

JEN Mechanical, Inc.

Safety Quality Integrity

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Employee Safety Handbook

Effective January 2015

**JEN MECHANICAL, INC.
EMPLOYEE SAFETY MANUAL
TABLE OF CONTENTS**

Introduction to the new employee2

Basic Safety Principles.....2

Drug and Alcohol Policy3

Cell Phone / Communication Device Policy.....3

General Equipment Rules.....3

Theft Prevention4

Safe Work Area & Housekeeping Policies5

Personal Protective Equipment5

Hazard Communications6

Fire Prevention and Protection Policy6

Protective Equipment for Burners and Welders7

Severe Weather Policy8

Hand and Power Tools9

Aerial Lifts and Fall Protection.....9

Ladders.....9

Proper Lifting Techniques10

Preventing Hand Injuries.....10

Lockout / Tagout Policy11

Electrical Safety.....11

Bloodborne Pathogens11

Motor Vehicle Operations12

Workers Compensation12

Injury Management & Return to Work12

Accident Investigation13

Progressive Discipline13

Closing14

Employee Acknowledgement / Signoff Sheet15

INTRODUCTION TO THE NEW EMPLOYEE

JEN MECHANICAL, INC. takes pride in our commitment to safety and our safety program. This program is a top priority for JEN MECHANICAL, INC. We actively encourage "safety consciousness", expecting everyone to be cautious while working at JEN MECHANICAL, INC. It is our responsibility to provide a safe work environment for our employees and we take this responsibility seriously. We expect you to take safety seriously as well. Only through a team effort, can we ensure safe work practices and conditions. A safety program requires more than words found in a handbook; it requires a concentrated effort by everyone. Safety is a "sharing proposition". We all must share in this responsibility.

The purpose of this handbook is to familiarize you with job safety basics, other important policies and accident prevention information you need to know as an employee. Please read this handbook carefully and become very familiar with its contents. Following our safety program and regulations will benefit you, your fellow workers and our company.

JEN MECHANICAL, INC. and its management accepts the responsibility to provide a safe work place, gives safety primary consideration in the operation of business, provides the necessary safety training and complies with local, state and federal regulations. As an employee, you must accept the responsibility to work safely, wear and use all required safety equipment, report all unsafe conditions and practices, report all accidents to the supervisor, cooperate and respect the company's safety program and maintain a clean work area.

This handbook attempts to cover the major areas of concern. It does not cover all areas. Therefore, common sense, knowledge of the hazards in any situation and a desire to perform safely are factors, which cannot be forgotten.

BASIC SAFETY PRINCIPLES

- Everyone is responsible and accountable for safety
- Working safely is a condition of employment
- Successful safety performance requires every individual's continuous effort, awareness, teamwork, and leadership.
- Superior safety performance results from following proven policies, practices and techniques.
- All accidents are preventable.
- All tasks can be completed safely.
- Each safety deficiency must be addressed promptly and effectively.
- Safety training is a continuous process.
- Off-the-job safety is as important as on-the-job safety

JEN MECHANICAL, INC. Safety standards may exceed those of OSHA and/or our customers because we believe in doing everything possible to protect our employees. While we don't ever anticipate you being injured on the job, medical attention will be provided in the event this should occur. To effectively reduce the possibilities of injury to you or others, we **require** that you inform your supervisor if you ever have any of the following concerns during your workday:

- 1) You don't understand or are unsure of the activity you are being asked to do.
- 2) You don't have the experience to do a task safely.
- 3) You don't have the training to use a tool, operate equipment or use special personal protective equipment safely.
- 4) If you have had an injury of any kind, no matter how seemingly insignificant, you must immediately notify your foreman, project manager or superintendent.

In turn, JEN MECHANICAL, INC. will review all tasks instructions, work activities, and safety concerns until you are comfortable with the information you've received. We want you to feel confident that you can safely perform the work in a quality manner. We will provide you with training to safely operate any required equipment and tools. You will be given special personal protective equipment you will need to safely perform your job.

JEN MECHANICAL, INC. believes safety training is a continuous process and we take our responsibility for training our employees in workplace safety very seriously. You will be expected to take part in weekly safety meetings. These meetings are designed to pinpoint specific safety topics, to help improve safety performance and to increase your awareness of job safety. We strongly encourage you to actively participate in these meeting. Your opinions, suggestions, and questions are important to us.

DRUG AND ALCOHOL POLICY

JEN Mechanical, Inc. is committed to the goal of promoting a safe and productive working environment. To prevent drug / alcohol abuse from entering the work force a pre-employment urine screening to detect the use of illegal substances, the misuse of prescription medications and / or the abuse of alcohol will be required for all prospective employees.

Additionally testing for the same substances will be conducted following every work related accident, as a result of a change in behavior, work performance, or absenteeism, or the result of mandated random testing.

The Missouri Workers' Compensation Law reduces benefits in those circumstances where drugs or alcohol were the proximate cause of the injury. When an injury is sustained in conjunction with the use of alcohol or non-prescribed controlled drugs the compensation "shall" be reduced by 50%. In cases where drugs/alcohol are the only cause of the incident, benefits may be denied.

An employee's refusal to take a drug or alcohol test at the employer's request results in benefit forfeiture if: (1) "the employer had sufficient cause to suspect" drug or alcohol use OR (2) the employer's policy clearly authorizes such post-injury testing.

Any employee refusing to submit a sample for testing may be terminated. PLEASE REFER TO THE JEN MECHANICAL, INC. SUBSTANCE ABUSE POLICY FOR ADDITIONAL DETAILS.

CELL PHONE / COMMUNICATION DEVICE POLICY

Personal cell phones and Nextel are acceptable to bring to work but are ONLY to be used in the event of an emergency. These devices should not be used to conduct frequent and personal conversations throughout the course of the workday. Company provided communication devices (cell phones, Nextel, two-way radios, CB's etc.) ARE NOT to be used for conducting personal business and are provided to speed up communication related to the work duties being performed. Employees should not use these devices to broadcast conversations that are not related to work. While these devices are extremely beneficial with instant communication they can also become a means of distraction. Overuse and abuse of communication device privileges take employees away from focusing on the work and the people around them. This can lead to serious injuries and even death. For this reason an employee will be given ONE warning if a supervisor feels that they are over using or abusing communication device privileges (company or personally provided). If the overuse or abuse continues the second offense will result in the termination of employment.

Employees are further reminded that these devices distract you from operating heavy equipment and passenger vehicles. You should always remember that your first duty is to perform the job safely and that may mean delaying a phone call until it can be conducted safely.

GENERAL EQUIPMENT RULES

1. Never operate or use any equipment which has a "DO NOT OPERATE" tag affixed to it.
2. Do not attempt to operate any type of equipment or machinery unless you have been properly trained. Unauthorized use of equipment may be cause for dismissal.
3. Each operator is responsible for the safe operation of his or her equipment at all times. The operator is also responsible for keeping the equipment in safe operating condition. All backup alarms, seat belts and other required safety devices must be functioning properly. Report any defects or malfunctions to a supervisor immediately.
4. Obey all safety warning signs, speed limit signs and other postings. Do not start or move machinery until you have determined it is safe to do so using the appropriate safe procedures including Lock-out/tag-out policies.
5. Do not adjust, repair, grease or fuel equipment or machinery while it is in motion or plugged into an electrical outlet. If work is done under the machine, make sure it is well jacked and blocked.
6. All equipment must be kept at least ten (10) feet from energized power lines or telephone poles, even if the boom or power lines are shielded or blanketed. The safe working distance is greater when working around high voltage lines or during poor weather. Check with your supervisor for the appropriate safe distance before operating equipment or dumping trucks under these conditions.
7. Backing up blind is prohibited. Some backing operations will require a flagman. Always keep laborers within sight when operating equipment.
8. No one is allowed to ride on any equipment unless approved seats are provided for that purpose. Always use seat belts when provided. Standing or sitting on the running boards, fenders, hood, or on a load is never allowed. Employees are also not allowed to ride in or work out of the bucket of the loader.
9. Do not climb on, off or about equipment while it is in motion. Always mount and dismount the equipment in a safe manner. Operators should always face the equipment and use three-points of contact with the equipment being mounted or dismounted to prevent falls. Hand holds, steps, ladders shall be kept clean and free of excess accumulation of mud, grease, etc.

10. While being transported employees must be seated and keep their arms and legs inside the body of the truck.
11. Do not remove or modify any guards on equipment.
12. Keep windshield clean and free of cracks or other obstructions.
13. Clearing debris from equipment while the equipment is in motion is not allowed.
14. Keep well away from the cable in towing or winching operations.
15. Intentional damage, misuse, abuse, or improper handling of any company mobile equipment is not allowed and will result in disciplinary up to and including termination.
16. Employees must be restricted from entering into the area of the swing radius of backhoes, cranes and other rotating mobile equipment.
17. Operators must lower, or properly block all booms, buckets, blades, beds, etc. any time the equipment is unattended.
18. Operators are encouraged to wear hearing protection when operating equipment not equipped with cabs, or equipment that subjects the operator to high noise levels. Hearing protection is available to all employees at any time and may be obtained from their foreman upon request. As a general rule of thumb hearing protection should be used when normal conversation is not possible without raising your voice.
19. Operators must walk completely around the machine before mounting to be sure that no obstacles or co-workers are in the area.
20. The equipment shall only be started and operated from the operator's station, or other location, as recommended by the manufacturer.
21. All guards and shields must be in place and working properly when equipment is in operation.
22. Operators must read and become familiar with all load rating, and other information, supplied with the equipment.
23. Equipment operators must yield the right of way to loaded vehicles and be able to bring the equipment to a complete stop with the required clear distance ahead.
24. Operators must always keep equipment in gear when running. Never coast with any type of heavy equipment.
25. Never stop or start abruptly when transporting a load.
26. Mobile equipment equipped with outriggers must be operated with all of the outriggers fully extended.
27. Operators must travel with the bucket or load as close to the ground as possible to avoid tipping of the equipment. Operators are required to keep speeds down especially when the bucket must be kept high for maneuvering purposes.
28. Operators must avoid side travel when working on a slope. As much as possible, travel should be perpendicular to the slope.
29. Operators must avoid operating equipment too close to the edge of an excavation, ridge, or trench. A signalman should be used if the operator's view of the edge is obstructed.
30. Operators shall ensure that no employees ever work beneath a suspended load of material.
31. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet of the edge of an excavation
32. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel
33. All load engaging means (pans, aprons, blades, buckets, etc.) need to be fully lowered to the ground whenever the equipment is parked.
34. When working under ANY elevated component of equipment make sure that it is properly blocked and braced.
35. The operator is responsible for cleaning out the tracks of equipment on a daily basis.

THEFT PREVENTION

A common problem in the Construction Industry is that equipment and tools are stolen or vandalized at construction sites. The theft and vandalism of these items lead to delays in production, cost over runs and increases in insurance costs. To reduce the potential for items to be stolen or vandalized please follow these guidelines:

1. 90% of all equipment thefts occur on the weekends - be absolutely certain that you secure equipment as best possible every workday especially on the weekends. Ask local police departments for more frequent patrols on the weekends.
2. At the end of every work day the "master disconnect switch" must be moved to the "off" position and the keys must be removed from the ignition. Lock the cab of equipment if possible.

3. All tool boxes, trailers, gang boxes, etc. must be secured and locked. Tools must not be left unsecured throughout the jobsite.
4. When traveling out of town and staying in hotels all tools and equipment must be secured as best possible. This means that tools or equipment may need to be placed in the cab of the truck or it may need to be taken into the hotel room. You might also consider throwing a tarp over the equipment to deter theft. Often times a thief may not waste their time looking if the target item can not be easily seen.
5. Equipment should be parked in a well-lit area whenever possible. If parking by the side of the road be sure to park far enough off of the road so that it does not create a hazard and use warning devices to alert traffic passing by.
6. Employees are not permitted to take any materials, tools or equipment from the jobsite without **the WRITTEN authorization of Phil Halliday**. If an employee takes JEN MECHANICAL, INC. property from the jobsite without permission it will be considered theft and the employee will be subject to immediate termination. Additionally JEN MECHANICAL, INC. will prosecute to the fullest extent of the law.

SAFE WORK AREA & HOUSEKEEPING POLICIES

Good housekeeping is an important part of your job. An organized work area allows the job to proceed more safely, faster and easier for everyone. Some basic housekeeping rules are as follows:

1. All tripping and fall hazards should be reported to a supervisor. If possible, correct the hazard immediately or "flag" or barricade the area to prevent injuries until the hazard can be corrected.
2. It is important to place barricades, signs and/or signals to warn the public of traffic. All traffic control devices are to be set up in accordance with the MUTCD (Manual on Uniform Traffic Control Devices). Barricades with yellow caution tape means USE CAUTION in this area. Red barricade tape means DANGER or DO NOT ENTER this area.
3. Barricades should be placed four (4) feet back from the edge of excavations and holes.
4. Spills of oil, grease, fuel, or bulk asphalt must be cleaned up immediately. If you suspect a spill could be a hazardous material, contact your supervisor before attempting to clean up.
5. All trash and refuse generated from lunch must be discarded in the proper receptacles.
6. Operators are required to dispose of all drinking containers, food wrappers and trash at the end of EVERY workday.
7. All parts removed from equipment or vehicles must be disposed of in the appropriate dumpster or stored in the appropriate area.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is a very important part of our safety program. In hot weather, you should dress appropriately and follow the necessary procedures to avoid heat stress, heat exhaustion and heat stroke. The same is true for working in cold weather to avoid frostbite and hypothermia. In rainy weather, slips and other hazardous are possible. So it's up to you to dress properly, wear the proper protective equipment and take extra precautions to protect yourself.

1. Any special safety equipment will be provided for your protection as needed. It should be used as required and kept in good condition. Report any loss or damage immediately, so the items may be replaced.
2. Approved hard hats are to be worn on all required jobs and whenever exposure to overhead hazards exists.
3. In high noise areas or when working with noisy equipment or powder-actuated hand tools, hearing protection such as ear plugs or ear muffs should be worn. If you wear glasses, use earplugs instead of earmuffs as the glasses allow for gaps around the ears and don't provide adequate hearing protection.
4. You are required to wear eye protection if there is any chance you could be exposed to flying objects, dust, hot splashing metals, harmful rays, chemical, or other eye hazards. Use the right type of protection for the specific hazard. Different eye protection is required when performing various operations:
 - a. Safety glasses are minimal protection only.
 - b. Full eye protection is required when grinding (goggles or face shield is over safety glasses).
 - c. Wear cutting goggles when using a cutting torch.
 - d. Hoods and proper shade lenses are required for welding. Check the hood periodically for leaks (including gaskets)
 - e. If you are working close to any of these operations you must wear the eye protection as prescribed for the particular operation.

5. Gloves or other suitable skin protection should be worn when handling rough materials, chemicals, hot or cold objects.
6. Sturdy work boots are required on all job-sites. Steel-toed boots are recommended when a danger to feet is present.
7. Shirts with sleeves are required on job sites at all times.
8. Long pants are required on job sites at all times.
9. If your job includes saw cutting, working with lime and/or any possible exposure to dust or toxic hazards, you are required to use the proper respiratory equipment to safely perform your work. If you are required to wear a respirator for your job you will receive additional, specialized training on their use. Beards and other facial hair must be removed to make sure the respirator properly seals to your face.
10. Jewelry, including rings, bracelets, necklaces, can get caught in equipment and machinery and may cause severe injuries. Take precautions by removing all jewelry that may cause injury prior to beginning work.
11. Safety vests are required for all flaggers and spotters. Safety vests are also required on certain jobsites.

HAZARD COMMUNICATIONS / MATERIAL SAFETY DATA SHEETS (MSDS)

HAZCOM or Hazardous Communications describes the various chemicals and hazardous materials used on the job. A written plan covering those materials and chemicals is maintained in the General Foreman's truck. You have the right to review the written Hazardous Communication Program and Material Safety Data Sheet.

Part of the HAZCOM plan is the MSDS or Material Safety Data Sheets, which contain technical information about chemical that you won't find on the product label. In addition to the manufacturers information, the MSDS contains important data on the chemical/material and other important information you need to know to work safely with this product. Employees may request a copy of the MSDS for any chemical they are using. If you want to review the material in the plan or any MSDS, ask your foreman or the safety coordinator.

Our HAZCOM plan requires all chemicals containers, including gasoline and diesel, to be properly labeled with the actual contents of the container. Most small containers have the manufacture's label – however, if the container does not have a label identifying its contents, you cannot use that container until it is properly labeled. This applies to chemical substances brought onto the site by other contractors or suppliers as well.

Follow these simple rules for chemical safety:

- Any time that you are working with a new chemical- read the label and be familiar with the hazards associated with that chemical. Ask questions of your supervisor and the Hazard Communication Coordinator.
- Follow recommended safety precautions and always use all personal protective equipment that is recommended by the manufacturer.
- If you feel dizzy, nauseated, develop a rash or feel uncomfortable while using a chemical – discontinue its use, remove yourself from the area and report it to a supervisor immediately
- Be careful when mixing chemicals – often times combining chemicals can have a hazardous or deadly effect
- Ask your supervisor for additional information if you are uncertain about using a chemical

FIRE PREVENTION AND PROTECTION

Fire prevention rules will be followed at all times. All fire fighting equipment should be located, free for access, periodically inspected and maintained in good working order. Appropriate emergency telephone numbers must be posted and easily located.

1. All smoking is restricted to designated areas.
2. Welding, cutting and brazing will be done with all flammable and combustible materials removed from the area. A fire watch will be posted for the duration of operations when flammables and combustibles can not be removed from the area. The fire watch will remain ½ an hour after the operation ends.
3. All trash and debris containers will be emptied at least daily.
4. All fuels, solvents and flammable/combustible must be stored in an appropriate ANSI approved container.

The following are details regarding how to use a fire extinguisher:

If you are ever in doubt about your ability to fight a fire you are to immediately evacuate the area.

1. When fighting a fire always position your body between the fire and the exit path– NEVER let the fire get between you and the exit.
2. Use the PASS method for operating an extinguisher (after breaking the seal):
P-ull the pin
A-im at the base of the fire
S-queeze the trigger mechanism
S-weep in a back and forth motion
3. Position yourself back about 8 feet from the fire
4. Make the first shot count, aim wisely, you will only have between 3 and 20 seconds worth of extinguishing agent.
5. If you expend an entire extinguisher on a fire and it is still not extinguished – evacuate the area/building – the fire is too much to be controlled by an extinguisher.
6. Use the appropriate type extinguisher for fighting the fire. We have ABC extinguishers that are appropriate for extinguishing any fire you will encounter on our jobsites.
7. After the seal on an extinguisher is broken the extinguisher must be serviced – even if the fire only uses a little of the extinguishing agent. This is because the extinguisher will continue to lose pressure and will not be effective for the next fire.
8. The operator must perform a monthly inspection of fire extinguishers – ensure that the gauge reads in the full range, there is no visible signs of leaks and that there are no signs of damage. If there is a deficiency report the extinguisher to your supervisor. If the extinguisher passes - sign the back of the tag acknowledging that it has been inspected
9. Do not remove an extinguisher from its station – people count on extinguishers to be there when they are needed.

NEVER try to be the hero – if the fire seems too big LEAVE THE AREA immediately and alert all others to the situation.

10. In the event of an emergency that requires evacuation from the jobsite employees are required to report to the “ top onsite officials” work truck for a headcount (as long as the emergency permits without putting the employee in danger). Employees should shut down equipment in a safe location and evacuate in an orderly fashion.

PROTECTIVE EQUIPMENT FOR BURNERS AND WELDERS

1. When burning, always wear approved burning goggles.
2. Never burn or weld while wearing ragged or excessively oily clothing.
3. Clothes made from oil-based fibers, such as polyester and nylon, will not be worn while conducting burning or welding operations. These types of fibers are susceptible to catching fire.
4. All gas cylinders shall be protected against undue absorption of heat. Cylinders of oxygen shall not be stored in the same compartment with cylinders of acetylene or other fuel gas. Unless separated by at least 20 feet, there shall be a fire-resistant partition, at least 5 feet high, between the oxygen cylinders and acetylene or fuel gas cylinders. Where cylinders are stored in the open, they should be protected from accumulations of ice and snow and from the direct rays of the sun.
5. Oxygen, air, or any other compressed gas cylinders shall be in racks or tied securely at all times when standing in a vertical position.
6. Always stand acetylene cylinders with valve end up.
7. Never use wire rope slings or magnets for hoisting cylinders. Use a suitably designed carrier.
8. Cylinders must never be allowed to come in contact with energized wires or electrical equipment ground wires.
9. No attempt shall be made to transfer acetylene from one cylinder to another or to mix gases in a cylinder.
10. Valves on empty cylinders shall be closed.
11. Empty cylinders should be marked "MT," segregated from full cylinders, and promptly returned to the supplier with valve caps, when provided, in place.
12. A hammer or wrench shall not be used to open cylinder valves. If valves cannot be opened by hand, notify your foreman.
13. Valve caps, when provided, shall always be in place, hand-tight, except when cylinders are in use or connected for use.
14. Keep a clear space between cylinders and the work so that the cylinder valves and the pressure-reducing regulators can always be reached quickly in event of trouble.

Pressure Regulators

1. Before installing the regulator, "crack" the valve of oxygen and fuel gas cylinders and/or station outlet valves momentarily to clear the valves of any dirt, dust, or other foreign material. Do not stand in front of the valve opening.
2. Never use gases from cylinders without using regulators for reducing the pressure.

3. Never interchange oxygen or fuel gas regulators, hoses, or other burning apparatus. Make certain the hose is secure to the connections and all fittings are tight.
4. Loosen the pressure-adjusting screw of the regulator before opening the cylinder valve. Open the cylinder valves only slightly at first; when the gauge hand has stopped moving, open the oxygen cylinder valve fully. Stand to the side of the regulator and not in front of the glass-covered gauge faces when opening the cylinder valve.
5. If a regulator creeps (that is, pressure builds up after torch valves are closed), have it repaired at once.
6. Do not make repairs or adjustments to regulators. Repairs shall be performed only by the authorized repair service.

Hoses and Connections

1. Protect hoses from damage or interference. Protect hoses from being trampled or run over. Avoid tangles and kinks and place the hoses so that they will not be a tripping hazard. Should a hose become fouled, do not pull on it to free it. Take precaution to prevent hoses from coming in contact with oil or grease and protect the hoses from open flame, sparkle, hot slag, or other hot objects.
2. Hoses must be examined daily for leaks, worn areas, and loose connections. Never try to locate an oxygen or acetylene leak with flame. Use soapy water (Ivory) and brush. Defective hoses must be repaired or replaced at once. Makeshift repairing is never permissible.
3. In the event of a flashback in the torch, close oxygen valve at once, then the fuel gas valve. Cool the torch and bleed thoroughly before relighting. In the event of a flashback into hoses, shut off the oxygen and fuel gas regulators. Remove burning outfit for service and inspection.
4. Never crimp hoses to stop flow of gas.
5. An acetylene cylinder valve shall be opened slightly at first, then no more than one-and-one-half (1-1/2) turns of the spindle.

SEVERE WEATHER POLICY

Severe weather may occur at anytime; it is our responsibility to be aware of all inclement weather. A copy of the evacuation plan will be available for review at the office trailer. The following precautions will be followed to facilitate a timely evacuation of the project:

1. Employees should familiarize themselves with the evacuation plan posted in the job trailer
2. Employees should stay alert to changing weather conditions
3. Project management will stay tuned to local weather alerts and advise employees appropriately
4. In the event of weather emergency employees will be notified via radios and air horns and will be told to report to the appropriate gathering area.
5. Employees should not leave the gathering area until they have been directed by the top onsite management official

HAND AND POWER TOOLS

Follow the correct procedures for using hand and power tools. Always report any defects and do not use the tool until the defect has been corrected. Do not remove the guard from any tool. Maintain electrical grounds and avoid overloads. Use the proper tool for the job.

HAND OR POWER TOOLS:

1. Inspect every tool before you use it. Take it out of service if you find any defects such as:
 - a. Broken or missing guards
 - b. Cut or taped insulation on any power cords
 - c. Broken power tool case
 - d. Cracked handles on shovels, picks, hammers or lutes.

AIR COMPRESSORS

1. Do not disconnect air hose at compressor until the line has been bled. Do not use air on yourself or others as it can penetrate a body through the skin and cause serious injury. Don't use air pressure over 30 psi for cleaning work area or equipment.
2. Air tools should be kept in good condition. Take any defective tools out of service immediately for repair.
3. Before operating an air compressor, be sure that all hose connections are secure.

POWER TOOLS AND EQUIPMENT

1. Any tool that is designed to have guards and handles are required to have those guards and handles unaltered and in place at all times. The presence of these features is so critical to our employee's safety that

any worker removing a guard or handle or using an unguarded tool will be subjected to immediate disciplinary action.

2. Grinding wheels are hazardous and should be regularly checked for cracks, chips, or other defects. A defective wheel should be replaced immediately as it can explode. Always wear safety glasses and a face shield when grinding. While the grinder is rotating, be sure you are in a balanced position and the momentum of the disc will carry the tool away from you if it becomes stuck.
3. A grinding wheel may only be operated at its rated speed. Be sure the wheel or disc RMP rating is greater than the RPM rating of the grinder.
4. Power saw operators must always stay behind a saw, standing to the side to avoid a kick-back. Guards and safety devices must be in place while saw is in use. Interlocks and safety devices must not be defeated.
5. Sharp tools are safe tools. Sharpen tools regularly and inspect them for defects

ELECTRICAL TOOLS AND CORDS

1. All electrical wires and cords are considered "live" until they are checked and locked out. Always keep a safe distance from "live" electricity. Disconnect the power supply when changing blades, bits, discs or other auxiliary equipment or when the tool is not in use.
2. Electrical power tools should be properly grounded. Learn the Assured Grounding System Procedure and/or use Grounding Fault Circuit Interrupters (GFCI's).
Inspect tools and cord for damage before each use.
3. Do not use electrical power tools or equipment while standing in water.
4. Only competent persons are allowed to repair electrical tools or equipment.

AERIAL LIFTS and FALL PROTECTION

1. Any employee working 6 feet or more above the next adjacent level must be protected by a guardrail system or a conventional fall protection system.
2. All fall protection systems and devices will be inspected daily prior to use and anytime that there is a change in conditions.
3. Any deficiencies found on aerial equipment require that the equipment be taken out of service. Work will not be conducted with deficient equipment.

LADDERS

1. Prior to each use, all ladders shall be inspected for defects. Make sure that all accessories are functioning properly on the ladder – stabilizers, cinches, lashes, etc.
2. Metal ladders shall not be used for work in the vicinity of electrical conductors.
3. Feet shall be placed on a substantial base, not a moveable object, and the area around the top and bottom must be kept clear.
4. Employees will keep hands free of tools, materials, supplies, etc. while climbing up or down the ladder. Other methods will be utilized for transporting materials up and down the ladder. Use tool belts and rope and bucket assembly to transport tools.
5. Take ladders out of service if ANY defects are noted – Tag "DO NOT USE" – destroy the ladder if it can not be repaired.
6. Extension ladders should be set up with a one to four angle.
7. If climbing onto the roof the ladder must extend 3 feet beyond the next level.
8. Clean your shoes before getting on a ladder, inspect rungs for debris.
9. Avoid over reaching your ladder – your ladder should be within 1 foot of the work to be conducted – Keep your belt/waist between the rails.
10. Ladders may not be used in the horizontal position as platforms, runways, or scaffolds.
11. Stepladders must be fully opened when in use and must be equipped with a positive locking device.
12. Never stand on the top two steps of any step ladder. Never stand on the top three steps of any extension ladder.
13. Plan your course to the destination for the ladder – avoid branches and clotheslines as well as surface encumbrances.
14. Do NOT set a ladder up in front of a door – unless the door has been locked to prevent unexpected use.
15. Employees must employ the "3 point contact" rule while climbing on or getting off of the ladder. This method requires two feet and one hand or two hands and one foot in contact with the ladder at all times.
16. Always face the ladder while ascending or descending. Never jump from a ladder.

PROPER LIFTING TECHNIQUES

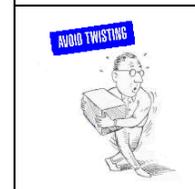
The majority of work-related injuries in our industry involve injuries to the back. This is often result of improper lifting. Improper lifting can cause an immediate back problem, or can contribute to accumulated trauma and an eventual injury.

When a person is standing straight, the back supports approximately 80% of the body weight. In the case of a 200-pound person, the back is supporting approximately 160 pounds. When we bend at the waist, the weight that the back must support increases by six times (160 pounds X 6 = 960 pounds).

If we lift while bent over, the weight we lift is magnified by 6 times. A 45-pound weight, therefore, would cause the back to lift the equivalent of 270 pounds (6 X 45 = 270). This 200-pound person, bending at the waist, lifting 45 pounds, is actually putting the stress of 1230 pounds on his back. (960 pounds + 270 pounds = 1230).

Follow these steps when lifting:

- 1) Avoid lifting in the first place. Use pickup trucks, bob-cats, carts, dollies and other material handling equipment as much as possible. Especially when carrying items over long distances. Don't be too proud to ask for help.
- 2) Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
- 3) Squat down to lift the object, but keep you heels off the floor. Get as close to the object as you can.
- 4) Use your palms (not just your fingers to get a secure grip on the load. Make sure you'll be able to maintain a hold on the object without switching your grip later.
- 5) Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neckline.
- 6) Once you're standing, change directions by pointing your feet in the direction you want to go and turning your whole body. Avoid twisting at your waist while carrying a load.
- 7) When you put a load down, use these same guidelines in reverse.
- 8) 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.



Also follow these lifting tips:

- Warm up before lifting; stretch with side and back bends
- Reduce the amount of weight lifted. Better to load several small loads than one extremely heavy load
- Use handles and lifting straps
- Get help if the shape is too awkward or the object is too heavy for you to lift and move by yourself
- Push, rather than pull a load
- Do not twist while carrying
- Do not lift above shoulders or below waist.

PREVENTING HAND INJURIES

Here are some pointers on how to protect your hands from injury:

1. Get a firm grip on the object.
2. Inspect materials for slivers, jagged edges, burs, rough or slippery surfaces. Use extra caution in handling glass or metal with sharp edges. Wear the appropriate gloves as needed.
3. Keep fingers away from pinch points, especially when setting down materials.
4. When handling lumber, pipes, or other long objects, keep hands away from the ends to prevent them from being pinched.
5. Wipe off dirty objects before trying to handle them.
6. When using a knife, use extreme caution. Cut the object by running the blade away from your body, never towards it. Make sure the blade is sharp since dull blades don't do the job and consequently cause injury. Always wear a glove on the non-cutting hand
7. Don't overload material handling carts.

The majority of hand injuries at work and at home are caused by carelessness. Your best defense is to keep alert to hazards. Only authorized personnel are to perform maintenance on equipment.

Remove rings, watches, and bracelets before starting work. Proper footwear must be worn at all times while in the facility. Proper shoes consist of a solid leather upper, skid resistant sole. Sandals are strictly forbidden.

LOCK- OUT / TAG-OUT POLICY

The objective of a lock-out/tag-out program is to isolate energy sources and lock the operating controls in the OFF position so that another person cannot unexpectedly start the equipment. This program is designed to prevent injuries, death and damage to the equipment.

1. Standard danger tags and locks are to be used only to prevent the operation of a valve, switch, or piece of equipment when work is energized, pressurized or hazardous and serious injury or damage could result from its operation.
2. Equipment **MUST** be locked out any time that a guard is removed.
3. Tags are not to be removed until after it is determined that it is safe to work and can only be removed by the employee who applied the lock and tag.
4. You may not remove another persons tag or lock.
5. Don't work under vehicles or equipment supported by jacks or hoists without protective blocking. If your work must be performed under a suspended machine or part of a suspended machine, the machine or part should be safely blocked or cribbed.
6. While working on vehicles the key must be removed from the ignition and tag must be placed on the vehicle controls.

ELECTRICAL SAFETY FOR NON QUALIFIED EMPLOYEES

Practicing unsafe work practices near electricity can kill you! It may cause a mild shock, a severe shock, or even a deadly shock.

It is important that every employee understand the "safe work practices" that must be used when working near electricity or using portable electrical equipment. Here are some general safe work practices that should always be followed:

1. **ONLY** Qualified persons may work on electrical parts or equipment that have not been de-energized. This work by qualified persons may only be performed with appropriate protective devices and use of appropriate procedures.
2. Employees may not enter spaces containing exposed energized parts, unless illumination is provided that enables the employees to perform the work safely.
3. Always handle material or equipment that can conduct electricity so that you (and your material or equipment) will not come in contact with exposed "energized" parts or circuits.
4. Never reach 'blindly' into areas that may contain energized parts. (You must be able to see what you are trying to touch at all times!)
5. Always stay at least 10 feet from electric lines with voltages of 50 kilovolts or less. (This 10-foot rule is for "unqualified" workers and includes all the material or tools the employee is holding or carrying! This 10-foot rule also includes any part of a vehicle- like a boom or bucket- the employee may be operating!).
6. For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV is the distance that must be maintained
7. If the work being performed does not allow for this clearance under overhead power lines – the lines will be de-energized, grounded or otherwise appropriately protected /insulated.
8. Always use a ladder made of non-conductive material (material that does not conduct electricity) or have non-conductive side rails if you are working near electrical equipment.
9. If the work being performed is in a confined space that contains energized circuits the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed energized parts.
10. Conductive articles of jewelry and clothing (such a watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts.

BLOODBORNE PATHOGENS EXPOSURE CONTROL

JEN MECHANICAL, INC. prescribes safeguards to protect workers against the health hazards from exposure to blood and other potentially infectious materials (OPIM). Blood and OPIM have the potential for transmitting diseases like AIDS and Hepatitis.

Employees will use protective equipment, like rubber gloves; to prevent contact with blood or other potentially infectious material while providing first aid and performing post accident clean up activities.

If you are exposed to another's blood or OPIM, a safety coordinator must be notified immediately. The safety coordinator will determine the route of exposure and how exposure occurred. This information must be documented. The source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law, must be identified. Consent will be obtained from the source individual and the source's blood will be tested to determine HIV and HBV infectivity. The exposed employee will be provided with the source individual's test results and information about applicable disclosure laws.

MOTOR VEHICLE OPERATIONS

1. Only pre-approved employees of JEN MECHANICAL, INC. Construction are allowed to drive a company vehicle. Employees are not permitted to allow others to drive a JEN MECHANICAL, INC. vehicle.
2. Drivers' license will be verified and a copy will be made and maintained on file at JEN MECHANICAL, INC..
3. Records of employee accidents in company vehicles will be kept on file and yearly driving record checks conducted.
4. An "On the Spot" accident report form should be completed whenever the outside public is involved in an accident with one of our vehicles. This form should be kept in the glove compartment. All accidents on and off the job should be reported to the main office immediately.
5. Any driver of a company vehicle may be subject to disciplinary action, up to and including termination, for motor vehicle accidents that involve negligence or failure to comply with company policy and/or safety rules.
6. Employees MUST report to management any change in driving status IMMEDIATELY. Failure to do so will result in disciplinary action up to and including discharge.
7. Employees are required to wear seatbelts at all times while in a company vehicle or equipment or while on company business.
8. Employees must always comply with driving laws with special attention to speed limits. Remember to arrive safely is more important than arriving on time – call ahead if you are running late.

WORKERS' COMPENSATION

JEN MECHANICAL, INC. is pleased to provide our valued employees with full benefits as required under state and federal workers' compensation statutes through our workers compensation insurance program.

If an employee sustains a work-related injury or illnesses he/she must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it MUST be reported IMMEDIATELY. Failure to report claims within the same shift in which they occurred will result in disciplinary action up to and including discharge.

Neither JEN MECHANICAL, INC. nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by JEN MECHANICAL, INC.

You should be aware that workers' compensation fraud carries criminal and civil penalties. JEN MECHANICAL, INC. offers a reward for tips that lead to convictions related to workers compensation fraud. Fraudulent claims cause our workers' compensation costs to rise, increasing our costs and it makes our company less competitive when bidding jobs. If you have evidence of a fraudulent claim please report it immediately to the workers' compensation coordinator, your supervisor, Project Manager or Phil Halliday.

For all work related injuries employees will be directed to the Company Physician as is permitted by Missouri Workers Compensation Laws. Failure to use the Company appointed physician could result in the employee being responsible for all incurred bills.

INJURY MANAGEMENT & RETURN TO WORK POLICY

JEN MECHANICAL, INC.'s Return-To-Work Program is a way for us to get an injured employee back to work as early as possible. While injuries occur immediately, recovery can be a process over time. When appropriate, the physician will advise you to return to work, possibly with some limitations. JEN MECHANICAL, INC. will be advised by the physician of your expected return-to-work date and any physical restrictions that will apply for an expected period of time. Whenever reasonably possible, JEN MECHANICAL, INC. will make every effort to provide transitional or light duty work.

JEN MECHANICAL, INC.'s workers' compensation coordinator will assist your supervisor in arranging a smooth return to the workplace. The workers' compensation coordinator will work with the physician and your supervisor to arrange a suitable transitional duty plan including expected goals and objectives. The workers' compensation coordinator will be responsible for ensuring that all aspects of the transitional duty plan are clearly understood by you and your supervisor.

Finally, transitional duty will be discussed with you on your first day back to ensure a complete understanding of what should and should not be done during your recovery period, as well as what performance standards will be expected of

you. Should you refuse the transitional duty offer, you could become ineligible for certain workers' compensation benefits and may jeopardize the right to return to work as outlined by this policy.

At any time during the recovery process, you should feel free to contact the workers' compensation coordinator for assistance or advice.

ACCIDENT INVESTIGATION PROCEDURES

Prompt reporting of accidents and conducting thorough accident investigations are a key element in any workers safety program. All accidents, no matter how minor, must be immediately reported to the workers' compensation coordinator.

The accident investigation consists of four primary segments: the supervisor's accident investigation report, the accident witness statement, the employee report of injury and the workers' compensations coordinators report. The goal of accident investigation is to obtain the facts, determine the cause and prevent a similar recurrence of the accident.

PROGRESSIVE DISCIPLINE / CORRECTIVE ACTION

The following plan is designed to provide a consistent, flexible and fair method of responding to and correcting problems. Its objectives are:

- ❑ To assure one consistent approach to discipline, used and understood by everyone
- ❑ To assure fair and equitable treatment for all
- ❑ To provide an opportunity for correcting behavior
- ❑ To provide for review of severe corrective actions
- ❑ To provide documentation of the type and nature of all corrective actions

The company's corrective action plan contains four stages to allow sufficient time for problems to be addressed. It is our conviction that, in all but a few cases, problems can be solved with discussion and instruction. With more difficult problems, however, the company reserves the right to by-pass all or some of these stages or, in its discretion, to issue more or less severe disciplinary action. Any employee committing an unsafe act and/or supervisory personnel condoning such an act may be subject to one or more of the following disciplinary measures:

- 1) Instruction
- 2) Written Warning
- 3) Final Warning/Suspension and
- 4) Termination of employment.

IN CLOSING

We hope that you have a long and healthy career with JEN MECHANICAL, INC. We will do our part to help you by providing you with the Tools, Training and Motivation to prevent injuries and accidents from occurring. We hope that you will do your part by following the rules, reporting unsafe conditions and taking the necessary precautions to protect you, your co-workers and the general public.

IF YOU NEED TO REPORT AN UNSAFE CONDITION OR AN INJURY / ACCIDENT see your foreman. If it is not appropriately addressed please contact our main office 618-433-1720.

**ACKNOWLEDGEMENT OF RECEIPT
JEN MECHANICAL, INC.
EMPLOYEE SAFETY HANDBOOK**

I acknowledge that I have received the JEN MECHANICAL, INC. Employee Safety Handbook. As a condition of my employment, I agree to read the handbook and work safely. I have been given the opportunity to ask questions regarding this manual.

Date

Employee Signature

I verify that I have reviewed this book with the above employee.

Date

Trainer's Signature