaging in any questionable activity. Any unsafe conditions should be reported to the supervisor. Each employee is responsible for attending safety meetings and using safety equipment on the job. All injuries must be treated with first aid and reported within 48 hours.

GENERAL SAFETY GUIDELINES

- All accidents and injuries must be reported to your foreman/supervisor immediately.
- New employees should be given safety training before they begin work.
- Hard hats are always required once on a jobsite especially when working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns.
- Safety meetings must be held once a week – Toolbox safety talk and jobsite inspection checklist completed and reviewed
- Appropriate clothing must be worn on the jobsite. Shorts and tennis shoes are prohibited.
- Personal Protective Equipment must be worn as directed.
- Smoking ONLY in designated areas
- Drugs and alcohol are not permitted on the jobsite.
- Horseplay is prohibited.
- All traffic regulations must be followed while on public roadways.
- Seat belts must be worn while in any company vehicle.
- No one shall operate any equipment unless they are qualified/certified to do so and cleared by Foreman/Superintendent
- Do not approach machinery from the blind side. Let the operator see you.



- When the machine is equipped with R.O.P.S., the operator is required to use the seat belt. If the seat belt is defective, it must be repaired before use.
- General public access to the jobsite should be restricted as much as possible.
- Obey all warning signs and instructions.
- If any barricades are removed to gain access to a worksite, they should be replaced when work is finished.
- Scaffolds should be inspected before use. If any parts are damaged or do not pass inspection, do not use.
- When working more than 6ft. above the ground, fall protection must be used, such as lanyards and/or safety belts.
- When equipment is unattended, attachments must be grounded, and keys must be removed.
- Reverse alarms shall be used and must not be altered in any way.
- Always remain at least 10' from overhead power lines; treat all power lines as "hot".
- Electric power tools must be checked for proper grounding before use.
- Turn all equipment off when fueling; make sure a fire extinguisher is nearby.
- Do not use equipment if it is defective or in need of repair. As soon as equipment is discovered to be defective, it must be tagged "Do Not Use".
- All air hose connections should be secured before use.
- Compressed gas cylinders should always remain upright.
- Read all Hazard Warning labels on all equipment and products before use.
- All fire extinguishers and first aid kits must be kept in easily accessible areas
- SDS/GHS should be kept at the jobsites where all employees can have access to them.
- Use sanitary toilets with consideration for the next user.
- **ALL SUBCONTRACTORS CONTRACTED TO PERFORM WORK ON BEHALF OF TURN - KEY TUNNELING ARE REQUIRED TO HAVE A WRITTEN SAFETY POLICY OR FOLLOW THE POLICIES CONTAINED IN THIS BOOK.**



- All rules contained herein must be strictly enforced.

1st Offense – Written warning (minor offense)

2nd Offense – Suspension

3rd Offense – Discharge

Major violations that endanger the health and safety of any employee will result in a written warning and 30-day suspension.

RULES FOR OFFICE SAFETY

Notify the Safety Manager of any accident immediately.

Be supportive of fellow workers in daily job performance.

Before attempting to lift heavy or awkward objects, seek assistance.

Keep work areas clean and neat. Close all drawers and cabinets before leaving the work area.

Eliminate all tripping hazards.

Take adequate periods of rest or alternate activity to eliminate stress and fatigue.

The office should be adequately lit.

Follow ergonomic principles by keeping computer monitors at eye level.

RULES FOR SHOP SAFETY

Notify the shop supervisor of all accidents immediately.

Good housekeeping practices should be followed in all areas of the shop. Know the location of and do not block access to fire extinguishers.

Read all service manuals before performing work on any equipment.

Eye protection must be worn when grinding, chipping, sand blasting, power washing, burning, or welding, when handling chemicals or other substances that are likely to splash, and all other power tool use.



When equipment is running inside, proper ventilation must be maintained.

Shut down all equipment before servicing.

Use only tools in good condition; properly tag and remove defective tools from service.

Do not by-pass or remove safety devices on tools or equipment.

Do not weld or cut near fuel or other flammable material.

Oxygen and acetylene tanks should be secured and capped when not in use.

Acetylene pressure must not exceed 15 PSI.

On articulated machines, lock bars must be in place before service begins.

Loads must be blocked, or appropriate safety locks and pins must be used.

Do not use your fingers to check for hydraulic leaks; use wood or cardboard.

Always use mechanical aids such as hoists when handling heavy and awkward parts.

Use only approved lifting devices.

Use tire racks when inflating tires.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment is required to protect employees from hazards on the job. It should be checked regularly and be in good condition. Do not use if it has been altered.

Wear only appropriate Personal Protective Equipment when using chemicals and hazardous materials.

A hard hat must be worn at all times due to the possible danger of head injury from impact or from falling or flying objects.

Safety glasses must be always worn. Use only approved eye protection. When grinding, sandblasting, pressure washing, welding or any other operations that may pose a risk to the employee, a face shield must be worn.

Use approved hearing protection when exposed to noise hazards.



Wear only appropriate clothing and footwear to the job. Shorts, sandals, etc. are prohibited.

Caution should be taken with loose fitting clothing or hair when working around powered equipment. Jewelry is also dangerous around equipment.

Reflective work vests must be worn while exposed to traffic with no barricades.

Buoyant work vests must be worn while working over or near water.

Approved respiratory devices should be used when exposed to dust, gases, or fumes.

Use a lifeline, safety harness, and appropriate respirator when entering confined spaces and when deemed necessary.

HAND AND POWER TOOLS

Handle and maintain equipment properly.

When selecting a tool, make sure it is appropriate for the job.

Do not wear jewelry, loose fitting clothing or long hair around power equipment.

Appropriate personal protective equipment must be worn when using hand and power tools.

Do not use tools with mushroomed heads, split or broken handles or bad electrical connections.

Make sure tools are disconnected from their power source before servicing them.

Do not yank on cords or hoses to disconnect.

Do not carry a tool by the cord or hose.

Air hose couplers must be wired or pinned together.

Never remove or alter the guards on powered equipment.
Do not use compressed air to clean clothing.

Never strike the hardened faces of hand tools together.

Cutting edges on hand tools must be kept sharpened.



Grinder wheels should always be inspected before use.

Gasoline power tools should be fueled with gasoline from only approved containers.

ELECTRICAL

Use only tools that are properly grounded when working around electricity.

Ground fault circuit interrupters must be used when using temporary electrical circuits.

Temporary light wiring should be supported eight feet off the floor.

Do not support light wiring with nails or by uninsulated wire.

Grounding pins must not be bent or cut from equipment plugs.

LOCKOUT / TAGOUT

Lockout Device: a device used to prevent a hazardous energy source from being energized.

Tagout Device: a warning tag that can be attached to critical areas to communicate why an energy source should not be re-energized.

Notify employees when maintenance is required, or equipment must be shut down and either locked out or tagged out of service.

Disconnect all power sources so the machine is not in contact with any energy source.

Lockout or tagout the equipment.

Do not perform any repairs until the above procedures are followed.

When performing necessary repairs, keep employees away from the area.

Notify employees when equipment is ready for use.

BATTERY CHARGING

Proper personal protective equipment such as face shields, rubber gloves, and aprons should be worn while handling batteries or acids.

Know the location of a water flushing facility in case of acid contact.



Battery caps should be kept in place when charging.

Do not charge a battery near open flames, welding or cutting.

Do not smoke near a charging battery.

Always make sure that the connections are on the correct terminals.

WELDING AND CUTTING

Do not look at welding operations without proper eye protection.

Wear suitable eye and face protection when welding, cutting, or heating.

Know proper procedures for gas or arc welding before work takes place.

Do not perform welding operations in hazardous atmospheres.

Keep regulators, hoses, connections, valves, and cylinders free from oil and grease.

Do not interchange hose connections between fuel, gas, and oxygen.

Turn off gases at the tank valves when leaving unattended.

Regulators, hose, couplings, and torch tips should be inspected before use.

Do not use matches, butane lighters, or any other unapproved lighting source to ignite torches.

Always have a fully charged fire extinguisher nearby when welding or cutting.

Do not use oxygen for blowing dust from clothing, cleaning work areas or comfort cooling.

Do not move or store gas cylinders unless valve protection caps are in place.

Always handle gas cylinders in an upright position.

TRAFFIC CONTROL

Use proper control devices such as barricading, signs and channeling to direct a driver safely past a construction site or hazard.



Signs warning oncoming vehicles that there is a construction zone / flag person ahead should be in place before starting to flag.

The flag person should always face approaching traffic and be in front of the work zone.

The flag person should always wear proper clothing, including shirt, proper shoes, and an orange vest with reflective stripes, hard hat and, for night work, a light wand.

The flag person should always stand on the shoulder, facing and next to the traffic that is being controlled.

Never stand or step into a lane where traffic is moving.

Two-way radios should be used when you cannot see the other flag person.

When possible, briefly inform motorists of the cause for the delay.

COMPANY VEHICLES

An operator of a company vehicle must carry a current and valid operator's license and be on the approved drivers' list. The license should be valid for the type of vehicle driven.

The operator should follow all motor vehicle laws.

Each operator should have at least one year's experience operating the equipment.

An operator cannot have more than two moving violations in the past three years.

Inspect the vehicle before each use.

The inspection should include but not be limited to steering, tires, mirrors, lights, horn, windshields, wipers, brakes, back up alarms, emergency kits, fire extinguisher.

Maintenance should be performed regularly and documented.

Should an accident occur, it will be the driver's responsibility to gather information first.

All accidents will be recorded and investigated.

No more than 1 preventable accident in the past three years.

No DUI / DWI convictions.

No reckless driving convictions.



No one convicted of a felony in the last five years may drive a company vehicle.

No one is permitted in a company vehicle under the influence of drugs or alcohol.

TRANSPORTATION OF HAZARDOUS MATERIALS

Every employee should know the location of the Safety Data Sheets (SDS)/GHS.

Before handling any hazardous material, read and follow the SDS/GHS.

When transporting any hazardous material, be sure to include classification, shipping paperwork, marking, labeling, or placarding, accident reporting and emergency response procedures.

TRUCKING

NEVER OPERATE AN UNSAFE VEHICLE!

Each vehicle must have an accident report checklist and insurance card on board.

Know the effects of any medication you are taking before driving. Report any required medication to the supervisor.

Beware of pedestrians...they always have the right-of-way.

Always adjust your driving to special hazards presented by abnormal, unusual, or changing weather conditions.

Always know and follow the weight and clearance limitations of trucks that are operated on public highways.

Check each load before truck enters the highway. Equipment must be chained down and loose dirt and debris must be secured.

Windshields, rear-view mirrors, and lights must be kept clean.

Make sure that any area you are backing into is clear before proceeding to back up.

Dismount truck beds with provided ladders and handholds. Never jump to the ground from the truck bed.

Maintain all safety triangles, flares, flags, and fire extinguishers in proper working order.



HEAVY EQUIPMENT

Employees must be properly qualified as determined by his/her immediate supervisor to perform the work assigned.

Never remove or by-pass safety devices while operating machinery.

Mount/dismount by facing the machine. Operator must check machine fully to determine that all employees are clear of the machine. Do not jump off the machine.

Look before backing.

The operator should always know the location of fellow workers during equipment operations.

All employees should stand clear of the pivot area of an articulated machine while the machine is running.

The operator must inspect the equipment for safe operating condition.

When the machine is equipped with a ROPS, the operator is required to use the seat belt. If the seat belt is defective in any way, it must be reported and corrected before use.

OUPS should be contacted at 1-800-362-2764 before digging to check for underground utilities.

Maintain a 10-foot clearance from overhead power lines.

Headphones are not permitted on the jobsite during working hours.

Strobe lights and reverse alarms must always be in proper working order.

Use only approved lifting devices. Log-type chains are not to be used as a lifting device.

Platforms and steps must be kept free of mud, ice, snow, grease, and oil.

All equipment must be shut off during refueling. A fire extinguisher must be kept aboard the equipment. **NO SMOKING** at any time during refueling.

When equipment is unattended, attachments must be grounded, and keys must be removed.

Horseplay with machines is not permitted.



Safety harnesses and lanyards are required to be used by all employees using elevated work platforms.

Lifting of personnel in loader buckets is prohibited.

Use extreme caution when “road walking” any machine to a new location. Off road equipment is not intended for highway use and should not be expected to perform in that manner.

TRENCHING AND EXCAVATIONS

All utilities must be located before digging begins.

Call OUPS at 1-800-362-2764 BEFORE YOU DIG.

Any overhead lines and lines that are in the area should be pointed out and precautions taken to prevent contact.

Trenches shall be shored, shielded, or sloped to meet the Federal OSHA Trenching and Excavation Standards.

Do not enter a trench that is five feet or more in depth unless it is shored, sheeted, boxed, laid back or in solid rock.

Before entering a trench at the beginning of a new workday, the foreman or designated crew member should inspect for evidence of cracks, slides, or wall failures.

Enter and exit trench by means of a ladder. Exits must be provided every 25 feet.

Where oxygen deficiency (atmospheres containing less than 19.5% oxygen) or a hazardous atmosphere exists or could be reasonably expected to exist, the atmospheres in the excavation area shall be tested before employees enter excavations greater than 4 feet in depth.

Proper precautions should be taken should a hazardous atmosphere exist such as:

1. Respiratory protection or ventilation.
2. Availability of emergency rescue equipment.
3. Safety harness line.

When using shoring or trench shields, employees must work within the protection of the system.



Employees may remain within the trench shield if moved horizontally but must exit if lifted vertically.

Never jump into a trench.

Do not use exposed utility lines, cables or conduits as a step or platform.

Keep materials and equipment at least 2' from excavation edge.

Employees shall not work under suspended loads.

Employees shall not work where water is accumulating in excavations unless proper precautions have been taken to protect employees.

All excavations left open overnight must be properly barricaded.

CONFINED SPACES

A confined space is defined as a space that has limited openings for entry and exit, unfavorable natural ventilation, and/or not designed for continuous employee occupancy.

Entry Procedures:

Before entering a confined space, make sure the atmosphere has been checked with approved testing equipment and that adequate ventilation has been approved.

Confined spaces must not be entered unless accompanied by a safety monitor.

A check-in / check-out system must be used to identify every employee underground.

Each employee should learn the location and use of emergency rescue equipment and know emergency plans.

Do not attempt to rescue a downed employee without the proper equipment.

PAVING OPERATIONS

Always check machine for mechanical or safety malfunctions before operating any machine.

If construction equipment must enter or leave a site, cross highways, streets, sidewalks, or any other area open to the public, traffic control must be maintained.



Flag person must wear reflective vest and hard hat.

Signs notifying motorists must be in place before proceeding with any operation.

Work may only be performed in the designated zone.

Do not mount/dismount from pavers or rollers on the traffic side of the machine.

Personal Protective Equipment must be used when an employee is handling or exposed to liquid asphalt products.

Avoid dropping off shoulders when working near berm with rollers.

Stand clear of trucks hauling material and dumping into paver hopper.

Pay attention to all employees in vicinity.

LADDERS

Ladders on the jobsite must conform to OSHA standards.

Ladders must be inspected before use, look for damage to rungs, rails, etc.

Do not use metal ladders near any possible electrical contact.

Ladders must extend 3 ft. above top landing and must be secured.

If ladders are placed in walkways, doorways or other occupied areas, the ladders must be guarded.

SCAFFOLDING

Blocks, bricks, or other unstable objects must not be used for scaffold footing.

Always build scaffold on a level base.

Sections must be pinned together.

End frames must be plumb, level, and undamaged.

All sections must be cross-braced.



Tie to structure every 26 ft. in height.

Do not mix different sections from different manufacturers.

Work platforms must be completely decked.

Guardrails must be erected.

Before scaffold is loaded, all bracings must be in place.

Standard guardrail is required on all scaffolds. It must consist of a top rail, mid-rail, and toe board.

Plank ends shall overlap a minimum of 12" and be secured from movement.

A ladder must be used to gain access to the work platform unless the scaffold end frame has a built-in ladder for access.

PEDESTRIANS

The public should be restricted from the jobsite. Hard hats must be worn by anyone entering the jobsite.

Do not allow children to play on the jobsite.

Never leave tools or equipment unattended.

FIRST AID

Anyone administering first aid should be properly certified.

All injuries and illnesses must be immediately reported to a supervisor.

Emergency phone numbers and first aid kits should be in the field office as well as in the job foreman's vehicle.

If you have a severe allergy it is the employee's responsibility to have an Epinephrine Auto-Injector (EpiPen®).

HOUSEKEEPING

Each employee is responsible for keeping his/her area orderly and neat.



Each employee should help make sure the entire jobsite is kept as free of clutter and debris as possible.

If protruding nails are observed, promptly remove them, or bend them over.

Never stack material near the edge of an elevated location.

Tools should always be returned to the proper area.

Flammable materials must be disposed of properly.

Hazardous materials must be stored away from other materials.

To avoid slips, trips, or falls, cords, hoses and ropes should be properly coiled and kept orderly.

SANITATION

Safe drinking water shall be provided at every job site.

Employees should use portable restroom facilities provided on the job site.

FIRE PREVENTION

Fire extinguishers should be in an area easily seen.

Fire extinguishers should be placed in consistent areas of the jobsite to give the employee a general idea of where to find the prevention.

Use proper signs and markings to identify fire prevention equipment.

Every employee should be trained on how to use a fire extinguisher properly and which extinguisher to use for different types of fires.

Any defective equipment should be reported to the jobsite foreman immediately.

NO SMOKING IS PERMITTED AROUND FUEL AND OTHER FLAMMABLE PRODUCTS.

EXTINGUISHER TYPE	CLASS OF FIRE	MATERIAL TO BE USED ON
Water Under Pressure	A	Wood, paper, rubbish
Dry Powdered Chemical	B	Flammable liquids, oil
Carbon Dioxide – Foam Halon	B	Gasoline, paint, grease
Dry Powdered Chemical	C	Energized electrical equipment
Carbon Dioxide - Halon	C	Energized electrical equipment



HAZARD COMMUNICATION POLICY

I. PURPOSE

The practices and procedures described herein constitute the program by which Turn - Key Tunneling, Inc. will comply with the OSHA Hazard Communication Standard, (29 CFR1910.1200 and 29 CFR 1926.59). More importantly, this is to be done to protect the employees of this organization.

II. PROGRAM

James Froehlich, Safety Manager is the coordinator for implementing and administering the hazard communication program for this company. This program will be maintained along with the list of all hazardous materials/chemicals and SDS files and will be available to all employees during any working hours.

III. HAZARD CLASSIFICATION

This facility does not manufacture or import chemicals; therefore, hazard classification is performed by the various suppliers or manufacturers of the products we use.

In instances where the validity of the information provided by the supplier is in question, or where the SDS is not supplied, the product will not be used until Lee Froehlich (Shop Foreman) has been consulted and has given approval. Lee Froehlich will not allow the product to be used until the SDS is obtained.

IV. HAZARDOUS MATERIALS/CHEMICAL LIST INVENTORY

This list will be maintained by Lee Froehlich.

This list will be kept with the safety data sheet files and updated on a regular basis. The list will be maintained with the SDS and this written program.

V. SAFETY DATA SHEETS

Safety data sheets (SDS) are obtained from the manufacturers/suppliers for all chemicals/materials prior to their use at the facility. Lee Froehlich will be responsible for maintaining the SDSs.

The safety data sheets are maintained at the following locations within this company:
Main Office & Shop, 1247 Stimmel Road, Columbus, Ohio 43223 and with each Foreman.

VI. LABELING

Containers of hazardous materials/chemicals at this are to be labeled. The manufacturer/supplier label will be used where possible, identifying the material, the manufacturer name and address, the appropriate hazard warning/classification and hazard statement, including pictograms.



All secondary containers will be labeled as well, using the same information noted for manufacturers labels above. All labels will be legible, in English and prominently displayed on each container.

Piping systems will be labeled at all outlet points. All bulk tanks will also be labeled.

Lee Froehlich will be responsible for labeling all containers within the facility. This includes incoming, outgoing, and secondary containers.

VII. CONTRACTORS

Contractors will be required to inform this organization of any hazardous materials they will be bringing onto our site and supply us with an SDS. In return we will inform the contractor of any materials they might encounter at our facility and supply them with an SDS as well. Lee Froehlich will be responsible for this communication process.

VIII. EMPLOYEE INFORMATION AND TRAINING

All employees are provided training and information on hazardous chemicals in their work areas at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Employees are informed of:

1. The existence and requirements of the OSHA Hazard Communication Standard.
2. The components of the hazard communications program.
3. Operations in their work area where hazardous chemicals are presents.
4. Location of the written hazard communication program, the list of hazardous chemicals and safety data sheets.
5. Hazards associated with non-routine tasks.

Employee training includes:

1. Methods to detect the presence of a hazardous chemical in their work area.
2. The physical and health hazards of chemicals in the work area.
3. How the hazard communication program is implemented in the workplace, how to read and interpret information on labels and safety data sheets, and how to obtain and use the available information.
4. Measures employees can take to protect themselves from hazards, including specific procedures required to provide protection against hazards (work practices, personal protective equipment, and emergency procedures).

Employee training and information requirements are satisfied through formal classroom training, handouts, signs and placards and periodic safety meetings. All training will be documented, and copies maintained by Shannon Slone (Office Administrator).



IX. NON-ROUTINE TASKS

A list of any non-routine tasks that may need to be covered before employees conduct the task will be attached to this program. Non-routine tasks are those tasks that are seldom done by employees of this company and involve hazardous materials in conducting those tasks. If a task that is not listed as a non-routine task is to be done, Lee Froehlich will review the procedure to conduct the task with those employees doing the task prior to the work being done.

X. PIPING SYSTEMS

All piping systems in the facility will be identified with what is flowing through them and the direction of flow. All piping system outlet points will be labeled as to the requirements of section VI of this program.

ACCIDENT REPORTING POLICY

Instructions for on-the-job injuries

1. All work-related injuries must be reported by the employee to the supervisor immediately following the incident (or by a co-worker if the employee is not able).

All injuries that require medical treatment will be subject to a full accident investigation within 24 hours.

2. The supervisor will see that the injured employee is transported to receive the initial appropriate attention, if necessary. **Our primary concern is to ensure that the employee receives prompt medical attention.**

While ensuring the employee's rights to choose his/her medical provider, the company will direct all injured employees to their managed care organization panel of providers for prompt medical attention and/or referral to an appropriate specialist.

3. All injured employees must complete an injury/accident report and a medical authorization release form as soon as possible following the incident or initial medical treatment.
4. In cases of ongoing medical treatment, it is the employee's responsibility to keep the office updated with all subsequent medical appointments and must request that their physician call the office with a status report.
5. All employees must supply the treating provider with the name of the company's managed care organization at the time of treatment. This will ensure timely filing of required workers' compensation claim forms. This is necessary for related fee bills to be promptly submitted and considered by the Bureau of Workers' Compensation.



6. For any illness or work-related injury, the employer will make regular contact with the employee for update on their condition, rehabilitation, and possible return to work date.
7. Any employee who is unable to return to his/her regular work will be subject to consideration for the company's transitional work program within prescribed medical restrictions based on availability and physical capabilities.

EMERGENCY ACTION PLAN

Turn - Key Tunneling is required by OSHA to have an emergency plan in writing available to all employers and employees. This plan is to ensure employee safety from fire and other emergencies.

During an emergency, proper escape procedures should be followed. All exits should be posted and entryways that cannot be exited shall be properly marked. Use common sense when exiting, do not cause panic by crowding or acting in a way to excessively alarm others.

All employees should meet at a safe distance from the disaster site. Everyone should be accounted for in a prompt manner.

If anyone is trained in first aid, that person should identify himself/herself and make themselves available to help others.

If there is ANY accident or emergency, the office in Columbus, OH should be notified at 614-275-4832. If no one can be reached, please refer to emergency numbers. A report of any accident should be filed in a timely manner and presented to the Safety Manager, James Froehlich.

EMERGENCY RESPONSE

In the event of an accident or other emergency, certain procedures should be followed:

1. Call the local emergency agency (911).
2. Call the office in Columbus, OH at 614-275-4832.
3. If there is an employee injured, do not move him/her, and direct the emergency personnel to him/her immediately.
4. When necessary, SDS should be provided to responding emergency personnel.
5. If you are not trained in first aid, do not administer any assistance that you are not sure is appropriate. Wait until emergency personnel arrive and give them all important details of the accident.



EVACUATION PLAN

The order to evacuate will be given by the Job Site Foreman/Superintendent.

Immediately notify others of the intention to evacuate. Make sure everyone knows what is going on.

The Job Site Foreman/Superintendent will designate a meeting point for all employees. Please arrive promptly at this point.

Be aware if there are any hazardous chemicals or other explosives.

The Job Site Foreman/Superintendent will appoint personnel with specific duties during an evacuation when appropriate.

One employee should be designated for each of the duties listed below:

- Account for employees at rendezvous point
- Direct emergency responding personnel
- Man the fire extinguishers

FIRST AID

Emergency phone numbers shall be posted in a conspicuous area.

In the event of an accident, please follow the suggestions listed below when speaking to emergency personnel.

1. Remain calm.
2. Speak clearly and slowly to the person(s) answering your call.
3. Give the exact location. This should be posted at every jobsite.
4. Briefly describe the situation.
5. Give the phone number where you are calling from.
6. Do not hang up unless told to do so.



In the event of a medical emergency, please be aware of the guidelines below.

1. Stay calm
2. Check to make sure the victim's airway is free of any foreign material, is breathing and has a pulse.
3. Control any bleeding promptly.
4. Keep the victim as still as possible. Talk to him or her in a reassuring manner.
5. Tell the emergency personnel as much as you can about what happened, what the victim's condition was when you found him or her and what happened up until they arrived.
6. Let the emergency personnel do their job and keep other people out of the way.
7. Do not move the victim unnecessarily.
8. Do not try to remove any object that is impaled in the body.
9. Do not give the victim anything to drink or eat.
10. Call for help.
11. Do not do anything that you are not trained to do.

TRAINING

All Turn - Key Tunneling employees will actively participate in the safety program.

Initially, a new employee shall be instructed by the Job Site Foreman/Superintendent on policies concerning safety rules, accident procedures, personal protective equipment, an explanation of hazardous chemicals and potentially hazardous work situations, and procedures to be followed in the event of an accident.

All new employees shall have a "Safety Orientation" which will acquaint new employees with company policies and procedures as well as OSHA requirements.

All employees must attend scheduled weekly, monthly, and annual safety meetings.

Do not use machinery and tools unless you know how to operate them safely.

Learn the safe use of emergency equipment.



Learn the safe way to perform all tasks.

Be aware of your surroundings. Keep eyes open for: floor openings, excessive noise, fumes, dust, eye hazards, electrical contacts, and any other safety hazard.

Job Site Foreman/Superintendent should include the material in this manual as topics in their weekly safety meetings. All meetings must be recorded in a Safety Meeting Log.



EMERGENCY PHONE NUMBERS

Project Name and No. _____

Project Address _____

Office Phone # **614-275-4832**

AMBULANCE:	911
FIRE:	911
POLICE:	911
HOSPITAL:	911

Supervisor/Inspector	Alternate #
James Froelich	614-965-2402
Gary Ison	614-315-2495
Bobby Howard	614-753-5997
Tim Branham	614-579-5920
Tim Wade	614-325-3668
Jeremy Blake	614-315-2961
Dave Ratliff	614-738-4084
Rick Stephens	614-307-7340
Alex Napier	614-687-1551
Jake Vanover	614-869-6674
Clinton Hudkins	614-869-6729
Angie Parker – Human Resources	740-564-3598



I hereby certify that the above company policies, procedures, and instructions for work related injuries/diseases have been explained to me. I fully understand this policy and Turn - Key Tunneling safety regulations and certify that I will fully follow the policy. I will comply with the penalties for violations of the rules as stated in the policy and procedures.

I hereby acknowledge receipt of a copy of this Safety Meeting Manual

Date _____

Employee Name _____

Employee Signature _____

Witness Signature _____

Confined Space Policy

Turn - Key Tunneling always requires all employees to use gas detectors when in a confined space. The gas detectors need to be on your person or ahead of you

If you are found not using a gas detector it will result in disciplinary action up to and including termination of employment.

By signing below, you are stating that you have read the Turn - Key Tunneling confined space policy and you will always abide by the policy by wearing a gas detector while in a confined space.

Date _____

Employee Signature _____

Company Representative _____



Ear Protection Policy

Purpose

This policy is designed to minimize the potential for ear injury by the provision and use of the correct type of ear protection. This policy enables Turn - Key tunneling to comply with the Occupational Health & Safety Act and regulations pursuant to that act.

Responsibility

It is the responsibility of all superintendents, foreman, and managers to ensure that all employees and visitors always wear suitable ear protection on a jobsite.

By signing below, you are stating that you have read the Turn - Key Tunneling ear protection policy and you will always abide by the policy by wearing proper ear protection while on a jobsite.

Date _____

Employee Signature _____

Company Representative _____

Eye Protection Policy

Purpose

This policy is designed to minimize the potential for eye injury by the provision and use of the correct type of eye protection. This policy enables Turn - Key tunneling to comply with the Occupational Health & Safety Act and regulations pursuant to that act.

Responsibility

It is the responsibility of all superintendents, foreman, and managers to ensure that all employees and visitors always wear suitable eye protection on a jobsite. Approved safety glasses with side shields are the minimum requirement for this policy.

By signing below, you are stating that you have read the Turn - Key Tunneling eye protection policy and you will always abide by the policy by wearing proper eye protection while on a jobsite.

Date _____

Employee Signature _____

Company Representative _____



I have been issued the following items of protective equipment for use while employed by Turn - Key Tunneling.

HARD HAT _____ EYE PROTECTION _____

EAR PROTECTION _____ TRAFFIC VEST _____

Employee Signature

Date

