

## **SAFETY POLICY**

The primary importance of Unlimited Services Available's policy is to protect the personal safety and health of each of its employees. To accomplish this, the Company carries out a comprehensive safety and loss prevention program designed to eliminate accidents and maintain compliance with applicable OSHA standards. Unlimited Services Available's safety-related efforts include such activities as regular job safety self-inspections, employee safety meetings, developing and ensuring compliance with safety rules, and providing adequate safety procedures and quality safety equipment.

As a condition of employment employees, supervisors, and all other staff must agree to follow all Company safety rules, use all safety equipment in a proper manner, attend and participate in safety meetings, and report potentially unsafe situations promptly to management.

It is the philosophy of Unlimited Services Available that safety, quality, and efficiency go hand-in-hand. The Company fully intends to see that these goals are achieved on a daily basis.

### **GENERAL SAFETY RULES AND STANDARDS**

The following basic safety rules have been compiled by Unlimited Services Available for the safety of all employees. These rules are to be followed at all times. Any deviation from these rules must be approved by Company President Mr. Shaun Merrill in advance.

1. Fall protection equipment, which may include safety harnesses, lanyards, and lifelines, are to be used whenever employees are exposed to a fall of six (6) feet or more. Employees exposed to falls equal to or greater than this distance must be tied off.
2. Safety harnesses, lanyards, lifelines, and other fall protection equipment must be thoroughly inspected before each use. If there is any evidence of frayed or worn edges, loose stitching, bent or deformed couplings, connectors, or hooks, snap hooks

that will not lock, or any other noticeable defect in the equipment, the equipment must be tagged or otherwise marked, and must not be used.

3. A lanyard is not to be looped around and hooked back into itself, as this practice weakens the strength of the lanyard. Lanyards are not to be hooked to other lanyards.
4. Employees working at a jobsite must wear a good grade of work boot or shoes, which must be in good condition.
5. Where there is a potential for materials to fall from above or in hoisting areas, a “safety zone” must be set up and marked off with materials supplied by the general contractor/customer to warn persons below of the potential hazard of falling objects.
6. Employees are required to wear hard hats whenever there is **any** potential for falling objects from above or for bumping one’s head on any object.
7. Employees must wear eye protection at any time when there might be a potential for flying objects to get into an employee’s eyes, such as when using grinders, drills, and saws of any kind.
8. Employees are forbidden to engage in horseplay of any kind at any time while working for Unlimited Services Available. This includes breaks and lunch periods.
9. Employees are prohibited from working on Unlimited Services Available jobsites with any measurable amount of alcohol or drugs in their system. This rule extends to prescription drugs, which could impair an employee's judgment. Employees must notify their branch office about any prescription drug use except for antibiotics. This rule will be strictly enforced with no exceptions.
10. Employees must report all injuries, no matter how minor, to their supervisor immediately. Employees may not, except in extreme, bona fide emergencies, obtain medical treatment for an on-the-job injury without advising their supervisor/field representative in advance. In no case will USA ever deny an employee appropriate medical treatment, but management, per insurance procedures, must clear such treatment.
11. Employees are to report any potential unsafe situations to their supervisor and/or USA management representative promptly, and are to be watchful for the safety of other contractor’s employees who may be working at the same site.
12. Employees must abide by any other jobsite safety rules as may be established by Unlimited Services Available customers.
13. Seat belts are to be used at all times when riding in company vehicles, on or off the jobsite.

14. Employee owned power and hand tools must be in good condition at all times. Tools with damaged electrical cords, missing guards, or other defects that might affect safety are not to be used. USA expects employees to arrive at their assigned jobsite with tools that are in safe operating condition.
15. When lifting heavy objects, proper lifting techniques are to be used. These include using the large muscles of the legs rather than the smaller muscles of the lower back. Ask for help if the object is too heavy for you to safely lift by yourself.
16. Good housekeeping is an important part of safety, and must be practiced at all times. Good housekeeping needs to become a habit.
17. Personal protective equipment, such as hard hats, eye protection, hearing protection, etc. must be worn whenever required or needed on the job. Personal protective equipment must also be maintained in good, useable condition.

In the event an accident occurs while on Company property the provisions of the State Worker's compensation law protect you. Should you suffer any personal injury no matter how slight, while on Company premises or while performing business for the Company, report the matter immediately (within 24 hours) to your immediate supervisor.

Employees injured on the job may be required to submit to a drug/alcohol test within 24 hours following the accident. Any employee who refuses to submit to testing may jeopardize their Worker's Compensation benefits.

For a more detailed explanation of the Company's safety rules, please refer to the Safety Manual, which is available for your inspection at any Company office and is incorporated herein.

## **PERSONAL PROTECTIVE EQUIPMENT REQUIRED**

The following personal protective equipment is required when working on Unlimited Services Available jobsites:

1. Hard hats
2. Safety glasses or goggles (grinding, chipping, sawing, hammering, etc.)
3. A good grade of work boot, in good condition
4. Cutting or burning goggles when using a cutting torch
5. Work gloves

The following personal protective equipment may be required under certain conditions, and when performing certain kinds of jobs (you will be advised):

1. Special fall protection equipment may be required under certain conditions where there is a fall exposure.
2. Other protective equipment may be required by your field representative, USA management representative, or by the USA customer where you are assigned to work.

### **APPROPRIATE CLOTHING FOR WORK**

Employees are expected to arrive at their assigned jobsite wearing clothing appropriate to the type of work to be performed. While “appropriate” clothing may vary from situation to situation, Unlimited Services Available interprets appropriate clothing to mean, as a minimum, the following:

1. A shirt with sleeves, either long or short, as the weather dictates. The shirt may be a pullover type, or may be a button type. If the shirt is a button type shirt, the buttons must be buttoned. Shirts must cover the mid-drift area.
2. Long, heavy grade pants, such as jeans. The pants must be free from large holes or tears
3. A good grade of work boot must be worn, and they must be in good condition

### **POWER AND HAND TOOLS**

As a craftsman, you will be expected to arrive at your assigned jobsite and to bring with you various tools of your trade. These tools will, of course, include hand and power tools. Unlimited Services Available expects and requires that all employee owned tools used be maintained in a safe and reliable condition in order to prevent injuries on the job. The following points are among the safety requirements for power and hand tools. Be sure to study and review them.

1. Before each use, electrically powered tools will be checked visually to ensure that the tool casing is free from cracks or other damage, that the power cord is not worn or frayed, and that the strain relief for the power cord has not pulled out of the tool casing.
2. Before each use, all extension cords will be visually checked in a similar manner to ensure that there is no damage to the insulation or plug ends.
3. Repairs of damaged cords with electrical tape will not be used. Repair kits designed for this purpose must be employed to repair cords, or the cords will simply be replaced. In most cases, the cords will need to be replaced.
4. Electrically powered tools are never to be lifted by their power cord or by an extension cord.

5. Hammers and other tools with wooden handles must not have any splits or cracks in the handle, and the handles must be secure, and may not be loose.

## **BASIC INFORMATION ON HAZARD COMMUNICATION**

Hazard Communication basically refers to the handling of information about chemical substances that can affect worker safety. The sections below will explain the important parts of a hazard communication program.

1. Written Hazard Communication Plan – Unlimited Services Available must have a written Hazard Communication Plan, which it does. A copy of the Plan is kept in the in each branch office. This Plan will be reviewed with you during both your initial Hazard Communication briefing and during an annual refresher thereafter. This written plan describes how Hazard Communication is handled at Unlimited Services Available.
2. Material Safety Data Sheets – These informational sheets are kept in the customer's field office, in most cases. **You have a right to access to these MSDS's in order to review them for your own safety and health.** Material Data Sheets are available for all chemical substances that are used or stored on the jobsite. Be aware that chemical substances may be in the form of a liquid, solid (or powder), or a compressed gas, such as oxygen, acetylene, or propane. In the front of the MSDS book, you should also find an inventory form for chemical substances currently in use or stored on-site.
3. Labeling – All containers containing chemical substances must be labeled as to their contents, the potential or actual hazard (flammable, corrosive, etc.), and must identify the manufacturer's name and address. Important telephone numbers and brief first aid information may also be found on labels. **Never remove or deface a label, and always report missing labels to your supervisor or USA management representative.**
4. Record keeping – Various records and documents must be kept in order to have an effective Hazard Communication Plan. The records that need to be kept are:
  - a) The written Hazard Communication Plan
  - b) Material Safety Data Sheets for current and previously used chemical substances (this is a customer responsibility for their jobsites. USA keeps MSDS's only for those materials that it supplies and uses directly)
  - c) A list (inventory) of all substances used or stored at a jobsite needs to be maintained by the contractor/customer for that site.
  - d) A record of all training and instruction given to any and all employees must be kept on file

5. Employee Access – As an employee, you have access to all information and documents regarding hazard communication. You have a “right-to-know” and Unlimited Services Available intends to keep the lines of communication open so that you have a safe and healthy employment experience with us.
6. In the State of Maryland, a State Hazard Communication law, known as the Maryland Right-to-Know law covers Employees. This law contains the same requirements as those listed above. A special notification sheet is required to be given to all employees. A copy of this sheet appears at the end of this informational handout.  
**NOTE:** A copy of the actual OSHA Hazard Communication Standard is contained in the written plan.

7. RULES OF SAFE CHEMICAL USE:

- a) Don't get it on you.
- b) If you get it on you, wash it off **NOW!**
- c) Avoid breathing it ... use it with plenty of fresh air and keep containers closed as much as humanly possible.

Keep it from getting hot ... heat makes many reactions go faster, causes more vapors to be released into the air, and increases the fire hazard.

**GENERAL FALL PROTECTION CONSIDERATIONS**

On some jobsites, employees may be exposed to fall hazards. This could range from working off of a scaffold or ladder to assisting with roof truss placement. Because falls can cause serious injuries, Unlimited Services Available takes a firm stand on fall protection, and would like to direct your attention to the important information listed below:

1. Fall protection equipment, which may include full body harnesses, lanyards, lifelines, and related hardware are to be used whenever employees are exposed to a fall of six (6) feet or more. An employee exposed to falls equal to or greater than this distance must be tied off at all times.
2. In general, guardrails are not to be used as an anchorage point for fall protection.
3. Safety harnesses, lanyards, lifelines, and other fall protection equipment must be thoroughly inspected before each use. If there is any evidence of frayed or worn edges, loose stitching, bent or deformed couplings, connectors, or hooks, if there are snap hooks that will not lock, or any other noticeable defect in the equipment, the

equipment must be marked or tagged and be removed from service until repaired or replaced. This equipment will be provided to you for your use on the jobsite if required.

4. Where there are two or more employees working in a situation where they are exposed to a fall and lifelines are used, each employee must have their own lifeline.
5. Employees are to take extreme care that material and tools are not dropped from above to a lower level. There must always be an awareness of what (and who) is below any work operation.

## **CONFINED SPACE AWARENESS**

Unlimited Services Available has a policy that prohibits its customers from using USA employees for confined space work. However, it is extremely important that you know exactly what a confined space is. Confined spaces are not just manholes or storage tanks...they can be many things. Entry into confined spaces without the proper training and equipment can be deadly, so make sure that you stay out of them! Confined spaces are defined as follows:

1. They are large enough for an employee to enter and perform assigned work
2. They have a limited or restricted means for entry and exit
3. They are not designed for continuous employee occupancy

Examples include concrete trenches over 4 feet deep, tanks, manholes, vaults, storage bins, and deep pits. **When in doubt, ASK!**

## **LOCKOUT/TAGOUT AWARENESS**

A lockout/tagout procedure is designed to control the accidental release of hazardous energy. In many cases, this hazardous energy will be electricity. A lockout/tagout program is designed to prevent the energy from being released when employees are working in an area or on equipment where the release of this energy could result in injury. If you were working on electrical wiring, for example, this procedure is designed to make sure someone cannot come along and turn the current on while you are exposed to the wiring.

This section of your employee information handout is intended to provide you with an overview, or awareness, of lockout/tagout procedures that must be followed to ensure employee safety. If you are working in a craft or on a project that will require you to actually carry out a lockout/tagout procedure, you will receive further training. The basic principles of an effective lockout/tagout program and procedure are as follows:

1. When an employee must work on a section of an electrical circuit, or on a piece of equipment that could be accidentally started by another employee, a lockout/tagout procedure must be followed. In addition to electrical and mechanical energy, consideration must also be given to liquid and gas pipes, where the accidental release of liquid or gasses could injure employees.
2. Employees, if they are assigned to work under conditions and in situations where lockout/tagout procedures need to be followed, should have a security lock and special equipment with which to lock the switch, breaker, or valve in the off or closed position. Certain crafts, such as electricians, may routinely need to follow lockout/tagout procedures. The employee who locks the system off is the **only** one to have a key. The equipment, circuit, or system remains off until the employee removes his/her lock.
3. Tags are normally used in conjunction with the locks. They often state “Danger: Do Not Operate” or something similar.
4. If you are assigned to work on an electrical circuit or piece of equipment that could be energized, or gas/liquid lines that could be accidentally turned on, a lockout/tagout procedure must be followed.

## **EXCAVATION AND TRENCHING**

The following basic rules and considerations apply to trenching and excavation whenever the trench or excavation is **four (4) feet or more in depth**:

1. All trenches over 4 feet deep must be shored or sloped to prevent a cave-in. No entry is allowed until one of these safety measures has been taken.
2. A ladder must be positioned so that the maximum travel distance to the ladder for anyone in the excavation or trench is no more than 25 feet.
3. No entry is allowed in a trench or excavation where there is accumulated water, or when it is raining steadily
4. All soil, material, and debris must be kept back at least 2 feet from the edge of the excavation or trench
5. Other important requirements or safeguards may be necessary to protect your safety. If you have any questions, ASK!

## **SAFETY MEETING PROCEDURES**

Employee safety meetings are an important vehicle to communicate critical safety-related information. Unlimited Services Available requires its employees to follow the safety meeting procedures set by the customer. Attendance at customer safety meetings, if and when they are held, is mandatory.

## **REPORTING ACCIDENTS**

It is the absolute policy of Unlimited Services Available that **all** accidents, no matter how minor, be reported to your supervisor immediately. Even if you feel that you do not need to see a doctor at the time, report it anyway. That way, if medical attention is needed later, there will be an accurate record of the accident.

Your supervisor, field representative, or other USA management representative will make a brief written note about the injury and report the incident to the appropriate branch office for their information and records. Employees are to feel free and open about reporting legitimate employment-related accidents. If it is necessary for you to see a medical professional, a more detailed “First Report of Injury” form will need to be completed in accordance with State Worker’s Compensation laws.

**IMPORTANT! Except in an extreme emergency, you must seek prior clearance and permission from Unlimited Services Available for medical treatment. Medical treatment will always be freely provided to you, but we need to know in advance so that we can make appropriate arrangements and advise our insurance carrier. Failure to do so could affect your Worker’s Compensation benefits.**

## **SAFETY INSPECTIONS AND REVIEWS**

Members of the Unlimited Services Available management team conduct regular safety reviews when visiting jobsites. USA has a standardized checklist that it uses to conduct these safety reviews that is based on the information that is contained in this employee informational handout. These reviews are conducted to enhance safety at the jobsites where USA employees are placed. If you have any safety concerns, or if you have any suggestions that you believe will improve safety on the job, please speak up and let us know. Safety is truly a team effort.

## **VOLUNTARY WEARING OF FILTER TYPE RESPIRATORS**

For the comfort of the employees, USA will make available disposable filter-type respirator masks for those employees who choose to use them. The masks that are being provided are intended for your comfort when dealing with nuisance dusts, such as when sweeping a floor. The use of these masks is not mandatory. They may be used at your option. Should a situation arise where respiratory protection is required or if a different respirator is needed, you will be informed and instructed, if it arises at all. Please make careful note of the following:

- The only respirators that you may use are the ones provided by USA or a representative of the customer on your job site.

- You may not use respirators brought from home or purchased on your own.
- The only respirator you are permitted to use is a disposable dust filtering type that is NIOSH approved.
- Read the next page of this handout carefully. It contains important information from OSHA for employees who choose to wear respiratory protection when not required by OSHA standards.
- Currently, there are no exposures that USA is aware of that would require the mandatory wearing of respiratory protection. USA customer operations are periodically reviewed to make sure that there are no changes in this regard.