

To All Niehaus Construction Employees:

The continued safety of our employees and customers is a major concern of our company. We are aware of the responsibility each of us has to the safety, quality, good housekeeping, attendance and well being of ourselves as well as our fellow employees in the workplace.

Any accident, however minor, causes hardship. First, the suffering and inconvenience an injured employee endures and second, increased expense to the company, as well as reduced productivity while the employee recuperates.

Safety, quality, good housekeeping and attendance are priorities here at Niehaus Construction Services, Inc. To emphasize our concern, we have implemented a safety incentive program. The intention of this program is to reward employees who recognize these safety needs and for practicing safety in the workplace, thereby helping to prevent accidents and injuries. The following pages describe to program in detail.

I hope that you will enthusiastically support our efforts in this area. You are a very important part of our team and your commitment to working safely, striving for quality excellence, maintaining good housekeeping and perfect attendance will certainly contribute to the success of this program and to the safety of you and your fellow employees at Niehaus Construction Services, Inc.

Very Truly Yours,

John T. Whittle President

GENERAL SAFETY PRACTICES

The safety practices described in this booklet are for your protection. Read and observe them. Accidents happen without warning and many are caused by lack of knowledge, inattention, and thoughtlessness. Lack of knowledge of these safe practices will not justify noncompliance.

1. SAFETY IS EVERYONE'S RESPONSIBILITY.

- **You must wear personal protective equipment. ***
- **Hard Hat *Safety Eye Wear *Shirt with 4 inch minimum sleeves ***
- **Ankle length trousers ***
- **Above the ankle leather footwear**

2. Know how to do your job.

- Check your work area to determine what problems or hazards may exist.
- Your activity may endanger fellow workers or nearby equipment and material. Take necessary steps to safeguard them.
- Review the safety requirements of each assigned job with your foreman. You will not be expected to do a job which might result in injury to yourself or others.

3. Employees must attend and sign in for all weekly toolbox safety meetings.

4. Be sure you understand emergency instructions. Anticipate what you will do in case of an emergency. Above all, be calm.

5. Don't wear jewelry (rings, bracelets, or neck chains) on the job.

6. Fall protection must be used when working in an unguarded elevation (5' or more) and must consist of a fully body harness and lanyard, as a minimum.

7. Report unsafe equipment, hazardous conditions, and unsafe acts to your foreman.
8. Use safety equipment when it is specific for the job. Safety equipment is available through the warehouse.
9. Practice good housekeeping in your work area. Pick up your tools. Do not leave materials and scrap where they will be hazardous to others. Use trash containers for all debris and refuse.
10. For your protection obey all warning signs.
11. Do not take shortcuts. Use appropriate ladders, ramps, stairways, paths, and aisles.
12. No glass containers of any type are permitted on the work site.
13. Hazardous materials/chemicals information can be obtained through your foreman.
14. You must not engage in horseplay or roughhousing on the jobsite.
15.
The use, possession, or being under the influence of alcohol or illegal substances will not be tolerated at any time or in any form.
16. Radios will be allowed under the following conditions: a. All radios must be battery operated. Most radios are not OSHA approved wiring. b. Any radio that uses headphones must be worn with at least one ear uncovered. This is for communication purposes. c. Any radio that is annoying another field employee or any tenant must be turned off. All radios must be kept at a low volume.
17. Willful violation of these practices will lead to disciplinary action.
18. Physical contact (fighting) of any kind will not be tolerated and will result in immediate termination.

ACCIDENT PROCEDURES

- 1. Report all injuries IMMEDIATELY, no matter how minor, to your foreman. The safety director or his assistant must then be notified immediately for further instructions. The injured person will be directed as to which medical facility to use. This must come from the safety director's office. It is the responsibility of the foreman to fill out and fax to the office accident reports. We rely on you as the foreman to make sure that this is done in a timely manner. However it is still the responsibility of the injured employee to make sure that the office is notified and receives the proper paperwork.. We are required by law to fill out a Missouri First Injury Report on every accident weather OCIP job or not.**
2. You must notify your supervisor prior to leaving the jobsite because of injury or illness, whether personal or work related.
3. Prior to returning to work after a disabling injury or illness, you must present a medical clearance from the attending physician to your superintendent.
4. If you have a physical handicap, such as diabetes, impaired eyesight or hearing, back or heart trouble, hernia, or fear of heights, tell your supervisor. You won't be expected to do a job which might result in injury to yourself or others.
5. If you have had Red Cross or other first aid or medical training, tell your superintendent.
6. If an injured person is in or near fire or possible explosion move them to safety immediately, then call for help.
7. If you see a person bleeding profusely, **first apply personal protection to yourself**, then apply direct pressure to the wound and call for help immediately.

8. If you notice a person fall, get hit on the head, neck, or back, do not move the person in any way or let them move themselves. Call for help immediately.

9. Whenever you witness a serious injury or accident, try to remember all the facts about the situation. Remain extremely calm. No matter what reassure the person he/she is all right and help is on the way.

PERSONAL PROTECTIVE EQUIPMENT

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1. Your job may require you to wear personal protective equipment. These items will be issued to you to protect your health and safety. The responsibility to wear them is yours. You must also properly maintain them.

2. All employees, visitors, and vendors must wear a hard hat and eye protection.

3. Wear sturdy work boots. Safety boots are desirable. Athletic style shoes and sandals are not permitted.

4. You must wear proper eye and face protection when exposed to flying objects, dusts, chemicals, or harmful rays.

5. Hearing protection is available upon request. You may be required to use it in designated areas or for specific areas or for specific jobs.

6. No person can wear a respirator until he or she is fitted and trained for respirators. Respiratory protective devices should be worn in dusty conditions or harmful atmospheres. Determination of the proper respirator will be made only by the Safety Director.

7. Suitable gloves should be worn when handling rough material and debris; lumber, sharp edged material, chemical, or hot/cold objects to protect hands from splinters, cuts, abrasions, and burns. Be alert for sharp edges and burrs or material that may be hot from burning welding, grinding, etc. Niehaus Construction will furnish to our workers gloves when needed.

8. Fall protection systems will be used at all times when working **over five ft.** A full body harness and lanyard will be supplied.

MATERIAL HANDLING, STORAGE AND DISPOSAL

All material must be properly stacked and secured to prevent sliding, falling, or collapse. Aisles, stairs, and passageways must be kept clear to provide for the safe movement of employees and equipment and to provide access in emergencies.

1. Use proper lifting techniques when handling materials:

- Get down close to the load.
- Keep your back straight.
- Lift gradually, using your legs.
- Do not jerk or twist.
- Get help for bulky or heavy loads.

2. Stored materials must not block any exit from a building.

3. Material stored inside buildings or structures under construction must not be placed within 6 ft. of any hoistway or other inside floor opening nor within 10 ft. of any exterior wall which does not extend above the top of the material stored.

4. The quantity of materials stored on scaffolds, platforms, or walkways must not exceed that required for 1 day's operation.

5. Material must never be thrown or dropped from a distance of more than 20 ft.. The drop area must be barricaded to protect personnel from being struck by falling materials. Trash chutes are required for dropping materials from heights above 20 ft..

HOUSEKEEPING

1. Good housekeeping shall be practiced on all projects. Don't block work areas, walkways, aisles, fire exits and stairs with material, scrap, tools and debris.
2. Protruding nails shall be turned down or removed from lumber.
3. Clean up all liquid spills immediately or cover with sand or other anti-slip material until floor can be cleaned.
4. Use waste cans for all general debris. Put oily rags, flammable or combustible waste into covered metal safety cans.
5. Never over fill trashcans, empty them more often or provide additional cans.
6. Material, equipment and lumber shall be secured where it is possible to be blown from a roof or high place during heavy winds.
7. Tools, machinery and unused materials shall be cleaned and placed in proper storage for future use.
8. Work areas shall be kept clean and unobstructed as much as possible during working hours.
9. At the end of the shift or workday, clean, secure and lock equipment and work areas to prevent unauthorized use. All gang boxes are to be locked all day long. Do not leave gang boxes with tools open or unlocked at any time.

FIRE PROTECTION AND PREVENTION

1. Know the location of fire extinguishers and learn how to use them properly. Know what type of extinguisher for the particular fire you anticipate-wood, grease or electrical.
2. Report defective fire fighting equipment to your superintendent immediately.
3. If you use a fire extinguisher, take it out of service and make it known that a replacement is needed immediately.
4. Combustible material must be kept away from steam lines, radiators, heaters and hot processes and service lines. Combustible materials must be removed from welding and burning operations.
5. Orderly work areas, free of trash and scrap, help prevent small fires from becoming large disasters.
6. Equipment must not be refueled while running or when hot.
7. Attach static ground wire before starting to refuel.
8. Smoke in approved smoking areas only. Discard the butts properly. Never drop a smoldering butt.
9. Secure all cylinders in the upright position.
10. Use only approved safety container for storing flammable liquids. If flammable liquid is spilled, it needs to be cleaned up right away.
11. Combustible waste materials, such as oily rags or paint rags, must be stored in covered metal containers and be disposed of properly.

12. Keep an eye on areas adjacent to burning and cutting operation. Have an extinguisher available, cover equipment and remove combustibles.

ELECTRICAL

1. Always handle wires as though they are hot.
2. Temporary lights should have protective cages to prevent accidental contact with the bulb.
3. Before using outlets, check for loose connections, bare wires, cracked fixtures or missing faceplates.
4. All electrical tools and equipment must be connected to a GFCI system except when plugged into permanent power in a building.
5. Niehaus Construction will furnish all of our employees with extension cords designed for hard or extra hard construction use. They will be 12/3 wire with insulation and outer sheath for normal everyday use, larger cords will be supplied for special use. Under no circumstances will any employee be allowed to bring his or her personal cords or tools on any Niehaus jobsite. All cords shall be equipped with an attachment plug with a ground prong on one end and a receptacle on the opposite end and shall be energized from a receptacle outlet.

- Each cord set shall be visually inspected before each day's use for external defects such as deformed or missing pins or insulation damage and for indications of possible internal damage. Any cord found damaged or defective shall be removed from service until repaired. When this visual check is completed it is to be logged on a daily visual equipment check sheet.
- Any cord that the outer sheath has been nicked or cut but the insulation that covers the wire has not been damaged, must be repaired with electrical tape. This can be done two times on one cord then the cord must be removed from service. If the insulation around the wire has been cut to where the wire is exposed, the cord must be taken out of service immediately by cutting the attachment plug (male end) from the cord.
- If the ground prong is deformed or missing, the cord must be removed from service immediately by cutting the attachment plug (male end) from the cord. Any Niehaus employee that removes a ground prong from a extension cord, for any reason, is subject to disciplinary action.
- Before a cord can be used after a incident which can be reasonably suspected to have caused damage (for example, when a cord is run over by a cart with metal wheels), the cord must be sent back to the warehouse to be tested for continuity and continuous electricity.
- Extension cords shall be protected from damage. Sharp corners projections and metal stud track shall be avoided. Cords may pass through doorways and other pinch points if protection is provided.
- No field person shall make any splices or repairs to extension cords other than taping nicks in the outer shield.
- Extension cords must not be used for raising or lowering tools or equipment or as a barricade in place of a rope. Cords shall not be fastened with staples, hung from nails or suspended by wire.
- Employees hands must not be wet when plugging and unplugging cords. Cords that have been immersed in water will be taken out of service and sent back to the warehouse.
- All receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are in use by Niehaus employees, shall have approved ground fault circuit interrupters for personal protection. If more than two one hundred foot cords are plugged together, a second ground fault circuit interrupter must be used between the second and third cords. At no time shall more than three one hundred-foot extension cords be plugged together.
- No other contractor may use a Niehaus cord.
- All electrical tools and equipment must be connected to a GFCI system.
- ALWAYS REMEMBER ELECTRICITY, WHEN HANDLED IMPROPERLY, CAN CAUSE SERIOUS INJURY OR DEATH.
- This Constitutes the Niehaus Construction Services extension cord policy.

LOCK-OUT PROCEDURES

1. Danger tags and locks should be used to prevent the operation of systems which can cause injury or property damage.
2. Tags and locks should be used when testing or working on new systems or when performing maintenance.
3. Do not remove or ignore someone else's tag.
4. Do not forget to remove your tag or lock when you have finished your work and the system is safe.
5. Try to operate the system after you have locked a switch prior to working on that system to be sure it is locked out as you intended.

HAND AND PORTABLE POWER TOOLS

1. No personal tools allowed on job.
2. Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be tagged damage or defective and sent in for repairs immediately..
3. Power saws, grinders and other power tools must have proper guards in place at all time. Removing guards or rendering them inoperative may be grounds for disciplinary action.
4. Power tools should be hoisted or lowered by a handline, never by the cord or hose.
5. Cords and hoses must be kept out of walkways and off stairs and ladders. They must be placed so as not to create a tripping hazard to employees or to be subjected to damage from equipment or materials.

Electrical Tools

1. All portable electric tools must be grounded (except Underwriters Laboratory approved, double-insulated tools).

2. Pneumatic Tools

1. An approved safety check valve must be installed at the manifold outlet of each supply line for hand-held pneumatic tools.
2. All pneumatic hose connections must be fastened with positive connecting devices.
3. Safety clips or retainers must be installed on all pneumatic tools to prevent the accidental expulsion of the tool from the barrel.

Power-Actuated Tools

1. Only employees who possess valid credentials are permitted to use power-actuated tools.

LIFTS

1. Any employee caught disabling a safety device is subject to disciplinary action.
2. The midchain must be latched when an employee is on the lift.

LADDERS

1. Ladders must be properly constructed and kept in good repair. Damaged ladders are to be repaired or destroyed. Ladder must be the proper length for the job and secured at the top and provided with safety shoes as necessary.
2. Job made ladders must be constructed to conform with the established OSHA standards.
3. Do not splice together short ladders to make a longer ladder.
4. Ladders should not be placed against movable objects.
5. The base of the ladder must be set back a safe distance from the vertical-approximately one-fourth of the working length of the ladder.
6. Ladders used for access to a floor or platform must extend at least 3ft.above the landing and tied off top and bottom.
7. The areas around the top and bottom of the ladder must be free of tripping hazards.
8. You must face the ladder at all times when ascending or descending.
9. Be sure that your shoes are free of mud, grease or other substances which could cause a slip or fall.
10. Do not carry materials up a ladder.
11. You are prohibited from standing on the top two steps of a stepladder.
12. Never work or push to the side of a stepladder. Always face your work.

SCAFFOLDING

1. There is no such thing as temporary scaffold. All scaffolding must be erected and maintained to conform with established standards.
2. All Perry Scaffolds must have complete safety rails installed any time the platform is set at **4 ft. or above**. Any time the platform is set at 9 ft. 6 in. or above wheel outriggers must be installed. At no time will more than two 6 ft. sections be snapped together with wheels under the scaffold.

TUBE SCAFFOLDING

1. Guardrails, midrails and toeboards must be installed on all open sides of scaffolds **5 ft. or more** in height. If side arms are used, they must be installed on both sides of the scaffold. At no time shall a scaffold with casters be built to a height of more than 20 ft.
2. Scaffold planks must be at least 2x10 inch scaffold grade or equivalent.
3. Scaffold planks, 8' and 10' must be cleated, all others must extend over the end supports at least 6 in., but no more than 12 in.
4. No employee may work from a single plank scaffold.
5. Access ladders must be provided for each scaffold. Climbing off the end frames is prohibited unless their design incorporated an approved ladder.
6. Scaffolds must be tied onto the building or structure at intervals which do not exceed 30 ft. horizontally and 26 ft. vertically.

7. Do not overload scaffolds.
8. Barrels, boxes, bricks, buckets and similar unstable objects must never be used as work platforms or to support scaffolds.
9. Any standing Universal Scaffolding must be built with adjustable stems with base plates.
10. Any time scaffold is to be erected that will exceed 26 ft. in height, the Niehaus Safety Director must be notified before the erection begins.
11. Any employee operating or working on movable platforms must wear and use an approved safety harness. The lifeline should be snapped to the tie-off point supplied by the manufacturer

RIGGING

1. Inspect all rigging hooks, ropes, slings and chains before using. If they appear at all defective, do not use them.
2. Insure all rigging is of proper capacity for the job.
3. Wear proper protective equipment: hard hat, gloves, eye protection.
4. Only one signal person should direct the crane operation. This allows the operator to concentrate on one person and not have contrasting signals.
5. Securely attach rigging to the load so that the lift hook will be over the center of gravity of the load.
6. Lift only when everyone is clear of the load. Lift slowly and watch for shifting of the load. Remember to use taglines to control the load. Keep out from under the suspended load.
7. Cushion rigging from sharp edges or corners that may damage it.
8. When walking the load, keep it as close to the ground as possible.

WELDING AND BURNING

1. Keep welding leads and burning hoses clear of passageways, exits, stairwells and other high traffic areas.
2. Inspect all leads, grounds, clamps, fittings, couplings, connections, hoses, gauges, cylinders and welding machines each day before using.
3. Be aware of what you are welding or burning.
4. You must have a charged working fire extinguisher for your working area.
5. Maintain good housekeeping around your work area.
6. Proper personal protective equipment must be worn during all burning and welding operations.
7. Protective screens must be in place before welding and burning operation begin.
8. Ventilation is important since some plated and/or painted metals can give off harmful fumes and vapors when subjected to high temperatures from welding and burning operations.
9. Check with the Safety Director before entering a confined space such as a tank, box, enclosed vessel or mechanical tunnel.

10. The protective caps on all cylinders must be kept on when not in use.
11. All cylinders must be properly secured to prevent tipping.
12. Oxygen and acetylene (or other fuel gas) cylinders in storage must be separated by 20 ft. or by a 5-foot barrier which has a 1-hour fire rating.
13. Cylinders must not be taken into confined areas.

HAZARD COMMUNICATION

1. It is in the intent of Niehaus Construction Services, Inc. to recognize, communicate and protect all employees from the possibility of undesirable effects while using known hazardous substances during the course of employment.
2. The Hazard Communication Program is designed to comply with 29CFR Part 1926.59 (OSHA Hazard Communication Standard or any State Hazard Communication Program). The Program addresses comprehensively, the issue of evaluating the potential hazards of chemicals and communication this information with proper protective measures to all employees.
3. The program is on all job sites and utilizes labeling, Material Safety Data Sheets (MSD's), and Tool Box Safety Meetings to train and educate employees about the hazardous substances they may encounter.
4. Chemicals may enter the body by inhalation or breathing the chemical, absorption through the skin pores, ingestion through mouth and injection by direct puncture of the skin.
5. The Material Safety Data Sheet is the key to proper use and handling of chemicals. Key section remember are generally: Section I-Manufacturer Emergency Number, Section II-Product Name and Ingredients, Section III and IV-Health Hazards and Personal Protective Measures, Section VI-Fire and Explosive Data, and Section VII-Spill Control.
6. Once this information is communicated to you, it is up to you to observe the proper use and handling of materials.
7. It is the right of each and every employee to obtain a copy of the Hazard Communication Program.

CITATIONS

*CITATIONS WILL BE GIVEN FOR VIOLATIONS ON THE JOB SITE!

- 1st Violation a warning
- 2nd Violation a warning
- 3rd Violation dismissal

WHO CAN GIVE CITATIONS?

1. Safety Director
2. Members of the safety committee

I have read the Niehaus Safety Handbook and hereby agree to follow all procedures as outlined in this book.

Name _____

Date _____