Appendix A – Management Plan

Attach a copy of the firm's management plan for this project. Per the evaluation criteria set forth in the Proposal Evaluation, the management plan shall include the following:

1) Provide a brief history and description of your company, including an overview and experience providing similar projects and services relating to the Contract being bid:
   - General Construction
   - Mechanical, Electrical, and Plumbing (MEP)
   - Roofing

2) Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)

3) Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.

4) Provide a list of contemplated subcontractors.

5) The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.

6) Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful Proposers must be willing to cooperate with this process.

7) Please provide contact information for the person(s) who will be responsible for the following areas. If not applicable, write "Not Applicable"

Executive Contact:

Contact Person: Matthew Budagher

Title: Vice President

Phone: 505-553-0544 Fax: _____

Email: 3bbuilders@gmail.com

Marketing:

Contact Person: _Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax: _____

Email: _3bbuilders@gmail.com_____

Account Manager/Sales Lead:

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

Sales Support:

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

Contract Management (if different than sales lead):

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

Financial Reporting:

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

This Safety Plan has been prepared and submitted in accordance with the contractual requirements for University of New Mexico, Albuquerque NM Operations.

TABLE OF CONTENTS

SHEDULING

LEED

Value Engineering

SAFETY / ACCIDENT PREVENTION POLICY

In all of its operations, 3B Builders Inc. is guided by an established accident prevention policy. This policy is based on a sincere desire to eliminate personal injuries, occupations illnesses, and damage to equipment and property. This policy is also established to protect those of the general public who may be in contact with or affected by the Company's activities.

All members of 3B's management and supervision are charged with the responsibility of preventing incidents of conditions that might lead to occupational injuries or illnesses. While the ultimate success of a safety and health program depends upon the full cooperation of each individual employee, it is management's responsibility to provide a safe environment in which to work. It is also management's responsibility to see that safety and health rules and procedures are adequate and enforced and to see that effective training and educational programs are employed to the best advantage.

Safety is never to be sacrificed for production. It must be considered an integral part of quality control, cost reduction and job efficiency. Every supervisor will be held accountable for the safety performance demonstrated by employees under his/her supervision.

A good safety record reflects the quality of management, supervision and the worker. It also serves to promote business, thereby contributing to the continuing growth and success of the Company.

Our policy is to accomplish work in the safest possible manner, consistent with good work practices. Management at every level is charged with the task of translating this policy into positive actions.

Jim Bruhn
3B Builders Inc.

DRUG POLICY

Employment is conditional on passing a drug/alcohol test. In case of an accident the employee will be required to submit to a drug/alcohol test and employee agrees to submit to such test.

3B Builders Inc.

SAFETY PLAN

1.0 INTRODUCTION

3B's is committed to providing a safe, healthful and injury free workplace for all its employees. This plan outlines the general program and rules that each employee must follow to fulfill this commitment. In addition to this program, 3B's has several specific procedures that may be required by Federal, State, or local regulations and specific site

requirements, 3B Builders Inc. employees are required to comply with this program and any other applicable plan at each site where 3B's has projects. 3B's will have a COMPETENT person on site at all times when required of the process of jobs at UNM as well as a Project Superintendent or delegate during active construction they will be responsible for communication and documenting hazards and mitigation as part of their job responsibilities.

EVENT REPORTING

At any time if a 3B employee or subcontractor becomes aware of a circumstance that would impact workers, the public, the environment or unplanned disruption of normal operations the circumstance must be reported. If the event could quickly become an emergency situation follow the "Emergency Action Plan" described below. If the circumstance is not an emergency Jim Bruhn, or Matthew Budagher will be notified by the appropriate personnel as soon as possible.

ACCIDENT REPORTING PROCUDURES

Our accident reporting procedures include the following:

All accidents, injuries, or illnesses, and equipment damage must be reported immediately to their foreman. The injured employee will fill out the "Notice Investigation" form. The foreman and the injured employee will fill out together the "Accident Investigation" form. 3B Builders will not conduct accident investigations in order to place blame or find fault. A fair investigation will identify the "Root Cause" that, if corrected, will prevent recurrence of the accident. When an accident has occurred, the accident area shall be undisturbed (as much as possible) until the investigation is conducted.

EMERGENCY ACTION:

Emergency Action for life threatening injuries or illnesses; immediately call for medical assistance by dialing 911 then contact Matthew Budagher (505) 553-0544

1. Post medical and non-medical emergency numbers conspicuously at Project site. Ensure that all employees are aware of medical and non-medical emergency numbers.
2. Transport personnel with non-life threatening injuries or illnesses that require medical attention to contractor's identified medical facility.
3. Electrical Shock: Accompany an employee receiving electrical shock for immediate attention to the SNL Medical facility during standard working hours, no matter how minor the shock appears. For non-standard working hours, seek medical attention in off-site facility.
4. Notification of Accidents, Injuries, or Illnesses: Verbal notification to SDR or SCO shall be performed as soon as possible. Submit SF2050P "Report of Occupational Injury/Illness" to SDR within 3 days.
    a. Non-Emergency Medical Incident: Notify SDR or SCO within 24 hours.

b. Serious or Life-Threatening Accident or Illness: Notify SDR or SCO after taking emergency action.

B. Substance Abuse and Testing: Use of drugs (including misuse of prescribed substances) or alcohol on site shall be grounds for removal of individual from work site, and may include other corrective actions.

ACCIDENT INVESTIGATION PROCEDURES

Thorough accident investigations will help the company determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. Our Safety Officer will conduct investigations.

2.0 SCOPE OF WORK

2.1 The following are scope of work operations at UNM

- Supporting UNM construction, renovation and operations and maintenance program by removing, replacing or installing new systems necessary to support operations in offices, light laboratories or support facilities.

- All work shall be performed in accordance with Federal, State, and local regulations along with UNM Construction Standard Specification Section 01065 "Environmental, Safety, and Health for Construction and Service Contracts."

- If the scope of work changes, new hazards may; result and therefore a Safety Plan Addendum will be submitted in the form of a modification or new Activity-Specific Safety Plan for acceptance by UNM before any of the new work commences.

2.2 Potential Hazards Associated with Contract Scope of Work:

- In the course of the contract scope of work, as stated above, 3B employees are continually trained to recognize potential hazards and mitigate them to minimize dangerous situations. The following are a list of potential hazards related to the contract scope of work:
    - Personal injury arising from cuts, strains, slip, and trips, pinch points, and equipment malfunction. These hazards are prevented by employee training, use of proper personal protective equipment, proper housekeeping and inspection of tools and equipment.
    - Falls from ladders or elevations. These hazards are prevented by employee training, use of personal protective equipment to

include fall protection gear, and inspection of ladders, equipment and gear.

- Chemical hazards, which include tasks such as refrigerant recovery, charging or checking refrigeration pressures. These hazards are prevented by employee training, specifically in hazard communication and the review of MSDS sheets, along with the use of proper personal protective equipment.
- Electrical shock or electrocution in checking circuits which feed the electrical equipment in its repair or replacement are additional hazards. These hazards are prevented by employee training in proper electrical procedures and lockout/tagout procedures along with the se of proper personal protective equipment and inspection of tools and equipment. Employees and contractors will abide by the electrical and lockout/tagout procedures established by UNM.
- Spark of Flame hazards exist, in repairing of replacing equipment. These hazards are prevented by employee training (fire extinguisher training, fire watch training), use of proper personal protective equipment, inspection of all equipment and tools along with proper UNM permits.
- Confined Space hazards, which can include tasks in repairing or replacing equipment. These hazards are prevented by employee training (Confined Space Entry), use of proper personal protective equipment, inspection of all equipment, along with air sample testing, entry permits, and confined space rescue preparation.

3.0 DOCUMENTS ON SITE AND WORK SITE IDENTIFICATION

Documents on site: 3B Builders will have the following documents and signage posted, according to ES&H 01065:

3.1 I shall provide and maintain a weather tight safety bulletin board in a visible location, not less than 3 feet by 5 feet in size. This bulletin shall be used only to post official announcements.

3.2 For projects over $50,000 the following documents and signage will also be posted:

- Equal Opportunity Posters
- Employment Standards
- Project Davis- Bacon Wage Decisions
- DOE Safety Posters
- 3B Accident Prevention
- Fire Prevention
- Emergency Phone Numbers
- First Aid Plan

- Reviewed Contract-Specific Safety Plan
- Hazard Identification signage and barricades
- Use flagging and tape barricades only for temporary (less than 24 hour) protection, unless otherwise accepted by SCO
- Use orange safety fencing or snow fencing around excavations and trenching (minimum 4 feet high and secured vertically every 10 feet).
- Signage in compliance with OSHA Regulations (29 CFR 1926 and 29 CFR 1910)
- Protect unattended sites with applicable signs and barricades at all times.
- Documentation at each Project Site:
- Project Plans, specifications, and work authorizations
- All required permits
- Contract-Specific Safety Plan
- Material Safety Data Sheets for on-site chemicals

4.0 SUSPENSION OF WORK/STOP WORK ORDERS

- All employees, contractors, and visitors have the responsibility and authority to suspend inappropriate of unsafe work activities when those activities present a clear and imminent danger to employees, contractors, visitors, the public, or the environment. Personnel may suspend activities they observe or in which they are a participant, if they believe the activity presents an imminent danger.
- Upon receiving a suspension of work request (oral or written) 3B Builders will immediately cease activity, and notify UNM. Obtain the name telephone number of the person requesting the suspension of work, and the reason for the suspension of work. Work shall not continue on that activity until the issue has been resolved by the following means:

4.2 A stop work order that affects the crew for a period greater than one (1) hour shall be followed by the issuance of a formal written Stop Work Order. The work may be restarted only with a written work release from UNM. This stop work order shall include:

a. Date and time when work was stopped.
b. Reason for work stoppage.
c. Requirements for 3B to resume work.
d. Date and time when UNM expects corrective actions to be completed, if required.

4.3 UNM shall provide a written work release that includes:

a. Reference to the Stop Work Order
b. Reason for work stoppage
c. Conditions for restart of activity
d. Specified date and time when work may resume

5.0 SAFETY MANAGER

5.1 Corporate Safety Manager: (Attachment Job Description) The Corporate Safety Manager, Matthew Budagher will administer 3B Builders overall safety program and will also serve as the Site Safety Manager for projects in New Mexico.

5.2 Site Safety Manager: (Attachment Job Description) 3B Builders will appoint a safety manager for each site employing 100 or more employees. At sites with less than 100 employees, the Project Manager or Senior Supervisor will have the additional duty as the Site Safety Manager unless this conflicts with contract requirements.

5.3 Single Point of Contact with UNM: Matthew Budagher (505) 553-0544 is the single point of contact for contractual purposes.

6.0 BASIC COMPONENTS OF THE SAFETY PROGRAM

6.1 Training

6.1.1 After hiring on, each employee will be required to attend a 3B Builders orientation. This orientation will include, and will not be limited to, employment conditions, safety and work rules, prohibited activities, protocol violations, code of ethics, dress code, harassment, and discrimination policy. This orientation is required in addition to any host site orientation or training requirements.

6.1.2 All employees must be trained in Fire Safety, Fire Reporting, Fire Extinguisher use and Hazard Communications.

6.1.3 All classified trade employees and laborers must be trained or retrained, regardless or experience or previous training, in the following:

- Ladder Safety
- Fall Prevention and Protection
- Hazardous Materials
- Industrial and Construction Housekeeping
- First Aid
- Demolition Training
- OSHA 10 Hour Construction

6.1.4 Any employee that is required to operate such as aerial lifts, forklifts, boom lifts, boom trucks, earth moving machines, cranes, etc.; must be trained and certified in accordance with OSHA regulations.

6.1.5 All material handling personnel must be trained in rigging and material handling.

6.1.6 All foremen must be trained in Pre-task Planning, CPR/First Aid and Lockout/Tagout procedures.

6.1.7 Elected employees may be trained in any or all of the following depending on task requirements and job assignments.

- Confined Space Procedures
- Self-contained Breathing Apparatus
- Respiratory Protection
- Energized Electrical Work
- Stored Energy Procedures
- CPR/First Aid
- Specific site required training

6.1.8 Any or all of the above training can be conducted by qualified and authorized corporate personnel or a qualified training agency may be used to conduct specific training.

6.1.9 A record of all required training completed will be kept by the Human Resources Manager. This record, known as the 3B Builders Training Matrix, will be updated as training in completed. Certificate of completion will be issued to each employee that completes each class. All training information will be kept on site for UNM review.

6.1.10 The Site Safety Manager will insure that all training meets OSHA and site requirements. The Manager will also monitor training records to insure retraining occurs as necessary.

6.2 Jobsite Hazard Evaluation Checklist/Pre-task Planning

6.2.1 Pre-task planning is the core element in accomplishing a task without personal injuries, incidents, or damage to equipment and material. Each supervisor, foreman and lead is charged with the responsibility of insuring that a proper and adequate pre-task plan is completed for each task they are assigned.

6.2.2 Pre-task Planning should begin with a detailed study and walk of the job answering the following questions.

- What needs to be done?
- Who will do what?
- Are qualified workers available?
- What tools, material and special equipment are needed?
- Is the area safe to work in?
- Will work activities affect other operations?
- Will other operations in the area affect the job activities
- What routine functions present potential hazards?
- Are there chemical, electrical, or other hazards involved?
- What utilities or systems will be affected?
- What permits will be required?
- What PPE will be required?

- What safety equipment and material will be needed?
- What special procedures will have to be used?
- Are the workers trained in the special procedures?
- Are all the workers trained in emergency procedures?
- Are the nearest exits indentified?
- Are the nearest showers identified?
- Will there be adequate means or communications available?

6.2.3 Once these questions are substantially answered, the foreman will complete a Job Safety Analysis (JSA) form or Jobsite Hazard Evaluation Checklist (attachment A) identifying the basic job steps, and potential hazards and conditions. The foreman will also develop and list the procedures to be used to either eliminate the hazards or reduce the exposure. As the job requirements or conditions change, the JSA must be appropriately updated.

6.2.4 The reverse side of the JSA is to be used for the daily crew toolbox meeting. Each day a different crewmember is required to present a safety topic associated with the present task and discusses the hazards involved and means of protection. Each crew member is required to sign off on the JSA that they are aware of all the hazards associated with the task and understand what precautions and procedures they need to use to protect themselves and others from injury.

6.3 Tool Box Meetings

6.3.1 Toolbox meetings will be hold by each foreman at the beginning of each shift and after the lunch break. The foreman or a designated crewman will lead the crew in a series of stretching exercise designed to minimize muscular and skeletal injuries.

6.3.2 At the beginning of each shift the foreman will discuss all the safety issues involved with that day's activities, insuring that all crewmembers fully understand the issues and know what procedures and precautions to use. Daily individual tasks are assigned. Special emphasis will be placed on any new issues or changes that have occurred since the previous meeting.

6.3.3 Each crew member will sign off on the JSA signifying that they are aware of the safety hazards associated with the task and understand what precautions and procedures to use to protect themselves and others from injury.

6.3.4 The foreman will assign each new employee to a "Buddy" (an experienced qualified crewmember of the same trade) for a minimum two week period. The buddy will mentor the new employee until the foreman feels that the new employee is up to speed on safety and work procedures.

6.4 Field Inspection

6.4.1 Safety Management: It is 3B Builders policy that all members of management and supervision are charged with the responsibility of preventing incidents or conditions that could lead to occupational injuries or illness. As a means to that end, the following inspections will be made.

6.4.2 Daily walk-thrus: Walk-thrus are to be made by the Project Superintendent. Violations and unsafe conditions are to be corrected immediately. Unsafe conditions that are beyond the scope of 3B Builders will be reported to the Project Manager and Site Safety Manager for resolution. The Site Safety Manager may accompany the Superintendent on these walk-thrus.

6.4.3 Each foreman is to complete a Work Hazards Checklist (See Attachment F) for his area of responsibility on a weekly basis and submit to the Site Safety Manager the day before the weekly foreman's safety meeting.

6.4.4 The Site Safety Manager should accompany Superintendent walk-thrus. He will also monitor toolbox meetings, pre-task briefings and stretching exercises, coaching as necessary. He will tour the site daily, coordinating with the foremen, Superintendents, and Project Managers on issues that require resolution.

6.4.5 A Jobsite Hazard Evaluation will be completed to evaluate the work sire for environmental, safety and health concerns or conditions that pre-exist and may impact methods and procedures in the performance of work. Hazards introduced in the performance of work shall be evaluated and mitigated in accordance with existing federal, state and local regulations.

6.5 Safety Meetings

6.5.1 3B Builders Foreman's Safety Meeting: The weekly foreman's safety meeting will be chaired by the Operations Officer, a Project Manager, or the Site Safety Manager. All Foremen, Superintendents, Project Engineers, and Project Managers should attend. Safety will be the primary topic for discussion. The weekly safety foreman's oral report will be received and AR's assigned for unresolved issues. The foreman's Work Hazards Checklists will be reviewed and AR's assigned for unresolved issues. Global safety and protocol issues will be discussed as appropriate. An Employee of the Week will be selected. Site safety meeting schedules will be announced and attendees notified.

6.5.2 Weekly Field Operations Meeting: Safety will be the initial topic of the weekly field operations meeting. Corporate wide safety issues and site status are reviewed. Items of management interest are reviewed and status updated. AR's are assigned.

6.5.3 Suggestions: All employees are encouraged to submit safety suggestions or recommendations for improvement of procedures at any time, either verbal or written, without fear of ridicule or reprisal. All legitimate and

appropriate suggestions and recommendations will be given careful consideration.

6.6 Recognition and Awards

6.6.1 Crew Lunches: When a crew has achieved an exceptionally good safety record or demonstrated outstanding performance in their duties, the project manager may host that crew to a lunch at a local restaurant. Upper management are encouraged to attend.

6.6.2 Individual Exceptional Acts: If an employee is credited with an exceptional safety act, either through action, reaction, or suggestion, that employee may be recognized at the mass safety meeting and may be awarded game passes, movie passes, or a dinner for two at a local restaurant.

6.6.3 Two Year Safety Award Jacket: An employee that works a cumulative of two years without having an accident will be awarded a Carthart construction jacket. The employee's name will be embroidered on it and a different colored stripe will be added for each additional year of injury free employment.

6.7 Enforcements

6.7.1 Intentional disregard for safety rules and/or a flagrant unsafe act that could result in personal injury of damage to material and equipment will result in immediate termination of employment.

6.7.2 Continued minor violations of safety rules or a negative attitude toward safety may result in termination.

6.7.3 Employees that violate safety rules will be disciplined under the 3B Builders Progressive Disciplinary Program and may require retraining.

7.0 PERSONAL PROTECTIVE EQUIPMENT

7.1 All employees are required to comply with 3B Builders dress code. (See Personnel Policy Handbook, paragraph 4.5, Attachment G)

7.2 3B Builders will provide hard hats and safety glasses for all site employees. 3B Builders will replace any supplied items that have become unserviceable due to fair wear and tear. Items that are lost or damaged through employee negligence or intent must be replaced by the employee.

7.3 3B Builders will provide any necessary Personal Protective Equipment required to safely accomplish an assigned task. Requirements will be determined by the foreman in coordination with the Superintendent, Site Safety Manager and Project Manager or as mandated by OSHA regulations. Examples of equipment supplied follows.

- Full body harness

- Shock absorber and retractable lanyards
- Face shields
- Specialized work gloves
- Arch and toe protectors
- Hearing protection muffs or ear plugs
- Welding shields, aprons and gloves
- Chemical protective clothing and gloves
- Electrical safety equipment
- Respirators

8.0 BASIC SAFETY REGULATIONS

Any and all individuals shall at all times while present at the job-site or working on the project comply with the following safety regulations. Violation of these safety regulations will subject an employee to immediate dismissal.

Comply with federal, state, and local safety laws, rules, and regulations (including OSHA) applicable to the area of the job-site.

8.1 Use the proper Personal Protective Equipment and devices required for the work being performed. Safety hats must be worn at all times in designated hard hat areas.

8.2 Schedule work required to be performed above occupied areas for non-standard hours, unless specific and approved precautions including signage, barricades, occupant consent, and other precaution deemed necessary by UNM is provided In advance of operations. Final approval for the work in occupied areas during normal work hours must be received from UNM.

8.3 When working above the ground level, ensure that you are at all times properly protected from injury as a result of falls by using appropriate, approved protective measures, such as properly constructed scaffolding with toe boards and guard rails, safety harness with lanyard, and/or safety nets.

8.4 Report injuries, regardless of severity, to your supervisor as soon as possible.

8.5 Report any unsafe conditions or defective equipment to your supervisor immediately.

8.6 Encourage other employees to comply with these regulations and report any violations to your supervisor.

8.7 Maintain good housekeeping at all times.

8.8 Securely fasten, in place, all ladders (except-ladders being used as such) when is use. Ladders shall extend at least 36 inches above landing.

8.9 All scaffold planks shall be inspected and clearly identified as such by obvious marking before being used.

8.10 All cables, ropes, and slings must be regularly inspected and removed from the job site if found defective.

8.11 Power equipment shall not be used beyond rated capacity.

8.12 All equipment must be shut down while re-fueling, regardless of the fuel used.

8.13 Work shall not be performed under, or immediately adjacent to, loads being hoisted and all loose items of equipment or material shall be secured from falling.

8.14 Hazardous wall or floor openings in structures must be adequately barricaded or

securely covered. .

8.15 All hazardous outside openings must of excavations must be lighted at night when travel is permitted in the area.

8.16 Guy lines must be flagged where they cross the travel space or paths, walkways, or roadways.

8.17 No unauthorized personnel shall be permitted on moving equipment, rigging, or loads.

8.18 Safety guards or devices shall not be removed from tools or equipment except for repairs. When removed for repairs, they must be promptly replaced before any use of the tool or equipment.

8.19 All portable, electrically powered tools and equipment shall be individually grounded or UL approved double insulated.

8.20 In case of accident the employee may be required to submit to a drug/alcohol test and employee agrees to submit to such test.

8.0 **RECORDS AND REPORTS**

9.1 The Log and Summary of Occupational Injuries and Illnesses (OSHA Log 300): The OSHA 300 is used to record and maintain information about employee injuries and illnesses for all 3B Builder employees. The office manager, in the Albuquerque Home office in NM, is responsible for completion, maintenance, and forwarding the 300 log. The log must be maintained on a calendar year basis and kept on file for five years following the calendar year that it covers. Cases must be recorded within 6 working days after receiving information that a recordable case has occurred. A copy of the last page of the 300 log will be posted at each site not later than February 1st of the following the year.

9.2 OSHA Form 301: If an injury or illness is recordable, a supplemental report must be completed. OSHA Form 301 may be used. Other suitable forms are acceptable as long as it contains the same information as the OSHA 301. The 3B Builders Accident/Incident Investigation Report can be used in lieu of OSHA 301. The same maintenance requirements as for the 300 log apply

9.3 Accident/Incident Files:

1 Report ALL accident/incidents, even if only considered minor or "First Aids".

2 If the accident is serious, call 3B Builders local Manager, local Safety Supervisor.

3. Drug test everyone involved in an accident/incident.

4. Fax an accident/incident report to Albuquerque's Personnel Manager within 24 hours (505) 553-0544 Also keep a copy for your on-site file.

5. Fax any further investigation reports to Albuquerque's Personnel Manager, e.g., lessons learned meeting reports, meeting minutes, etc. within 24 hours. A "lessons learned" meeting should be held on all accidents.

6. 3B's Albuquerque Home Office will take care of filing reports with 3B's insurance carrier(s).

7. All reports of accidents involving a recordable injury or illness and any report of a first aid case that could become a recordable case must be kept

on file for a minimum of five (5) years after the calendar year of occurrence. The original report and supporting documents will be forwarded to the corporate office in Albuquerque, NM. A copy will be kept at the site where the injury or illness occurred until that site is closed.

9.4 Safety Files: Report files will be maintained at each site. Reports are to be divided into two files; active and completed. Reports that have unresolved issues or outstanding AR's will be kept in the active file until all issues and AR's are closed. The Site Safety Manager is responsible for maintenance of the files.

CORPORATE SAFETY MANAGER JOB DESCRIPTION

1. Reports to and is accountable to the Corporate President Jim Bruhn
2. Matthew Budagher is Site Safety Manager for sites in New Mexico.
3. Is thoroughly familiar with current OSHA standards (29 CFR part 1910 and 1926).
4. Works in conjunction with Project Superintendents to eliminate all safety and health hazards, personal injuries, occupational illness, and damage to equipment and property as well as to protect the general public who are in contact with or affected by corporate activities.
5. Regularly reviews the Corporate Environmental Health and Safety Program to insure compliance with all federal, state, and local laws, regulations, and requirements. Corresponds frequently and/or visits other site safety managers to network safety programs, problems, trends, and incident/accident reviews. Finds out what problems and solutions are happening corporate-wide to head off unexpected issues. Works closely with safety representation from other on-site organizations to identify hazards and determine solutions for site wide issues. Incorporates appropriate solutions into the corporate EHS program.
6. Ensures that corporate safety and health rules, policies, and procedures are provided to all employees. Checks to make sure there is compliance. Continuously seeks out new ways to heighten people's awareness towards safety.
7. Administers and supervises the Job Safety Analysis (JSA) and pre-task planning program. Trains foremen and leads in appropriate techniques to execute the program.
8. Regularly monitors project workers to insure that safety is an integral part of job performance.
9. Performs inspections in accordance with corporate EHS program.
10. Represents the corporation at site safety meetings and keeps the Corporate President, Operations Officer, Project Managers, and Superintendents informed of all site-related safety and health issues.
11. Informs Project Managers and Superintendents of any problem areas that need supervisory correction.
12. Conducts or provides for all training of corporate personnel to meet mandated training requirements.
13. Ensures that training is recorded and records are maintained for required training

14. Prepares all site safety related reports and insures accuracy and completeness of such reports.
15. Administers the hazard communication program and supervises hazardous material storage and handling.
16. Maintains master MSDS file.
17. Attends and/or conducts site corporate mass safety meetings and weekly foreman's safety meetings.
18. Maintains minutes of all meetings for record and review
19. Maintains site file copies of accident and incident reports and regularly reviews these files for trends and other areas that need corrective action.

SITE SAFETY MANAGER JOB DESCRIPTION

1. Reports to and is accountable to Project Manager.
2. Is thoroughly familiar with current OSHA standards (29CFR 1910 ad 1926)
3. Works in conjunction with the project superintendent to eliminate all safety and health hazards, personal injuries, occupational illness, and damage to equipment and property as well as to protect the general public who are in contact with or affected by the project's activities.
4. Regularly reviews the Corporate Environmental Health and Safety (EHS) program to ensure compliance with all federal, state, and local laws, regulations, and requirements. Corresponds frequently with site safety managers at other 3B Builders project sites to network safety programs, problems, trends, and incident/accident reviews. Finds out what problems and solutions are happening corporate-wide to head off unexpected issues. Works closely with safety representation from other on-site organizations to identify hazards and determine solutions for site wide issues.

5. Ensures that corporate safety and health rules, policies and procedures are provided to all employees. Checks to make sure there is compliance. Continuously seeks out new ways to heighten people's awareness towards safety.
6. Administers and supervises the Job Safety Analysis (JSA) and pre-task planning program. Trains foremen and leads in appropriate techniques to execute the program.
7. Regularly monitors project workers to insure that safety is an integral part of the job performance.
8. Performs inspections in accordance with the corporate program.
9. Represents the corporation at site safety meetings and keeps the Project Manager and Superintendent informed of all site-related safety and health issues.
10. Informs the Project Manager and Superintendent of any problem areas that need supervisory correction.
11. Conducts or provides for all training of corporate personnel to meet mandated training requirements.

12. Ensures that training is recorded and records are maintained for required training.
13. Prepares all site safety related reports and insures accuracy and completeness of such reports.
14. Administers the hazard communication program and supervises hazardous material storage and handling.
15. Maintains master MSDS file for the project.
16. Attends and/or conducts site mass safety meetings and weekly foreman's safety meetings.
17. Maintains minutes of all meetings for record and review.
18. Maintains site file copies of accident and incident reports and regularly reviews these files for trends and other areas that need corrective action.

DRESS CODE

High quality leather work boots or shoes are required on all 3B Builder projects. They must be a minimum of 6" high from the bottom of heel to top of ankle support. This applies to all construction workers.

- Athletic shoes, sandals, and open-toed footwear are prohibited III all construction work areas.

- Rubber boots must be worn for all concrete work.

- All employees should consider the use of shoes with cushioned insoles.

- No muscle shirts are allowed on the jobsite. All shirts must have at least a four-inch sleeve. No shorts or sweats are allowed on the jobsite.

- Long sleeve work shirts are required when safety dictates.

- Employees will be sent home if clothing is excessively tattered or presents a safety hazard or an unnecessary distraction of concentration of fellow workers. Work clothing must be appropriate for the job.

3B Builders Inc.

MANAGEMENT PLAN

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

WEEKLY WORK HAZARDS CHECKLIST PROCEDURE & JOBSITE HAZARD EVALUATION

A. Every 3B Builders Project has one Foreman designated as the project Safety Foreman. While 3B's policy dictates that all Personnel are responsible for safety, one person designated to serve as the Safety Representative for the project.

B. One of the duties of the Safety Foreman is to complete the Work Hazards Checklist each week (see copy attached). The Safety Foreman completes the checklist as he is walking the job. Any serious hazards observed are corrected immediately in conjunction with the 3B's foreman for that particular crew.

C. The Work Hazards Checklists are turned in to the 3B Project Manager each day.

D. A copy of all Work Hazards Checklists are kept in the project master file for reference as needed.

JOBSITE HAZARD EVALUATION

A. A Jobsite Hazard Evaluation will be completed to evaluate the work site for environmental, safety and health concerns or conditions that pre-exist and may impact methods and procedures in the performance of work. Hazards introduced in the perfoffi1ance of work shall be evaluated and mitigated in accordance with existing federal, state and local regulations.

B. 3B employees and subcontractors will comply with restrictions or conditions specified for each identified hazard

C. Unidentified Hazard: If a hazard is encountered during the performance of work which has not been identified contact Matthew Budagher for performing work which may impact condition or concern.

3B Builders Inc.

WORK HAZARDS CHECKLIST

Project #:_____ Date:_____

I. Evaluation of scheduled work activities

A. Category of work activities

_____1. Chillers & assoc. piping
_____2. HVAC Systems
_____3. Boilers w/assoc. controls
_____4. Storm & Sanitary Sewers
_____5. Domestic & Chilled Water Lines
_____6. Gas Lines w/assoc. valves
_____7. Lab process piping & inert gas dist.

COMMENTS:_____

II. Field inspection

A. Opening inspection

_____1. Barricades in place and properly maintained
_____2. Floor openings properly covered and maintained
_____3. Tie-off in place and properly maintained

B. Tool Inspection

_____1. Tools in proper working order
_____2. Tools properly grounded
_____3. Safety guards in place
_____4. Eye and face protection available and maintained
_____5. Adequate clearance for proper operation of tools
_____6. Extension cords properly maintained and grounded

COMMENTS:_____

C. Fall Protection
   _____1. Barricades in place and properly maintained
   _____2. Ladders properly located and tied off
   _____3. Ladders extend a minimum of 36" above landing
   _____4. Scaffolding properly supported
   _____5. Scaffold safety rails in place and maintained
   _____6. Scaffold platform properly installed
   _____7. Scaffold toe boards in place
   _____8. Safety harnesses and lanyard available and properly used and maintained

COMMENTS:_____

D. Power equipment
   _____1. Proper equipment used for the job
   _____2. All equipment safety apparatus in good working condition
   _____3. Fueling areas properly located and maintained

COMMENTS:_____

E. Hoisting
   _____1. Cable, ropes and slings maintained
   _____2. Proper size hoisting equipment used for job

COMMENTS:_____

F. Housekeeping
   _____1. Storage areas
   _____2. Material preparation areas
   _____3. Proper clothing worn

COMMENTS:_____

ENVIRONMENTAL, HEALTH AND SAFETYY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

PERSONAL PROTECTIVE EQUIPMENT

I. PURPOSE

A. To state 3B Builders requirements with respect to the use of Personal Protective Equipment (PPE). PPE is a device or piece of apparel worn by a construction worker to significantly reduce a foreseeable risk of harm in the work area.

II. OBJECTIVES

A. To eliminate or reduce the severity of injury or illness to our employees by the proper use of PPE.

B. To complement relevant regulations and manufacturers' requirements.

III. PROCEDURE

A. Responsibility – each site manager or his designee shall:

1. Develop and implement a PPE program to protect employees against construction hazards at the site. This program shall include a written procedure defining:

   a. The areas in which protective equipment must be worn
   b. The type of equipment for the various exposures
   c. Procedures for issuing and replacing equipment
   d. Maintenance, sanitation, and servicing of equipment

2. Train employees in the proper use and care of the protective equipment and certify in writing that training has been carried out and that employees understand it.

3. Amend the program as necessary to accommodate the changes in construction and regulatory or stands modifications.
4. Establish a procedure for obtaining and maintain an adequate inventory of the proper protective equipment.
5. Enforce the program uniformly through the established disciplinary procedures.

B. Equipment
   1. Selection:
      a. The selection of PPE will involve:
         (1) An analysis of the type of hazard and the degree of exposure
         (2) An analysis of the type of PPE that will effectively reduce the hazard.
         (3) Consideration of mandatory, minimum standards issued by:
            (a) 3B Builders Inc.
            (b) Government regulatory agencies
            (c) Advisory standards issued by voluntary standards organizations (ANSI, NFPA, ASTM, ACGH, etc.)
         (4) Consideration of employee comfort and health
         (5) Consultation with the Client/UNM Environmental, Health and Safety Department.
      b. Where workers provide their own PPE, the Site Manager shall be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

   2. Types:
      a. <u>Hard hats/heads protection:</u> Hard hats are mandatory for all employees on a 3B Builders project. Use ANSI Z89.1 approved hard hats.

      b. <u>Face and eye protection:</u> Special high, eye-injury potential work process requires use of additional eye protection. Examples include: welding, cutting, burning with a torch, and grinding. Appropriate eye and face protection should be used. The most common example is use of a full-face shield or welding glasses. These will be available at the project. A mandatory eye protection program shall be established at all construction sites where there is a reasonable probability that injury can be prevented by the use of proper protective equipment. This program shall be applicable to all employees and visitors entering a site where eye protection is considered necessary. Visitors will be required to have proper documentation to enter a site.

      c. The wearing of eye protection equipment is not normally required in offices and, under local management directive, other similar non-hazardous areas. Eye protection equipment shall be required when work process may cause eye injury.

d. Contact lenses: Contact lenses do not provide eye protection in construction. Therefore, the wearing of contact lenses in areas requiring eye protection is not recommended unless there is a special medical reason to require them. Employees who wear contact lenses and whose duties require them to work in or enter a construction area where eye protection is required, you must also wear approved construction glasses or goggles.

e. Hearing protection: 3B Builders has a mandatory hearing protection policy for its employees. When ambient or local noise levels exceed 85 dBA, hearing protection is required to be used. 85 dBA is a level at which you must shout to be heard. Normally this is in the form of EARs, which will be available on the project. Foremen will show how to use them properly. Always use clean earplugs. See Employees Title 29 CFR 1910.95.

f. Respiratory protection: Under normal conditions 3B Builder employees should not need a respirator. For special work processes, such as grinding demolition, and sweeping, dust masks will be appropriate. These will be available on the project. The 3B's chemical management and chemical use system will identify areas where most specialized respirators will be needed.

g. Hand protection: Gloves should be worn when work process involves handling of metal or sharp objects. They are mandatory in demolition work.

h. Torso, arm, and leg protection: The trunk, arms, and legs must be protected against cuts, punctures, abrasions, extreme heat, cold, and harmful chemical. Ordinary work clothing, if clean, in good repair, and suited to the job may be considered safe for most exposures. Safety apparel refers to garments (such as acid jackets) and protective devices (such as gauntlets, aprons, and shields) designed for specific hazardous jobs where ordinary work clothes do not give sufficient protection. "Safety apparel" must be specified and used to protect employees against exposures to special hazards such as flame, welding sparks, caustics, acids, solvents, corrosives, etc. Employees must be fully clothed. This includes the wearing of shirts, long trousers, and appropriate work shoes while on the site. The wearing of skirts/dresses is allowed where safe and appropriate.

i. Footwear/protection: Work shoes are required on all projects. Specialty contractors that may identify this as a safety problem must make specific arrangements with the project superintendent. Access to the work area must be considered. Rubber boots should be worn for concrete work. Special insoles may be provided to prevent puncture wounds. It is recommended that employees purchase high quality work shoes. Consider use of shoes

with cushioned insoles that add support and comfort while working. Employees are not to wear sandals or canvas shoes, shoes with high heels, badly worn soles, or open toes or heels while working on the construction site. Use ANSI 241 approved safety-toe and/or chemical resistant footwear.

j. Wearing of jewelry: Rings, bracelets, etc. can cause serious injury if caught on a moving machine part or if caught on a fixed object when a person is moving rapidly. Metal jewelry worn near electrical equipment, including batteries, can be dangerous. Most types of jewelry introduce an unnecessary hazard in a construction environment and therefore each site must evaluate the potential hazards and establish an appropriate policy on the wearing of jewelry.

k. Subcontractor employees: Subcontractor employees working in any area of the site where PPE is required shall be required by 3B Builders to wear PPE equivalent to that required for 3B employees.

l. Visitors: All visitors entering the construction work site shall be required to wear PPE appropriate for the exposure in the area of the site they will visit. 3B Builders will ensure visitors comply with CSSP and PPE requirements.

m. Orientation: Certain PPE will be issued to employees at their orientation. It will be provided to them in a safe and clean condition. It is the employee's responsibility to inspect and maintain the equipment in a safe condition.

C. CONCLUSION

Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for employees' safety and health at the worksite. To have an effective Safety and Health Program, the Site Manager must be responsible for the condition of the site. First-line Supervisors must be convinced of the hazard and must account for their employees' use of PPE.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

FALL PROTECTION
29CFR 1910.23-31 & 66

I. PURPOSE

A. To establish minimum standards for fall protection

II. OBJECTIVE

III. PROCEDURE

A. Due to the seriousness of fall injuries, employees must exercise extreme caution. If for any reason you are uncomfortable working at heights, notify your supervisor immediately. The use of fall protection systems and equipment is mandatory on all 3B Builder projects. Any employee found in violation of fall protection requirements is subject to immediate termination.

B. Fall protection system means that some physical means/methods are provided to eliminate a fall exposure to employees. This may be accomplished by means of ladders, scaffolds, lift units, guardrails, static lines, safety nets, vertical safety lines, retractable lanyards, full body harness standard lanyards, and other fall protection equipment.

C. Fall protection on 3B projects is accomplished by thorough analysis and preplanning before work begins. Equipment and systems must be designed and implemented based on the project safety plan to ensure that fall protection is provided to all employees.

D. 3B will work with subcontractors to develop full protection systems that will be designed, implemented, and coordinated to work well for all contractors on the project. In most cases, primary structural contractors will install a perimeter fall arrest system approved by 3B Builders.

E. 3B Builders will develop, and have installed, fall protection systems in areas normally protected by standard guardrails. This will protect the majority of contractors on projects. However, our systems may not be the most effective for all

subcontractors. It is important to remember that it is the responsibility of each subcontractor to train their employees and provide them with effective fall protection.

F. 3B Builders projects require a positive means of fall protection when work progress exposes employees to a fall hazard of more than 6 feet. No more than 6 feet of free fall distance into any fall protection system is permitted. **Employees must be tied off 100 percent of the time, which may require a double lanyard system.**

G. It is important to know the difference between fall restraint and fall arrest. If there is a potential for a fall, then a fall arrest system must be utilized. Fall arrest systems require the use of a full body harness. A standard safety belt may only be used in a fall restraint application.

H. If and when a static line system is utilized, documentation will be required to demonstrate the effectiveness of that system.

I. Work with fall exposures that exceed 6 feet requires a Fall Protection Safety Plan designed specifically for that project. The plan must be submitted to 3B Builders prior to any work on the project.

J. Leading edge work requires positive fall protection.

K. Questions regarding fall protection requirements, effectiveness, or systems should be referred immediately to the 3B Builder project superintendent.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

HAZARD COMMUNCATION PROGRAM
29 CFR 1910.1200

I. NAME AND LOCATION OF PROJECT
UNM
Albuquerque, NM

II. GENERAL

A. It is the intent of 3B Builders to make known to all of its employees, as well as the employees of its subcontractors, the existence of any hazardous substances known to be present on the job and to which employees may be exposed.

B. As part of the effort, 3B Builders will take the following steps:

1. A list of hazardous chemicals known to be present on the project is attached to this form. These chemicals are also referenced by the number, which is listed on the Material Safety Data Sheet (MSDS). A repository of all MSDS·s for hazardous chemicals known to be on this project is located at the project site offices of 3B Builders

   Also referenced are the locations of the hazardous chemicals and whether or not the possibility of exposure exists on the project as a whole, or in specifically named areas, on the project.

2. If there is danger in certain non-routine tasks on the project, 3B Builders will inform employees working on these tasks of the dangers and the methods of protecting against them, and in some cases on an as needed basis, presentation of written materials describing the dangers and methods of protection.

3. A copy of this Hazard Communication Program will be sent to each 3B Builders subcontractor on the, job. In addition, each 3Builders subcontractor is required to present 3B Builders, either through the subcontractor superintendent or the subcontractor safety officer, a MSDS for each hazardous substance which it will bring to the job and to which any employee on the project may be exposed. This compilation of MSDS's from subcontractors will be added to 3B Builders

repository. At subcontractor's written request, MSDS's will be returned to them upon completion of the job or when it can be affirmed that there is no longer any exposure to employees of the referenced hazardous substance.

4. This Hazard Communications Program is also available to employees, their designated representatives, and the Director of the Occupational Health and Safety Bureau, Environmental Improvement Division, State of New Mexico, in accordance with the requirements of 29 CFR 1910.20 (e), upon written request.

III. MATERIAL SAFETY DATA SHEETS

A. Material Safety Data Sheets will be kept in a central repository at the project site offices and/or in the employer's main office for each hazardous chemical, which is used on this project.

B. Each MSDS is to contain the following information:
   1. The identity listed on the label
   2. The chemical and common names for the hazardous ingredients
   3. Carcinogens will be identified and addressed with MSDS sheets
   4. The physical and health hazards
   5. The primary route of entry
   6. The exposure limits
   7. Any generally applicable control measures
   8. Any emergency and first aid procedures
   9. The date of preparation of the MSDS or last change to it
   10. The name, address, and telephone number of the chemical, manufacturer, importer, employer, or other responsible party preparing for the distribution the MSDS.

C. MSDS’s shall be obtained for each hazardous substance. If MSDS’s are not provided with shipment, 3B Builders will obtain one from the chemical manufacturer, importer, or distributor as soon as possible.

D. Copies of MSDS's for appropriate chemicals on the project shall be kept in the project site office and shall be made available to workers on request during each shift. Requests should be directed to the responsible field superintendent when applicable.

E. MSDS's may be kept in any form, including operating procedures, and may if so designed, cover groups of hazardous substances in a work area where it might be more appropriate to address the hazards of a process rather than individual hazardous chemicals. 3B Builder ensures that in all cases, the required information is provided for each hazardous chemical and is readily accessible during each work shift to each employee.

F. MSDS's shall also be made readily available, upon request, to designated representatives and the Director of the Occupational Health and Safety Bureau, Environmental Improvement Division, State of New Mexico.

IV. EMPLOYEE INFORMATION AND TRAINING

A. All employees shall be informed of the location of this Hazardous Communication Program and of MSDS's in a central repository at the project office.

B. 3B Builders will also ensure that employees receive information and training in the handling of hazardous chemicals to which they may be exposed. This training will take place under the auspices of the company and may include training offered by other entities, such as NMOSHA, OSHA, AGC, etc. Where additional training is required for specific substances beyond the "generic" training that may take place through other entities, 3B Builders assures that this training will take place.

C. Training shall consist of the following:
   1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
   2. The physical and health hazards of the chemical in the work area.
   3. The measures employees can take to protect themselves from these hazards include specific procedures has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and PPE used.

Further information concerning this Hazard Communication Program can be obtained from 3B Builders. Please contact the undersigned.

1770 Hamilton Ln
Bosque Farms, NM 87068

RESPIRATORY PROTECTION PROGRAM
29 CFR 1910.134

I. PURPOSE

A. The purpose of this program is to protect the health of all employees by preventing their exposure to harmful levels of air contaminants. Where feasible, exposure to air contaminants will be eliminated by application of engineering controls, such as enclosure of the operation, ventilation or substitution of less toxic materials. In situations where engineering controls are not feasible, protection will be accomplished by the use of personal respiratory protective equipment.

II. RESPONSIBILITIES

A. Management will determine which areas require the mandatory use of respiratory equipment. Management will then be responsible for providing respiratory equipment that is compatible with the specific needs of each area.

B. The employees are responsible for maintaining an awareness of the respiratory requirements for their work area. In addition, the employees are responsible for wearing the appropriate respiratory equipment as required.

III. ADMINISTRATION

A. The overall administration IS the responsibility of Matthew Budagher Safety Manager.

B. The Superintendent or Group Leader of each area is responsible for insuring that all personnel under his/her control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. Also each Superintendent or Group Leader is responsible for insuring that his/her subordinates comply with all applicable facets of the respiratory program.

*C. Technical support, including air sampling and laboratory analysis, is the responsibility of Matthew Budagher.

*D. Monitoring the health of company employees via a comprehensive medical and health program is the responsibility of the Safety Manager.

*E. The Safety Manager is responsible for directing and coordinating engineering projects, which are directly related to respiratory protection.

F. Matthew Budagher will, in addition to the line organization, maintain surveillance via spot checks of employees who are working in areas where respiratory protective equipment is required and will evaluate the continued effectiveness of the program.

ATTACHED IS THE BASIC RESPIRATORY PROTECTION PROGRAM WHICH WILL BE FOLLOWED WHEN SUCH EQUIPMENT IS NECESSARY TO PROTECT THE HEALTH OF EMPLOYEES.

IV. BASIC RESPIRATORY PROTECTION PROGRAM

A. Respiratory Selection and Use

Respirators shall be selected according to the air contaminants to which the employee is exposed. A "Respirator Issuance and Training Card" will be available for each job where respirators are required. * This card will specify which respirator is required in each case.

Respirators currently selected for employee use and the hazards and areas for which they are used are:

RESPIRATOR	HAZARD	AREA
MSA Full Face	to be determined; see Jobsite Hazard Evaluation	
MSAY2Mask	to be determined; see Jobsite Hazard Evaluation	

B. Respirator Availability

The Safety Manager, Noel Baca will make a respirator available immediately to each employee who is placed as a new hire or as a transferee in any job that requires r e s p i r atory protection. The Safety Manager will make replacement respirators, filters, and cartridges available as needed and will replace worn respirator parts with parts designed for the respirator. Filters and cartridges of the same brand as the respirator shall be used.

C. Employee Training and Fit-Testing

1. Each employee, upon assignment to a respirator area, will be briefed by the Safety Manager relative to the respirator program. He will review the

"Respirator Issuance and Training Card for his/her job. Also, the Safety Manager will fully instruct employees in need, use, limitations, and care of their respirators.

2. The Safety Manager will also instruct employees in the proper fitting of their respirators. This instruction shall include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Each respirator wearer shall have a respirator of the correct size properly fitted, test its face-piece-to-face seal, wear it in nonna1 air for a long familiarity period, and finally, wear it in a test atmosphere.
3. Employees shall not wear facial hair or anything else that would come between their face and the respiratory seal.

D. Respirator Inspection and Maintenance
   1. The wearer of a respirator will inspect it daily before and after use on those days it is used.

   2. The employees or the Safety Manager will periodically spot check respirators for fit, usage and condition.

   3. The Employees are responsible for cleaning their assigned respirators, according to the manufacturer's instructions. Alcohol or other solvents should not be used to clean respirators.

   *4. Respirators which are individually assigned and not discarded after one shift's use shall be marked or stored in such a manner so as to assure they are worn only by the individual to whom they are assigned.

   4. Respirators which are individually assigned and not discarded after one shift's use shall be stored in a clean, sanitary container away from areas of contamination, sunlight, heat, extreme cold or excessive moisture. Respirators shall be stored so that the face piece and exhalation valve rest in a normal position.

   *6. Each area that requires the regular use of respirators will have a logbook. Personnel who are wearing respirators which are not discarded after one work shift must sign this log book daily in order to document that they are inspecting and maintaining their respirators as required.

E. Emergency Respiratory Equipment

   These section mandatory only if emergency respirators are used.

   A self-contained, full face-piece breathing apparatus is available in specific areas for emergency use. This equipment will be used only by trained personnel when it

is necessary to enter hazardous atmospheres. The following points pertain to use of this equipment.

1. The Safety Manager, Matthew Budagher will fully train all potential users and inspectors in the use and inspection of this equipment.
2. When the equipment is used, it will be tested in an uncontaminated atmosphere prior to entering the hazardous area if possible.
3. An employee will not work alone with this apparatus in a hazardous atmosphere. A second employee suitably equipped with a similar breathing apparatus and other rescue equipment must maintain visual, voice, or signal line communications with the first employee and must be available to render assistance if necessary. 3B Builders will plan so that the second employee will be unaffected by any likely incident.
4. The employee will clean and disinfect their equipment after each use.
5. This equipment will be inspected after each use and monthly by the employee. These inspections shall include making sure air cylinders are fully charged and the regulator and warning devices function properly. Inspection and maintenance information will be recorded in a logbook.
6. Emergency respirators will be stored in clearly marked compartments at the job location.

*F. Monitoring

In order to assure the adequacy of the respiratory program, and to provide for a continuing healthful environment for the employees, monitoring operations will be conducted on a periodic basis.

1. Environmental -Personal samples and ambient air samples will be used in accordance with accepted industrial hygiene standards in order to periodically sample plant work area. The results of this sampling will also document the type of equipment, which should be worn.

2. Medical -Two types of monitoring comprise the medical aspects of this program.
   a. Pre-employment physical examinations are conducted on all prospective employees in order to assure they are physically fit to perform their work and use respiratory protection equipment on-the-job.
   b. Periodic physical examinations will be given to regular employees in order to assist them in maintaining their health while using respiratory protection equipment on-the-job.

The provisions marked with a "" are not legally required to be included in a written respiratory program. They may be required to be performed depending on the chemicals used and their concentration in the air.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

EMPLOYEE TRAINING PROGRAM

I. PURPOSE

A. The purpose of the Employee Training Program is to insure long term employee mindfulness of the importance for providing a safe working environment and performing tasks in a safe and workmanlike manner.

II. OBJECTIVE

A. New hire training provides new employees with information about company policies and standards regarding work rules, safety regulations, jobsite conditions, and special training requirements.

III. PROCEDURE

A. Tool Box Safety Meetings are held regularly at the jobsite. They provide information about specific safety requirements, changes in jobsite conditions, and serve to remind each employee of the importance of working safely.

B. Safety reviews are held daily to provide a measure of the effectiveness of the program and to instill the importance of safety in each employee.

C. Special Training includes site-specific or task-specific training to employees who are performing at a specific location or performing a specific task that presents out of the ordinary hazards to the employee.

3B Builders Inc.

EMPLOYEE TRAINING PROGRAM

CLASSIFICATION	NEW HIRE TRAINING	TOOL BOX DAILY MTG.	QUARTER REVIEW	YEARLY REVIEW	SPECIAL TRAINING
Project Manager	X		X	X	X
General Superintendent	X	X	X	X	X
Superintendent	X	X	X	X	X
Foremen	X	X	X	X	X
Tradesmen	X	X		X	X

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

ELECTRICAL SAFETY
29 CFR 1910.301-33

I. PURPOSE

A. To establish a safe standard for working on or around electrical systems.

II. OBJECTIVE

A. Comply with OSHA and other applicable regulatory standards.

B. Control electrical hazards in order to protect personnel.

III. SCOPE

A. This policy applies to all contractor and subcontractor personnel who perform work on electrical systems.

B. The employer is responsible to ensure personnel performing this work are qualified.

IV. APPLICABLE FORMS

A. Electrically energized hot work planning permit (copy attached).

B. Lockout/tagout badge/tag.

C. Construction incident prevention plan (ClPP).

D. Pre-task Planning.

V. APPLICABLE FORMS

A. Client/UNM safety/hazardous energy control documentation.

B. Lockout/tagout procedures (attached).

C. OSHA 29 CFR 1910.331 -1910.335, 1910.147.

D. NFPA 70 and 70-E

E. National Electric Code currently adopted by the local/state authorities having jurisdiction.

VI. EQUIPMENT/MATERIALS

A. Barricades and barricade tape for visual recognition.

B. Insulating mat material ANSI/ASTMD D178-1977.

C. Approved low-voltage gloves (1,000 volts or less) and covers, safety glasses, rubber soled shoes, Shepherds Hook, lighting, etc. (see attached copy of recommended electrical safety supplies).

D. Ground-fault circuit interrupter (GFCI) protection will be put into place for 120-volt, single-phase, 15-and 20-ampere receptacle outlets on work sites which are not part of permanent wiring of building or structure. (Receptacles on the ends of listed extension cords which are not part of permanent wiring shall be protected by GFCI whether or not the listed extension cord is plugged into permanent wiring).

E. Adequate lightening will be used to maintain minimum illumination (29 CFR 1926.26). Install illumination (battery-powered lights) in areas that would be dark during power failure.

VII. DEFINITIONS

A. Authorized employee: a person who locks out or tags machines or equipment in order to perform new work, servicing, or maintenance on that machine or equipment

B. Authorized personnel or observer:
   1. Annual lockout/tag out certification
   2. NM licensed as journeyman electrician
   3. Certified CPR/first aid
   4. Have read and understood this document

C. Electrical hazard: a dangerous electrical condition such as exposed energized parts and unguarded electrical equipment

D. High voltage: a potential of 50 volts or greater

E. Hot work permit: document authorizing employer qualified personnel to perform installations or repairs on energized electrical equipment/systems. Must be signed by Superintendent, Project Coordinator, or Construction Manager.

F. Preventative maintenance: routinely occurring and regularly scheduled maintenance activities for electrical systems

G. Buddy system: types 2, 3, and 4 electrical work must be accomplished by a minimum of two authorized individual. One person performing the actual work and another functioning as a dedicated safety observer. Both individuals must be approved as per this document. The safety observer must have proper safety

equipment/supplies and always be in a position to clearly observe the work in progress without interfering.

H. Lockout/tag out: hardware that prevents electrical circuit from being activated while work on the equipment being fed from that circuit is in progress. The lockout device is accompanied by a lockout tag indicating the following:
   1. Employee's company name
   2. Employee's picture
   3. Employee's name
   4. Foreman contact, page number, or phone number
   5. Date

I. Work classifications
   1. Type 1: all circuits have been de-energized, equipment involved has been locked and tagged out, or energized circuits are covered, or the work is remote so as to preclude accidental contact. Hot work permit is not required.

   2. Type 2: Circuit's energized, dead front or covers removed. Work limited to visual inspections, voltage, and current measurements, IR scanning, and minor controller adjustments. This work will require a buddy. Hot work permit is not required.

   3. Type 3: work involving potential direct physical contact with energized (exposed) circuits of 50 to 600 volts. Dead front or covers removed. This work will require a buddy.

   4. Type 4: work on circuits over 600 volts. Energized work can only be done when a facility electrical engineer and a buddy are present. Hot work permit is required. Notify the SCO before proceeding with work. Work is limited to the following.

      a. Phase testing
      b. Removing of switches/fuses
      c. Voltage and current measurements

VIII. PROCEDURE

A. General safety
   1. Standard electrical safety requires that one must not wear potentially conductive items on his/her person, such as watches, bracelets, rings, exposed metal-framed

glasses, clothing with metal snaps and buttons, and other personal jewelry when working around any electrically energized equipment.

2. Before equipment is energized all interlocks and covers must be in place and functional.

3. Use extreme caution when using flammable liquids near electrically energized equipment.

4. Safety glasses must be worn whenever working on electrical equipment.

5. Employ practices that do not provide an electrical current path through the body.

6. Every effort will be made to reduce the work to the lowest type (classification).

7. Ensure the area around work is clear and free of hazards such as liquid on the floor.

8. Verify functionality of test equipment.

9. Inspect tools.

10. Determine all requirements necessary to perform the job safely.

B. Preparation/setup:
    1. Illumination: when working on any electrical system, a 75 watt bulb is the minimum requirement for ensuring adequate illumination. Where fixed lighting systems do not provide this criteria, temporary portable lighting shall be used. Flashlights are not acceptable.

        a. Assign authorized journeyman electrician and buddy if Type 2, 3, or work is being performed.

        b. Understand the scope of work.

        c. Obtain and review correct updated, one-line diagram/drawing for work site, if applicable.

        d. Verify all electrical equipment is labeled correctly at work site.

        e. Safety equipment is at immediate work site and in good condition.

2. Type 1:
    a. Supervisor/CM reviews the work to be done.

    b. If circuits are covered or work is remote so as to preclude accidental contact, proceed with work. If not, follow steps below:
        (1) Arrange for needed downtime of equipment/system to be worked on.
        (2) De-energized all involved circuits, lockout, and tag out
        (3) After de-energizing, test all circuits for voltage.
        (4) Only "authorized personnel" shall perform this work.

3. Type 2:
    a. Supervisor/CM reviews work to be done.

    b. Only "authorized" personnel shall perform this work.

    c. Determine the extent of work to be performed.

    d. Determine the type of voltage, location, and shutdown points.

    e. Ensure proper tools and test equipment is available for the work to be done and in proper working order.

    f. Protect area from traffic with stanchions and/or plastic chains.

    g. Ensure authorized electrical observer is present in the work area with a shepherds hook.

4. Types 3 and 4
    a. Supervisor reviews work to be done.

    b. Authorized electrical supervisor completes form and obtains approval before obtaining work permit.

    c. Remove all jewelry, keys, and other metal items.

    d. Ensure authorized electrical observer is involved in all phases of Type 3 and 4 work.

    e. Obtain all tools and materials to complete the job in a safe manner, using NFPA 70 and 70E Standards. Examples are:
        (1) Safety glasses
        (2) Rubber soled shoes
        (3) Rubber mats

(4) Approved low-voltage gloves (1000 volts or less)
(5) Glove covers
(6) Shepherds hook
(7) Insulated tools

f. Ensure observer knows location of electrical disconnections and all circuits are properly identified before starting any work.

C. Guidelines

1. Type 1:

a. Ensure all affected circuits are de-energized are locked/tagged out before performing work.

b. Replace circuits identifications on all junction boxes, receptacles, and at panel if replacement is required.

c. Verify all circuits are installed correctly before energizing

d. After energizing the electrical systems, check one or more of the following:
(1) Voltage
(2) Amperage
(3) Rotation

e. Cover all boxes and secure all panels when complete.

f. Clean up area and secure all equipment when work is done

2. Type 2:

a. Buddy system must be used at all times.

b. Secure work area with barricade and plastic chains.

c. Insulated electrical gloves, aprons, mat, and tools shall be used as required and in conjunction with safety glasses, harness and shepherds hook.

d. Cover and protect all energized devices as required

e. Keep all spare tools/parts out of the energized equipment

f. Use the one-hand method when practical for testing electrical systems for voltage and amperage.

g. After energizing, check for proper operation.

h. Remove all tools and safety devices. Label all reinstall covers.

i. Clean up area and secure all equipment when work is done.

3. Types 3 and 4:
   a. Buddy system must be used at all times.

   b. Secure work area with barricade and plastic chains.

   c. Insulated electrical gloves, aprons, mats, and tools shall be used as required in conjunction with safety glasses, harness and shepherds hook.

   d. Cover and protect all energized as required.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

LOCKOUT/TAGOUT SYSTEM
29CRF 1910.147

I. PURPOSE

A. The purpose of the lockout/tag out system is to protect personnel from injury caused by unexpected energization, startup, or release of stored energy. This will be accomplished by establishing procedures for appropriate lockout/tag out of equipment, which is capable of storing hazardous energy including, but not limited to, electrical, mechanical, hydraulic/pneumatic, or thermal. These procedures must

be followed before any work begins that would place any employee in danger, such as servicing or maintenance, demolition or installation of equipment systems.

II. OBJECTIVES

A. Prevent inadvertent operation or energization of the equipment/process in order to protect personnel.

B. Establish methods for achieving zero energy state.

C. Comply with applicable regulatory standards.

III. SCOPE

A. This policy applies to activities such as, but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating, or maintaining the equipment/process.

B. This policy applies to energy sources such as, but not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs, and potential energy from suspected parts (gravity).

C. Specially identified locks .will be utilized for lockout by all subcontractors. Each assigned lock will have its own unique key or combination. Distribution and tracking of locks will be maintained by the subcontractor. All employees working on locked-out equipment or systems are required to place their own lock at every point of isolation. Group lockout is not allowed. Individual worker locks will be removed at completion of work.

D. Prior to commencement of any shutdown and lockout/tag out operation, a completed lockout/tag out plan will be submitted for approval. In many cases, work will be performed on existing equipment or systems controlled by Client/UNM. When this is the case, a Client/UNM representative (SCO or SDR) will be directly involved in evaluating the shutdown and lockout/tag out procedures. They may also place their individual lock at the isolating device.

E. Prior to placement of any locks, all authorized employees will be instructed in the lockout/tag out policy and procedure and the specific lockout/tag out plan.

F. Lockout/tag out procedures will be reviewed with the appropriate Client/ site representatives, any lockout applied will be in accordance with Client/UNM, lockout/tag out procedure and/or State OSHA Rules and Regulations.

G. Due to the threat of potential injury, any person who violates lockout/tag out procedures can be subject to immediate termination.

IV. DEFINITIONS

A. Energy-isolating device: a physical apparatus which prevents the release of energy, such as, but not limited to, the following: restraint blocks, manually operated electrical circuit breakers, disconnect switches, slide gates, slip blinds, and line valves. Where possible, they shall provide visible indication of the position of the device. Push button selector switches and other portions of the control circuit shall not be considered as energy-isolating devices.

B. Lockout/tag out: the placement of a lock/tag on an energy-isolating device in accordance with an established procedure, which indicates that the energy isolating device shall not be operated or removed until the lock/tag has been cleared.

C. Lockout fixture or device: an appliance/device that requires the use of a lock to hold an energy-isolating device in the safe position for the purpose of protecting personnel.

D. Employee tag: a warning appliance used for the purpose of personnel protection. Its legend forbids the operation or removal of an energy-isolating device and identifies the applier.

E. Tag out device: a prominent warning device that can be securely fastened to an energy-isolating device, lockout device, or equipment. These will include the following information:
   1. Name of contractor who is locking out the equipment
   2. Date and time of lockout
   3. Equipment/machinery being worked on
   4. Extension pager number of contractor representative

F. Affected employee: a person who operates equipment or machines that may be locked or tagged out or who works in the area where servicing and maintenance are performed.

G. Group lockout: using a single lock to protect more than one employee. The use of a group lockout to protect personnel is not allowed.

V. PROCEDURE

A. Step 1: Contractor representative will define scope of work and all possible sources of stored energy.

B. Step 2: Complete lockout/tag out plan and submit to Client/~H representative for approval.

C. Step 3: Upon Client approval, assemble all authorized employees and review both the specific plan and the subcontractor policy and procedure.

D. Step 4: Fill out a lockout tag. A lock and tag are required for each employee at all points of stored energy.

E. Step 5: Obtain the proper energy-isolating device.

F. Step 6: In conjunction with Client representative, shut down the equipment or system using normal shutdown procedures.

G. Step 7: Isolate the equipment or system by operating the switch valve, or other energy-isolating device

H. Step 8: In conjunction with Client representative, verify that the isolation and de-energization has been accomplished by attempting to operate the equipment or system. Return controls to the off position.

I. Step 9: Each person working on the equipment or system must secure each energy-isolating device with a lock and tag.

J. Step 10: Block, bleed down, or otherwise control all stored energy.

K. Step 11: Commence and complete scope of work.

L. Step 12: Prior to startup, check the equipment or system to ensure it is in a safe operating condition.

M. Step 13: Notify all affected employees and Client representative that lockout/tag out is being removed.

N. Step 14: Remove the locks and energy-isolating devices.

O. Step 15: In conjunction with Client representatives, restore power and verify safe operating conditions.

P. Step 16: Return locks to designated representative.

DATE: PREPARED BY (NAME & TELEPHONE):	CONTRACTOR:
EQUIPMENT OR SYSTEM AND LOCATION:	
TIME AND DURATION OF LOCKOUT:	
PURPOSE AND SCOPE OF WORK:	
ALL SOURCES OF STORED ENERGY:	
REPRESENTATIVE/TITLE:	DATE:
REPRESENTATIVE/TITLE:	DATE:

LOCKOUT/TAGOUT PLAN

LOCKOUT PROCEDURE

- Obtain proper Client approval of plan, purpose, and scope of work.
- Review Lockout/Tag out Policy and Procedure.

- Instruct authorized employees of Lockout/Tag out Policy and Procedures and this plan.
- Notify all affected employees and client representatives of lockout and reason.
- In conjunction with Client shut down the equipment or system using normal shut down procedures.
- Isolate the equipment or system by operating the switch, valve or other energy isolation device.
- Secure each energy isolating device with a lock and tag for each person working on the equipment or system.
- Block, bleed down or otherwise control all stored energy.
- Verify that isolation and de-energization has been accomplished by attempting to operate the equipment or system. Return controls to the off position

RELEASE FROM LOCKOUT

- Prior to start-up, check the equipment or system to ensure it is in safe operating condition.
- Notify all affected employees and Client representatives that lockout is being removed.
- Remove the locks and energy-isolating devices.
- In conjunction with client representatives restore power sources and verify safe operating conditions.
- Return locks to the designated representative.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

CONFINED SPACE PROGRAM 29 CFR 1910.134

I. PURPOSE
   A. To establish guidelines for the safe entry into confined spaces.

II. OBJECTNES
   A. Prevent injuries and illnesses due to workers entering a permit-required confined space that contains a hazardous atmosphere and / or other recognized hazards.

B. Comply with the laws and requirements of all applicable Regulatory Agencies.

III. PROCEDURES

1. A confined space area is defined as:
2. An area that has limited or restricted openings for entry.
3. An area not normally intended for employee occupancy.
4. An area that does not have good natural ventilation.

B. It is also important to remember that a space may be safe to enter initially. The space can become a confined and hazardous area if work involving coating applications or use of toxic or inert gases is being performed.

C. In areas that appear to qualify as a confined space, the absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.

D. All confined spaces, permit-required and non-permit, at minimum shall be tested first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors prior to entry. Atmospheric monitoring for the duration of the activity if also required.

E. 3B Builders personnel shall perform a function test ("field calibration") on the atmospheric monitoring instrumentation immediately prior to use to ensure proper working condition.

F. 3B Builders have developed a confined space entry plan form. This form must be complete by an individual qualified to work in confined spaces. The form also is signed by the 3B Builders project superintendent prior to any work being performed on the project.

G. Inspections shall be performed on all equipment prior to use to ensure proper working conditions.

H. 3B Builders personnel or subcontractors making a confined space entry shall follow the procedures established in "Rescue of Personnel in Confined Spaces at UNM/NM", (Attachment D).

I. A "Confined Space Permit Sign In/Sign Out Sheet" (Attachment E), shall be used to maintain an accurate, real time tracking of entrants for emergency response

J. 3B Builders chemical use plan must be filled out by any contractor intending to use chemicals that may create a hazardous atmosphere.

K. The plan must be signed by the 3B Builders project superintendent prior to work being performed on the project.

L. Lockout procedures will apply to any confined space entry that is associated with any system that can become live if it is not locked out.

M. Questions, doubts and stop work requests regarding confined spaces should be immediately referred to the 3B Builders project superintendent and work will stop immediately pending review.

IV. CONFINED SPACE ENTRY

A. The purpose of the confined space entry is to:
   1. Identify confine space work areas.
   2. Identify potential hazards associated with the confined space work.
   3. Ensure appropriate preparation of the confined space.
   4. Establish adequate control of the confined space.

The procedures, practices and equipment requirements for confined space entries apply to all persons who could be involved in a confined space entry job.

(In questionable areas that appear to qualify as a confined space, the absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.)

B. Scope applies to all 3B Builder employees and subcontractor personnel

C. When Required:
   1. A confined space entry permit is required before a confined space is entered by any 3B Builder or subcontractor employee. In the event our Client provides the permit and it meets or exceeds the requirements in this document, this permit use is acceptable. Entry occurs as soon as any part of the employee's body breaks the plane of an opening into the confined space, whether the individual intends to fully enter the space or not. Entry also includes any ensuing work performed in the confined space.

   2. A confined space is defined as a space which:
      a. Is large enough and configured that an employee can enter with his/her whole body and perform assigned work.
      b. Has limited or restricted means for entry or exit.
      c. Is not designed for continuous employee occupancy.

   3. Examples of confined space include tanks, vessels, vessel skirts, vaults, pits, storage bins, hoppers, excavations, tunnels, cooling towers, scrubbers, air handlers, sumps and elevation shafts.

V. CONFINED SPACE ENTRY TYPES

A. There are two types of confined space -non permit required confined space and permit required confined space.

1. Non-permit-required confined space entry:

2. Definition: a non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm

3. Entry requirements: non-permit confined space entry contains the following requirements that must be followed on any confined space entry. The project safety officer and craft supervisor shall:

   a. Identify all potential hazards.
   b. Evaluate the confined space atmosphere at the time of entry. The space shall be tested first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors prior to entry.
   c. Atmospheric monitoring for the duration of the activity will also be conducted.
   d. Identify the isolation methods to be utilized.
   e. Identify rescue air and rescue methods.
   f. Verify ventilation equipment needed to obtain entry
   g. Ensure that standby attendants are in constant communication with all employees inside the confined space.

B. Permit required confined space 3B Builders will comply with the provision of 29 CFR 191O.146 for access into permit-required confined spaces along with the provisions of UNM.
   1. Definition: a permit-required confined space means any confined space that has one or more of the following characteristics:

      a. Hazardous Atmosphere:

         (1) The space contains or has the potential to contain a hazardous atmosphere.

         (2) Hazard atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (i.e., escape unaided from a permit space), injury or acute illness from one or more of the following causes:

            (a) Flammable gas, vapor or mist in excess of 10 percent of its lower explosive/flammable limit (LEL).

(b) Airborne combustible dust at a concentration, which obscures vision at a distance of 5 feet.

(c) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.

(d) Atmospheric concentration of any substance for which dose or permissible exposure limit is published which could result in employee exposure in excess of its dose or permissible exposure limit.

(e) Any other atmospheric condition that is immediately dangerous to life or health (IDLH).

b. Engulfment Potential:

(1) The space contains a material that has the potential for engulfing the entrant.

(2) Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

c. Internal configuration: The space has an internal configurations such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.

d. Job-introduced hazards: a job inside the confined space involves:

(1) Welding, cutting, grinding, hot riveting, burning, heating, or the introduction of sources of ignition within the confined space.

(2) The use of flammable or toxic cleaning solutions.

e. Other serious hazards: The space contains any other recognized serious safety or health hazard.

2. Entry requirements: entry into a permit-required confined space must meet all the requirements listed under non-permit-required confined space entry

plus the following additional requirements due to the higher hazard potential:

a. If the potential for hazardous atmosphere exists, continuously monitor the atmosphere of the confined space.
b. Develop and document a rescue plan and review it with all employees involved in the job.
c. Rescue of Personnel in Confined Spaces at UNM

(1) 3B Builders personnel making a confined space entry shall follow the procedures established in "Rescue of Personnel in Confined Spaces (Attachment D).

(3) To facilitate non-entry rescues, "3 *is* 5 employees shall wear a full body harness with a retrieval line attached at the center of the entrant's back near shoulder level or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if it can be demonstrated that the use of a full body harness is not feasible or creates a greater hazard and the use of wristlets is the safest and most effective alternative. The use of body belts will not be allowed by any 3B Builder personnel or subcontractor personnel in a confined space.

Note: Standby attendants may serve as rescuers if they are trained yearly on permit space rescues by simulating rescue operations and have been trained in basic first aid including CPR and are replaced by a competent observer before attempting rescue.

d. Ensure communication methods are in place to summon the rescue service in the event an emergency rescue is needed.

3. Duration:

a. Specify the maximum duration of the confined space work on the confined space entry permit (one work shift). The confined space entry permit is valid only for the maximum specified duration of the work as long as it is continuous. Terminate the permit when the work has been completed. The specified duration is not allowed to extend beyond the time required to do the job(s) specified on the permit.

b. If at any time during the job conditions which could affect the safety of the entrants are altered form those originally planned, then fully approve and issue a new permit before the work is started again. If emergency conditions develop in the area of the job, the entrants must immediately

exit the confined space and the permit must be terminated as soon as the entrants are out. Fully approve and issue a new confined space entry permit before the work is started again.

c. The confined space entry permit becomes invalid when any participant in the job request that the permit be renewed.

4. Written approvals: The designated craft supervisor, assigned standby attendant, safety department representative, and all employees entering the confined space shall sign the confined space entry log.

5. Responsibilities:

a. Craft supervisor and designated departments: Craft supervisors responsible for confined space entries must complete the confined space entry program training course prior to assuming any duties as entry supervisors. Craft supervisors are responsible for the following:

(1) Isolate the confined space: Take appropriate steps to effectively isolate the confined prior to approval of the confined space entry permit. Isolate the confined space by either blinding or removing all inlet and outlet piping.

(a) Blinding: Ensure that the design, material, or construction and installation of the blind is satisfactory for the normal service of the equipment being blinded. Blinds must be capable of withstanding the maximum possible pressure, which may be seen by the pipe, line, or duct, with no leakage past the blind. Always install blinds in the flange(s) nearest the confined space being isolated.

(b) Removal of piping from the confined space: disconnect the piping system in such a manner that the contents of the pipe will not be introduced into the confined space in the event of an accidental discharge. If removal of the piping does not eliminate this possibility or if an accidental discharge could create a potentially hazardous condition, blind the open-ended line.

b. Disconnect energy sources:

(1) If the confined space to be entered is equipped with and electrical, nuclear, or other energy source, the confined space entry permit must meet all the requirements of the site's lockout/tag out program.

(2) If the confined space to be entered is equipped with internal moving equipment, such as stirrers, agitators, pulverizes, fans, pressure locks, etc., disconnect or block the drive in addition to locking out power supplies.

c. Guard openings:

(1) Guard each opened confined space against unauthorized entry (whether the space is normally open or is physically opened such that entry is possible) by one of the following methods. These guards must be in place whether the space is intended to be entered or not.

(a) Post a sign at all openings which read "Danger Permit Required Confined Space-Do Not Enter."

(b) Station a standby attendant at each opening through which entry is possible and direct the attendant(s) to prevent unauthorized entry. The attendant(s) for the entire time the confined space is open not just while authorized entry is in progress. These attendants must have completed confined space entry program training that will certify them as confined space entry attendants.

(2) Ensure standby attendants barricade or otherwise guard all openings into the confined space such that employees cannot accidentally fall through the opening and to ensure external objects cannot fall into the space and injure the entrants.

d. Material Safety Data Sheets (MSDS): Promptly provide copies of any applicable MSDS to the rescue team if an entrant suffers from a chemical exposure related injury or illness.

e. Entry permits:

(1) Determine that the entry permit contains all the required information, all the required approvals, and that the necessary plans and equipment for safe entry are in effect before signing the permit and authorizing the entry.

(2) Determine, at appropriate intervals, that entry operations remain consistent with their terms of the confined space entry permit and that acceptable entry conditions are present. It is the duty of the craft supervisor to cancel the entry authorization and terminate entry whenever acceptable entry conditions are not present.

(3) Ensure that the complete permit is posted at the confined space entry point and that all required attachments are affixed to the permit.

(4) The permit shall include the following information:

a. Specific location of the confined space

b. Identification of the individual or personnel serving as the Entry Supervisor, Entrant, Attendant, and Atmospheric Monitor

c. Identification of Competent Person

d. Identification of communication equipment used to contact emergency personnel and the means used to communicate between the Entrant and the Attendant.

e. Identification of retrieval equipment and specific conditions of use.

f. Method used to coordinate entry operations with any additional contractors who will be working in or near a permit space.

g. Method used to communicate the discovery of any hazards encountered in the permit space during operations.

f. Cancel or terminate entry permit:

(1) Require the entrants to exit the confined space and cancel the permit if emergency conditions develop in the area of the job. Once a permit has been canceled, a new permit must be issued before the space can be reentered. Conditions that lead to the emergency must be

identified and eliminated or controlled prior to issuing the new permit.

g. Unauthorized entry:

(1) Take the necessary measures to prevent unauthorized personnel from the confined space.

(2) Remove unauthorized entrants if unauthorized entry occurs. Any person making an unauthorized entry will be subject to immediate removal from the project.

h. Rescue: If the confined space is a permit-required confined space, verify that the rescue services are available and ensure all personnel are aware of these services, according to "Rescue of Personnel in Confined (Attachment D)

i. Training: Ensure all members involved with the job have been properly trained to perform their duties.

j. Procedures: Establish specific procedures for coordinating work and communication between all groups entering the confined space, including contractors.

k. Hazards: Know and recognize potential permit space hazards and monitor activities outside the permit spaces to determine if it is safe for entrants to remain in the space. This shall be monitored in conjunction with the assigned standby attendant.

6. Craft Supervisor / Safety Supervisor are responsible for the following:

a. Confirmation testing prior to entry:

(1) The craft supervisor will test the atmosphere of the space with a calibrated, direct reading instrument for oxygen content (19.5 percent), flammable vapors (0 percent), carbon monoxide (0 ppm), and any other potential contaminant or condition identified by operations. These readings must be in the following ranges or the confined space entry permit will not be approved:

	Ventilation On	Ventilation Off
Oxygen	<19.5 %	19.5 to 23.5 percent
Explosives/Flammables	0 percent	Less than 10 percent
(LEL/LFL)		LEL/LFL
Carbon Monoxide	0 ppm	0 ppm
(CO)		
Other Substances	Less than PEL	Less than PEL

- LEL: Lower Explosive Limit
- LFL: Lower Flammable Limit
- PPM: Part Per Million
- PEL: Pern1issible Exposure Limit

(2) Perform this test no more than 30 minutes prior to confined space entry and include the highest and lowest points within the confined space to detect different concentrations, which could be cause by layering. Points within the confined space, to detect different concentrations, which could be caused by layering.

(3) Record the results of all test performed in the appropriate spaces on the confined space entry permit, along with the time the tests were performed and the name(s) of the person(s) performing the test.

b. Permit approval/certification of conditions: control all hazards in the confined space before the confined space entry permit is approved. If, with the ventilation equipment running the oxygen content is not 19.5 percent or there are flammable vapors in excess of 0 percent LELILFL, or IDLH atmosphere is detected, the permit will not be approved.

(1) For concentration below the PELs or other recognized limits, respiratory protection and other personal protective equipment may be used as desired for comfort.

(2) For concentrations at or above the established PELs or their recognized limits, PPE, which will fully protect the entrant, is required. If a fault develops in the PPE in use, the affected person(s) must evacuate the confined space immediately.

c. Intermittent testing:

(1) Perform a review of the confined space entry permit at regular intervals, not to exceed 8 hours maximum time lapse, to determine that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are present. This review process includes, but is not limited to, retesting the atmosphere within the confined space.

(2) A standby attendant must be stationed outside of the confined space and must remain at the station at all times during the entry operations. Employees who work as standby attendants must complete the required confined space training qualifications to perform the duties listed below.

d. Monitoring:

(1) Monitor the entry and exit of entrants and continuously maintain an accurate count of all persons in the space. Use the confined space entry log for this purpose, or Attachment E, "Confined Space Permit Sign In/Sign Out Sheet".

(2) Monitor the atmosphere within the confined space. The atmosphere must be manually tested for oxygen concentration, percent LEL/LFL, CO and any contaminant chemical which have the potential for being present. Perform test on a frequency agreed upon by the safety representative and crafts supervisor. If the potential for a hazardous atmosphere exist, use continuous monitors with direct readout and audiovisual alarms for the detection of oxygen concentration, percent LFL, and carbon monoxide. Write the results of each test, the name of the tester, and the time the test was performed on the back of the permit.

f. Communications: Maintain effective and continuous communication with authorized entrants during entrant operations.

g. Evacuation: Order the authorized entrants to evacuate the permit space immediately whenever any of the following occur:

(1) The attendant observes a condition, which is not allowed in the entry permit or detects behaviors of the entrants, which could be attributed to hazard exposures.

(2) The attendant detects a situation outside the permit space or within the permit space which could endanger the entrants.

(3) The attendant must leave the workstation.

7. Authorized personnel:
   a. Rescue:

(1) Activate the emergency rescue plan a soon as it is determined that authorized entrants need to escape from permit space hazards. This includes summoning the rescue service; when a confined space entrant requires rescue assistance in exiting the confined space.

(2) Establish and maintain direct communication capable of summoning emergency rescue responders. If emergency rescue of an entrant(s) required, summon help by requesting:

(a) State building number
(b) State confined space identity (Tank 10, etc.)
(c) State need for request (man down, person trapped, etc.)

(3) DO NOT ENTER the permit space to attempt to rescue of entrants. Properly use any rescue equipment provided and perform any other assigned rescue and emergency duties without entering the permit space.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 HAMILTON LANE
BOSQUE FARMS, NM 87068

ACCIDENT/INCIDENT INVESTIGATION PROCEDURE

I. PURPOSE

A. To state 3B Builders requirements for accident/incident investigation.

II. MAIN POINTS FOR A THROUGH INVESTIGATION

A. The five main points for an accident/incident investigation are:

1. Aid the injured
2. Secure the accident scene
3. Perform a factual investigation
4. Interview witnesses and re-interview (if necessary).
5. Find the factual and root causes and take corrective action.

III. INCIDENT REPORTING PROCEDURE

A. For life-threatening injuries or illnesses, immediately call for medical assistance by Dialing 911

B. Accompany any employee receiving electrical shock for immediate medical Attention to a medical facility during standard work hours, no matter how minor The shock appears. For non-standard work hours, seek medical attention in Off-Site facility. Contact Matthew Budagher immediately after transporting the individual to a Medical facility.

C. 3B Builders employee witnessing or discovering the accident, regardless of the Severity, is to immediately notify the supervising manager and 3B Builders Safety Manager along with the clients emergency number. This must be done for all Accidents/incidents regardless of the severity or if it seems to have already been resolved. The following must be provided:

1. Your name
2. Type of emergency
3. Location (Building/Floor/Pole Number/Bay/Chase)
4. Phone number

5. Other information as requested

STAY ON THE LINE UNTIL DISMISSED

D. Transport personnel with non-life threatening injuries or illnesses that require medical attention to identified medical facilities. Medical care is provided through Presbyterian Medical at these facilities:

9.4.1 Emergency: 1100 Central SE, ABQ, 841-111

9.4.2 Emergency: Presbyterian Kaseman Hospital 8300 Constitution NE, ABQ 291-2121

9.4.3 Occupational Medicine Clinic 5901 Harper NE, ABQ 823-8450

9.4.6 3436 Isleta SW, ABQ 462-7777

C. 3B Builder employees or crew Foreman is then to notify supervising manager and Safety Manager.

D. 3B Builders Supervising Manager or, in his absence the crew Foreman, is to notify the Client/Project Manager.

a. Serious or life-threatening accident or illness: notify Matthew Budagher immediately after taking emergency action.

E. Accident Scene Preservation: Personnel on the site shall make every effort to preserve accident scene until Safety Engineer, arrives on site to assume control of the area.

F. Cooperate with and assist in any investigation/corrective action. Write up all reports that are necessary, i.e., Accident/Incident Investigation Report, (see example next page), etc.

G. Participate in Accident/Incident investigation.

H. Participate in Lessons Learned meeting.

I. Communicate Lessons Learned with others.

IV. EMERGENCY CONTACTS

A. 3B Builders Emergency Contacts:

a. Safety Manager: Matthew Budagher (505) 553-0544

b. Construction Manager: Matthew Budagher (505) 553-0544

c. President of 3B Builders: Jim Bruhn (505) 450-5099

B. Each new project must develop an "Emergency Medical Plan," clearly designating local emergency numbers and locations.

C. Medical and non-medical emergency telephone numbers shall be posted conspicuously at the Project Site. All employees will be aware of medical and non-medical emergency telephone numbers and the process for reporting all incidents.

I. Description of Accident/Incident:

Person(s) Involved in Accident/Incident:

Date/Time of Accident/Incident:

Project:

Type of Accident/Incident:

Location of Accident/Incident:

Investigation Participants:

II. Treatment Given:

III. Nature and Extent of Injury:

IV. Contributing Factors:

V. Root Cause Summary:

VI. Corrective Action Taken:

Signature:_____

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

TOOL SAFETY PROGRAM

I. PURPOSE

A. To establish minimum standards for tool safety.

II. GENERAL

A. It is the intent of 3B Builders that only trained and authorized employees are to operate machinery or equipment at any time. This policy is applicable to both daily operators and those who occasionally have cause to use machinery or equipment. Before work begins each employee must fill out the Tool Safety Checklist (attached).

B. Any extension cords shall be free of cuts and exposed conductors. Cord caps and receptacle replacements shall be made with approved materials rated for conductors. 3B Builders will provide GFCI protection for extension cords, between power source and the employee.

III. PRE-OPERATION PROCEDURES

A. Any machine part, function, or process, which may cause injury, must be guarded. Ensure that all permanent guards are securely attached in good working order and all removable guards are in place on the machine or equipment before starting use. Guards must meet these minimum general requirements:

- Prevent contact -The guard must prevent hands, arms, or any part of your body or clothing from making contact with dangerous moving parts.

- Secure -Guards should not be easy to remove or alter. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the machine.

- Protect from falling objects -The guard should ensure that no objects can fall into moving parts.

B. If a guard is defective, damaged, or in any way does not meet the requirements of these procedures, do not use the machine, but immediately notify your supervisor and the Safety Manager.

C. Ensure that your work area is well-lit, dry, and clean before beginning work. Sawdust, paper, and oily rags are a fire hazard and can damage your machinery and equipment.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

INSPECTIONS/HOUSEKEEPING

I. PURPOSE

A. To establish a plan to achieve and maintain a site environment that meets defined standards for cleanliness, orderliness, painting, ventilation, and lighting. Housekeeping is an important issue on our projects.

II. OBJECTIVES

A. To control environmental, health, safety, and fire hazards.

B. To increase construction efficiency and improve safety and quality.

C. To improve employee morale.

D. To enhance customer and public relations.

III. PROCEDURE

A. A neat, clean job reflects directly on the workmanship of the employees and the contractor. Many times it is the first thing a person will observe on our job. This creates a lasting impression.

B. We are a service-oriented business. If the people we are working for observe that our projects are in disarray, it reflects directly on our ability as a contractor. We cannot afford this.

C. Good housekeeping directly affects safety, quality, and production.

D. It is the responsibilities of every worker on the job to keep his/her work area neat, clean, and organized. When this happens, every employee has a safe area in which to work. Never rely on laborers or others to maintain your work area.

E. Good housekeeping is especially critical in general access areas. Aisles, passageways, stairs, floor perimeters, and entrances to the job must be kept clear of debris and tripping hazards.

F. All floor and roof holes and/or openings must be securely covered and marked.

G. Guardrails systems with toe boards are required on all projects. Some projects may implement use of mesh screen materials incorporated into guardrail systems to control debris.

H. Loose materials should not be thrown off a floor or through an opening. Special precautions and approved methods must be used for moving loose materials. This includes use of trash chutes, skip boxes, barricading off areas, and posting safety monitors.

I. Each subcontractor will be responsible to control and remove any materials or debris created by work performed by their employees.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

EXCAVATING AND TRENCHING AND PENETRATION PROCEDURES 19

CFR 1910.15

Excavation Procedures

One of the preventable hazards of construction work is the danger of trench cave-ins. Yet every year in the U.S., there are an estimated 75 to 200 deaths and more than 1,000 lost workdays per year from trenching accidents. Other hazards associated with trenches include contact with numerous underground utilities, hazardous atmospheres, water accumulation, and collapse of adjacent structures. For these reasons, we have written Excavation Procedures for both our daily and occasional excavation workers. It is the policy at 313s to permit only trained and authorized personnel to create or work in excavations.

Administrative Duties

Our Safety Officer is responsible for developing and maintaining the written Excavation Procedures. These procedures are kept at the following location(s): main office/site office.

Our Excavation Procedures are administered under the direction of our competent person. The following employee(s) is considered a competent person(s) for our company: Superintendents/Foremen. Our competent person inspects excavations daily and during poor weather.

Before Excavating

Before any employee or subcontractor of this company begins excavating, follow the steps below:

1. Obtain an excavation permit from the Construction observer prior to start of the following activities:
    a. Digging, saw cutting, drilling, coring, or trenching into soil, concrete sidewalks, or asphalt to a depth greater than twelve inches.

    b. Excavation of soil beneath concrete sidewalks, slabs, or asphalt to a depth greater than 2 inches.

    c. Excavation into subsurface soil in buildings beneath the slab.
    d. Scraping, blading, or excavation of any area previously undisturbed or that appears to be undisturbed, such as areas covered by native vegetation and blading or improvements to previously unimproved roads or paths.

2. Area to be excavated shall be shown on drawing, and identified in the field using white paint. Submit permit requests to the Construction Observer no more than 14 days and no less than 6 days prior to start of excavation.

3. Excavation permit process involves environmental, cultural, and ecological site review to determine if environmental site impacts will occur due to activities related to performance of work.

4. Permits are task-specific. Confine excavation activities to those areas identified on the permit.

5. Contact the utility companies or property owners and ask the companies or owners to find the exact location of the underground installations in the area.

6. If the utility companies or owners do not respond within 24 hours or the period established by law or ordinance, or if they cannot establish the location of the utility lines, the excavation may proceed with caution. In this situation, provide employees with detection equipment or other safe and acceptable means to locate utility installations.

7. Remove or adequately support the following objects (i.e., trees, rocks, and sidewalks) in the excavation area that could create a hazard to employees.

8. Using Appendix A to 29 CFR 1926, Subpart P, classify the type of soil and rock deposits at the site as either stable rock, Type A, Type B, or Type C soil.

9. Have the competent person choose the appropriate method for protective support systems, as necessary. See the Protective Support Systems section for the procedures he/she used for selecting this system.

Protective Support Systems

The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards. Protective system options include proper sloping or benching of the sides of the excavation; supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring; or placing a shield between the side of the excavation and the work area. 3B Builders has the following standard operating procedures regarding protective support systems for excavations, in accordance with safe practices and procedures and OSHA excavation regulations:

- If the excavation is made entirely of stable rock, then no protective system is necessary or used.

- If the excavation is less than 5 feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.

- If the excavation is less than or equal to 20 feet in depth, then *A competent person chooses the most practical design approach (that meets required performance criteria) for the particular circumstance, and/or

*A registered professional engineer designs all protective systems for use in the excavation.

Sloping

When sloping is used to protect against cave-ins, these options can be chosen for designing sloping systems:

1. If a soil classification is not made, then slope the sides of the excavation to an angle not steeper than one and one-half horizontal to one vertical (34 degrees). A slope of this gradation or less is considered safe for any type of soil.

2. Use Appendices A and B of29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for sloping systems. The soil type must be determined in order to use this option.

3. Use other tabulated data approved by a registered professional engineer.

4. Have an engineer design and approve the system to be used.

The competent person chooses the best option for sloping for the job at hand.

Benching

When benching is used to protect against cave-ins, these options can be chosen for designing benching systems:

*In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of3/4H: IV The support or shield system must extend at least 18 inches above the top of the vertical side.

*In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of IH: 1V.

*In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H: 1V.

*When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-l.4 of 29 CFR 1926, Subpart P

The competent person chooses the best option for sloping for the job at hand.

Support Systems, Shield Systems, and Other Protective Systems

General Requirements for Excavations

The following rules are to be followed at all times by all employees working on, in, or near excavations, as applicable:

- Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflectorized or high-visibility material.

* The competent person inspects the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards. Employees may not begin work until after being informed by the competent person that these inspections are complete.

*A warning system is used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation.

* Adequate protection is provided to protect employees from falling rock, soil, or other materials and equipment. Protection is provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

* Employees are not permitted under loads that are handled by lifting or digging equipment. Employees are not allowed to work in the excavation above other employees unless the lower level employees are adequately protected.

- While the excavation is open, underground installations are protected, supported, or removed as necessary to safeguard employees. Adjacent structures are supported to prevent possible collapse.

- Employees are not permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means are used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.

- Before an employee enters an excavation greater than 4 feet in depth, the competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist (i.e., excavations in landfill areas or excavations in areas where hazardous substances are stored nearby). Emergency

rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.

- Sufficient means for exiting excavations 4 feet deep or more are provided and are within 25 feet of lateral travel for employees.

- Guardrails are provided if there are walkways or bridges crossing over an excavation.

Training

Our Safety Officer will identify all new employees in the employee orientation program and make arrangements with management to schedule training. A designated training organization will conduct initial training and evaluation. This instructor has the necessary knowledge, training, and experience to train excavation workers.

During an excavation worker's initial training, the instructor(s) uses classroom instruction that includes these formats: Lecture, discussion, videotape, practical training.

You may contact our Safety Officer for a current copy of the training material and the course outline.

Training Certification

After an employee has completed the training program, our company keeps records certifying that each excavation worker has successfully completed excavation training. The certificate includes the name of the worker, the date(s) of the training, and the signature of the person who did the training. The Safety Officer is responsible for keeping a copy of all training certification records. Under no circumstances shall an employee create or work in an excavation until he/she has successfully completed this company's excavation training program. This includes all new excavation workers regardless of claimed previous experience.

Penetration Permits

1. Obtain a permit from the Construction Observer prior to the start of the following activities:

    a. Penetration into concrete slabs, floors, ceilings, roofs, or walls greater than 2 inches (50mm) in depth (does not include pre-cast concrete).

    b. Penetration into underground concrete duct banks.

    c. Penetrations where a site investigation cannot identify possible hidden hazards.

2. Area to be penetrated shall be shown on drawing. Submit permit requests to the Construction Observer no more than 14 days and no less than 6 days prior to start of penetration.

3. Permits are task-specific. Confine penetrations to those areas identified on the permit.

3B Builders Inc.

Scheduling

SCHEDULING

FOR

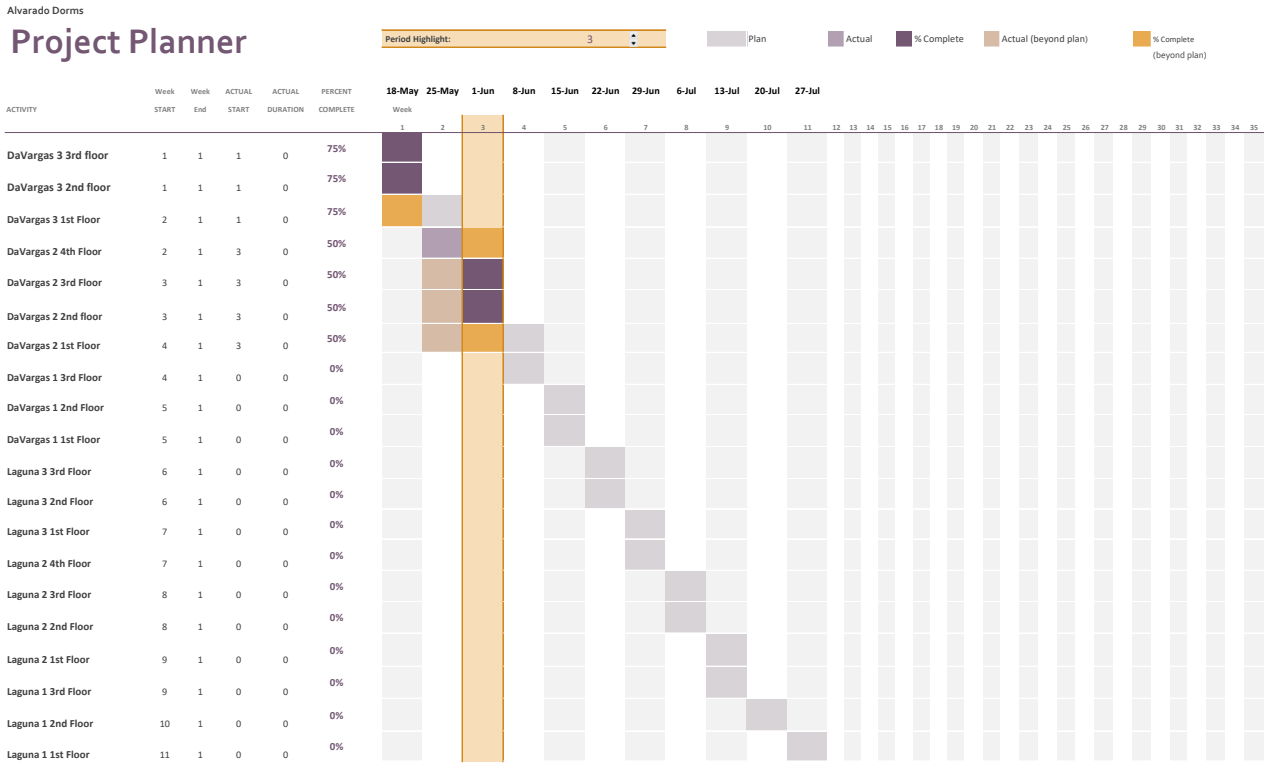
3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

SCHEDULING FORMATS AND RELIABILITIES

SCHEDULING FORMATS

3B Builders has had experience in a variety of successful scheduling formats and is capable of utilizing any of the scheduling formats required. An example of a preferred scheduling format utilized on a current project is primarily used:



*Note: This type of schedule is provided when required. A request of alternative formatting will need to be requested and at that time provided.

RELIABILITY

As a preferred contractor of many different associations, 3B Builders has yet to miss a schedule which scope of work was not altered and in many cases met a schedule where scope of work had been altered. We at 3B Builders try to flex to our customers scheduling needs. We will work outside of regular scheduled working hours to meet our customers' needs as possible. If schedule falls too far behind 3B Builders has worked well with preferred contractors of the same association to complete the needs of the customer. Our employees and staff are committed to our customers and associations goals. We will do everything within our abilities to ensure success on both sides.

3B Builders Inc.

LEED

LEED PROJECT GUIDELINES
FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

LEED Construction Phase Tracking Guidelines

I. General

1) Tracking, documentation and proper approval processes for materials on a project are mandatory procedures required in order to have a successful LEED Project. The following LEED Project organizational structure created by 3B Builders is intended to enhance and simplify the communication paths and documentation processes necessary to attain success. The following key LEED individuals are designated as the primary contacts for all LEED

related responsibilities: [Note: It is assumed in this document that the A/E is also the LEED Administrator.]

i) [A/E]: **(Matthew Budagher 505-553-0544)**
ii) [CM] **(Construction Manager or Lead Contractor): (Jim Bruhn 505-450-5099)**

2) All documentation described below will be distributed via the following channels:

i) [CM] will provide [A/E] with all documentation listed below to distribute.
ii) [A/E] will distribute the appropriate documents to any others required. All review comments will be returned to [A/E] for final review and approval. [A/E] will then transmit these to [CM] for distribution to the construction team.

II. LEED Material Submittals – Establish Acceptance and Formal Submittal Approvals

a) The following is a recommended procedural path for the LEED Submittal Process:

i) ALL LEED Submittals shall be identified as "separate from and in addition to other submittals"; that is, the LEED submittals shall be a separate file within the standard product submittal.

ii) The LEED Submittals should contain ONLY the data that backs up the LEED qualification. [NOTE: This is necessary because of how these items are saved and submitted for GBCI (Green Business Certification Inc.) review.]

iii) The Project Manual shall contain the "Material Content Form" and the "IAQ (Indoor Air Quality) Verification Forms", established by [A/E], and shall be used as the "cover sheets" for the LEED portions of the submittals.

iv) [CM] will distribute all Submittals. The following is a preliminary list of "minimum" distribution participants:

1. [A/E] will review all product submittals. [A/E] shall be responsible for distribution of these product submittals to the Design Team as follows:

a. [A/E] will review LEED submittals for meeting the specifications.
b. [A/E] will review LEED submittals for completeness and accuracy of supporting data

v) **LEED Material Submittals** shall appear on the [CM] Submittal Schedule

1. Discuss options for this item but they need to appear on the master RFI/ Submittal Log that customer reviews weekly.

III. LEED Action Plan

a. In order to avoid confusion regarding what is required for the LEED Action Plan, we propose the following to meet the intent of attaining a successful LEED Project as efficiently as possible. Provide the following to meet the requirements for the LEED Action Plan:

i. LEED Schedule of Values

1. A LEED Schedule of Values (SOV) is required: It is imperative that [CM] supplies this information using budget values to the [A/E] so that the [A/E] and customer have an idea of where the materials points stand. If it does not happen until after construction is completed, anything needed to adjust materials or products to save LEED points will become potential change orders which could be even more problematic. [Note: The failure to keep track of these values is the most common issue with points dropping off project goals over time.]

iii) LEED Contractor Progress Reports

1. There is not a single Progress Report formatted for this purpose, but Reports are required and should be included as part of the Payment Application. [CM] and the Subcontractors to agree on forms

2. **Materials & Resources**: The periodic LEED SOV's will supply the material values [A/E] needs to verify the progress on the LEED MR 4, 5, 6, and 7 credits
3. **Construction Waste and Diversion Reports** (Monthly) are needed for the construction and demolition waste as well as materials diverted in other ways. This shall be [CM] responsibility and goes along with the Payment Application process. [CM] shall present a proposed procedural process for these Reports. Consensus on this procedure must be established before the start of construction / demolition; document diversion in meeting minutes, and submit to the LEED participants on this project.

    a. **Coordination of Demolition and Salvage** within the project LEED boundary
    b. **Coordination of owner-diverted materials** – use the owner provided LEED Diversion Log
    c. [CM] will assemble and report the results of the collective activities

4. **IAQ Management Plan** on which the IAQ Reports are based should be created by [CM] and approved by the above stakeholders so the project can avoid unnecessary additional costs related to this issue.

5. **IAQ Management Reports** are required in the Project Manual and by LEED. [CM] shall insure that the IAQ process is executed as outlined in the Project Manual for Monitoring of the IAQ Plan; reference Section 01 73 20, paragraph XXX.
    a. These go into effect in areas as they become dried-in, but apply to adhesives and coatings used inside the envelope even before the areas are weather tight. The [A/E] shall monitor the IAQ process.

IV. Project Progress Meetings

a**. OAM Meeting** (Owner/Architect/Construction Manager - Job Progress): Include the required LEED Progress Reports in Pay Application discussions; this would include the LEED SOV updates, Construction Waste Reports, IAQ Reports when applicable.

b. **RFI/Submittal Progress Reviews:** LEED Materials Submittals shall be included as line items and prioritized.

c. **Construction Meetings:** [CM] shall include reminders about LEED issues as a bullet point on the standard agenda (similar to reports and reminders about Safety).

3B Builders Inc.

Value Engineering

VALUE ENGINEERING

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

What is Value Engineering? And why its important to 3B Builders?

Value Engineering (VE) is an organized/systematic approach directed at analyzing the function of systems, equipment, facilities, services, and supplies for the purpose of achieving their essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, and safety. The implementation of the VE process on a problem typically increases some combination of performance, reliability, quality, safety, durability, effectiveness, or other desirable characteristics.

Because “costs” are measurable, “cost reduction” is often thought of as the sole criterion for a VE application, and indeed, cost reduction is essential for both the bidding process and for any organizations primary goals. However, the real objective of VE is “value improvement,” and that may not result in an immediate cost reduction.

In fundamental terms, VE is an organized way of thinking or looking at an item or a process through a functional approach. It involves an objective appraisal of functions performed by parts, components, products, equipment, procedures, services, etc.— anything that costs money. VE is performed to eliminate or modify any element that significantly contributes to the overall cost without adding commensurate value to the overall function.

VE is not primarily centered on a specific category of the physical sciences; it incorporates available technologies, as well as the principles of economics and business management, into its procedures. When viewed as a management discipline, it uses the total resources available to an organization to achieve broad management objectives. Thus, VE is a systematic and creative approach for attaining a return on investment (ROI) by improving what the product or service does in relation to the money spent on it.

Value Engineering has two distinct components:

• An in-house effort where VE is performed by the organization itself. The organization is going have to be open to selective change for the VE to happen.
• An external effort where VE is performed by 3B Builders Inc.

Value Engineering is always available when you utilize 3B Builders Inc. If there is a tight budget or budget with special needs 3B Builders has been known for their value engineering and enabling customers to meet their project and budget needs.
Our value engineering starts local as it should. We do not stop at local, however, we utilize every avenue possible to help meet your project and organizations budget and goals.

Appendix A – Management Plan

Attach a copy of the firm's management plan for this project. Per the evaluation criteria set forth in the Proposal Evaluation, the management plan shall include the following:

1) Provide a brief history and description of your company, including an overview and experience providing similar projects and services relating to the Contract being bid:
   - General Construction
   - Mechanical, Electrical, and Plumbing (MEP)
   - Roofing

2) Describe your general understanding of the JOC system to include the joint scoping of work, the preparation of price proposals and Job Order proposals, using the Construction Task Catalog®, meeting the contractual deadlines of proposal development, the rapid mobilization and start-up of Job Orders, and the expedient closeout of Job Orders)

3) Provide a subcontracting plan to include the purchasing of subcontractor services, and work to be accomplished with in-house forces. Identify the amount and type of subcontracting anticipated. Demonstrate in writing your ability to coordinate multiple subcontractors on multiple projects at multiple locations.

4) Provide a list of contemplated subcontractors.

5) The Contractor's input during the development of the Detailed Scope of Work is a valued component of any JOC program. Outline and describe the Value-Engineering processes you have employed over the last 5 years identifying what worked best and what did not.

6) Demonstrate your firm's ability to understand the Design and Build environment and how the JOC process can partner with this concept. UNM is seeking a full function contracting relationship that will allow a willing partnership in both design and execution of remodeling projects. Design and flexibility will be crucial to our customer base and successful Proposers must be willing to cooperate with this process.

7) Please provide contact information for the person(s) who will be responsible for the following areas. If not applicable, write "Not Applicable"

Executive Contact:

Contact Person: Matthew Budagher

Title: Vice President

Phone: 505-553-0544 Fax: _____

Email: 3bbuilders@gmail.com

Marketing:

Contact Person: _Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax: _____

Email: _3bbuilders@gmail.com_____

Account Manager/Sales Lead:

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

Sales Support:

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

Contract Management (if different than sales lead):

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

Financial Reporting:

Contact Person:_Matthew Budagher_____

Title: __Vice President_____

Phone:(505)553-0544 Fax:_____

Email: _3bbuilders@gmail.com_____

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

This Safety Plan has been prepared and submitted in accordance with the contractual requirements for University of New Mexico, Albuquerque NM Operations.

TABLE OF CONTENTS

SHEDULING

LEED

Value Engineering

SAFETY / ACCIDENT PREVENTION POLICY

In all of its operations, 3B Builders Inc. is guided by an established accident prevention policy. This policy is based on a sincere desire to eliminate personal injuries, occupations illnesses, and damage to equipment and property. This policy is also established to protect those of the general public who may be in contact with or affected by the Company's activities.

All members of 3B's management and supervision are charged with the responsibility of preventing incidents of conditions that might lead to occupational injuries or illnesses. While the ultimate success of a safety and health program depends upon the full cooperation of each individual employee, it is management's responsibility to provide a safe environment in which to work. It is also management's responsibility to see that safety and health rules and procedures are adequate and enforced and to see that effective training and educational programs are employed to the best advantage.

Safety is never to be sacrificed for production. It must be considered an integral part of quality control, cost reduction and job efficiency. Every supervisor will be held accountable for the safety performance demonstrated by employees under his/her supervision.

A good safety record reflects the quality of management, supervision and the worker. It also serves to promote business, thereby contributing to the continuing growth and success of the Company.

Our policy is to accomplish work in the safest possible manner, consistent with good work practices. Management at every level is charged with the task of translating this policy into positive actions.

Jim Bruhn
3B Builders Inc.

DRUG POLICY

Employment is conditional on passing a drug/alcohol test. In case of an accident the employee will be required to submit to a drug/alcohol test and employee agrees to submit to such test.

3B Builders Inc.

SAFETY PLAN

1.0 INTRODUCTION

3B's is committed to providing a safe, healthful and injury free workplace for all its employees. This plan outlines the general program and rules that each employee must follow to fulfill this commitment. In addition to this program, 3B's has several specific procedures that may be required by Federal, State, or local regulations and specific site

requirements, 3B Builders Inc. employees are required to comply with this program and any other applicable plan at each site where 3B's has projects. 3B's will have a COMPETENT person on site at all times when required of the process of jobs at UNM as well as a Project Superintendent or delegate during active construction they will be responsible for communication and documenting hazards and mitigation as part of their job responsibilities.

EVENT REPORTING

At any time if a 3B employee or subcontractor becomes aware of a circumstance that would impact workers, the public, the environment or unplanned disruption of normal operations the circumstance must be reported. If the event could quickly become an emergency situation follow the "Emergency Action Plan" described below. If the circumstance is not an emergency Jim Bruhn, or Matthew Budagher will be notified by the appropriate personnel as soon as possible.

ACCIDENT REPORTING PROCUDURES

Our accident reporting procedures include the following:

All accidents, injuries, or illnesses, and equipment damage must be reported immediately to their foreman. The injured employee will fill out the "Notice Investigation" form. The foreman and the injured employee will fill out together the "Accident Investigation" form. 3B Builders will not conduct accident investigations in order to place blame or find fault. A fair investigation will identify the "Root Cause" that, if corrected, will prevent recurrence of the accident. When an accident has occurred, the accident area shall be undisturbed (as much as possible) until the investigation is conducted.

EMERGENCY ACTION:

Emergency Action for life threatening injuries or illnesses; immediately call for medical assistance by dialing 911 then contact Matthew Budagher (505) 553-0544

1. Post medical and non-medical emergency numbers conspicuously at Project site. Ensure that all employees are aware of medical and non-medical emergency numbers.
2. Transport personnel with non-life threatening injuries or illnesses that require medical attention to contractor's identified medical facility.
3. Electrical Shock: Accompany an employee receiving electrical shock for immediate attention to the SNL Medical facility during standard working hours, no matter how minor the shock appears. For non-standard working hours, seek medical attention in off-site facility.
4. Notification of Accidents, Injuries, or Illnesses: Verbal notification to SDR or SCO shall be performed as soon as possible. Submit SF2050P "Report of Occupational Injury/Illness" to SDR within 3 days.
    a. Non-Emergency Medical Incident: Notify SDR or SCO within 24 hours.

b. Serious or Life-Threatening Accident or Illness: Notify SDR or SCO after taking emergency action.

B. Substance Abuse and Testing: Use of drugs (including misuse of prescribed substances) or alcohol on site shall be grounds for removal of individual from work site, and may include other corrective actions.

ACCIDENT INVESTIGATION PROCEDURES

Thorough accident investigations will help the company determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. Our Safety Officer will conduct investigations.

2.0 SCOPE OF WORK

2.1 The following are scope of work operations at UNM

- Supporting UNM construction, renovation and operations and maintenance program by removing, replacing or installing new systems necessary to support operations in offices, light laboratories or support facilities.

- All work shall be performed in accordance with Federal, State, and local regulations along with UNM Construction Standard Specification Section 01065 "Environmental, Safety, and Health for Construction and Service Contracts."

- If the scope of work changes, new hazards may; result and therefore a Safety Plan Addendum will be submitted in the form of a modification or new Activity-Specific Safety Plan for acceptance by UNM before any of the new work commences.

2.2 Potential Hazards Associated with Contract Scope of Work:

- In the course of the contract scope of work, as stated above, 3B employees are continually trained to recognize potential hazards and mitigate them to minimize dangerous situations. The following are a list of potential hazards related to the contract scope of work:
    - Personal injury arising from cuts, strains, slip, and trips, pinch points, and equipment malfunction. These hazards are prevented by employee training, use of proper personal protective equipment, proper housekeeping and inspection of tools and equipment.
    - Falls from ladders or elevations. These hazards are prevented by employee training, use of personal protective equipment to

include fall protection gear, and inspection of ladders, equipment and gear.

- Chemical hazards, which include tasks such as refrigerant recovery, charging or checking refrigeration pressures. These hazards are prevented by employee training, specifically in hazard communication and the review of MSDS sheets, along with the use of proper personal protective equipment.
- Electrical shock or electrocution in checking circuits which feed the electrical equipment in its repair or replacement are additional hazards. These hazards are prevented by employee training in proper electrical procedures and lockout/tagout procedures along with the se of proper personal protective equipment and inspection of tools and equipment. Employees and contractors will abide by the electrical and lockout/tagout procedures established by UNM.
- Spark of Flame hazards exist, in repairing of replacing equipment. These hazards are prevented by employee training (fire extinguisher training, fire watch training), use of proper personal protective equipment, inspection of all equipment and tools along with proper UNM permits.
- Confined Space hazards, which can include tasks in repairing or replacing equipment. These hazards are prevented by employee training (Confined Space Entry), use of proper personal protective equipment, inspection of all equipment, along with air sample testing, entry permits, and confined space rescue preparation.

3.0 DOCUMENTS ON SITE AND WORK SITE IDENTIFICATION

Documents on site: 3B Builders will have the following documents and signage posted, according to ES&H 01065:

3.1 I shall provide and maintain a weather tight safety bulletin board in a visible location, not less than 3 feet by 5 feet in size. This bulletin shall be used only to post official announcements.

3.2 For projects over $50,000 the following documents and signage will also be posted:

- Equal Opportunity Posters
- Employment Standards
- Project Davis- Bacon Wage Decisions
- DOE Safety Posters
- 3B Accident Prevention
- Fire Prevention
- Emergency Phone Numbers
- First Aid Plan

- Reviewed Contract-Specific Safety Plan
- Hazard Identification signage and barricades
- Use flagging and tape barricades only for temporary (less than 24 hour) protection, unless otherwise accepted by SCO
- Use orange safety fencing or snow fencing around excavations and trenching (minimum 4 feet high and secured vertically every 10 feet).
- Signage in compliance with OSHA Regulations (29 CFR 1926 and 29 CFR 1910)
- Protect unattended sites with applicable signs and barricades at all times.
- Documentation at each Project Site:
- Project Plans, specifications, and work authorizations
- All required permits
- Contract-Specific Safety Plan
- Material Safety Data Sheets for on-site chemicals

4.0 SUSPENSION OF WORK/STOP WORK ORDERS

- All employees, contractors, and visitors have the responsibility and authority to suspend inappropriate of unsafe work activities when those activities present a clear and imminent danger to employees, contractors, visitors, the public, or the environment. Personnel may suspend activities they observe or in which they are a participant, if they believe the activity presents an imminent danger.
- Upon receiving a suspension of work request (oral or written) 3B Builders will immediately cease activity, and notify UNM. Obtain the name telephone number of the person requesting the suspension of work, and the reason for the suspension of work. Work shall not continue on that activity until the issue has been resolved by the following means:

4.2 A stop work order that affects the crew for a period greater than one (1) hour shall be followed by the issuance of a formal written Stop Work Order. The work may be restarted only with a written work release from UNM. This stop work order shall include:

a. Date and time when work was stopped.
b. Reason for work stoppage.
c. Requirements for 3B to resume work.
d. Date and time when UNM expects corrective actions to be completed, if required.

4.3 UNM shall provide a written work release that includes:

a. Reference to the Stop Work Order
b. Reason for work stoppage
c. Conditions for restart of activity
d. Specified date and time when work may resume

5.0 SAFETY MANAGER

5.1 Corporate Safety Manager: (Attachment Job Description) The Corporate Safety Manager, Matthew Budagher will administer 3B Builders overall safety program and will also serve as the Site Safety Manager for projects in New Mexico.

5.2 Site Safety Manager: (Attachment Job Description) 3B Builders will appoint a safety manager for each site employing 100 or more employees. At sites with less than 100 employees, the Project Manager or Senior Supervisor will have the additional duty as the Site Safety Manager unless this conflicts with contract requirements.

5.3 Single Point of Contact with UNM: Matthew Budagher (505) 553-0544 is the single point of contact for contractual purposes.

6.0 BASIC COMPONENTS OF THE SAFETY PROGRAM

6.1 Training

6.1.1 After hiring on, each employee will be required to attend a 3B Builders orientation. This orientation will include, and will not be limited to, employment conditions, safety and work rules, prohibited activities, protocol violations, code of ethics, dress code, harassment, and discrimination policy. This orientation is required in addition to any host site orientation or training requirements.

6.1.2 All employees must be trained in Fire Safety, Fire Reporting, Fire Extinguisher use and Hazard Communications.

6.1.3 All classified trade employees and laborers must be trained or retrained, regardless or experience or previous training, in the following:

- Ladder Safety
- Fall Prevention and Protection
- Hazardous Materials
- Industrial and Construction Housekeeping
- First Aid
- Demolition Training
- OSHA 10 Hour Construction

6.1.4 Any employee that is required to operate such as aerial lifts, forklifts, boom lifts, boom trucks, earth moving machines, cranes, etc.; must be trained and certified in accordance with OSHA regulations.

6.1.5 All material handling personnel must be trained in rigging and material handling.

6.1.6 All foremen must be trained in Pre-task Planning, CPR/First Aid and Lockout/Tagout procedures.

6.1.7 Elected employees may be trained in any or all of the following depending on task requirements and job assignments.

- Confined Space Procedures
- Self-contained Breathing Apparatus
- Respiratory Protection
- Energized Electrical Work
- Stored Energy Procedures
- CPR/First Aid
- Specific site required training

6.1.8 Any or all of the above training can be conducted by qualified and authorized corporate personnel or a qualified training agency may be used to conduct specific training.

6.1.9 A record of all required training completed will be kept by the Human Resources Manager. This record, known as the 3B Builders Training Matrix, will be updated as training in completed. Certificate of completion will be issued to each employee that completes each class. All training information will be kept on site for UNM review.

6.1.10 The Site Safety Manager will insure that all training meets OSHA and site requirements. The Manager will also monitor training records to insure retraining occurs as necessary.

6.2 Jobsite Hazard Evaluation Checklist/Pre-task Planning

6.2.1 Pre-task planning is the core element in accomplishing a task without personal injuries, incidents, or damage to equipment and material. Each supervisor, foreman and lead is charged with the responsibility of insuring that a proper and adequate pre-task plan is completed for each task they are assigned.

6.2.2 Pre-task Planning should begin with a detailed study and walk of the job answering the following questions.

- What needs to be done?
- Who will do what?
- Are qualified workers available?
- What tools, material and special equipment are needed?
- Is the area safe to work in?
- Will work activities affect other operations?
- Will other operations in the area affect the job activities
- What routine functions present potential hazards?
- Are there chemical, electrical, or other hazards involved?
- What utilities or systems will be affected?
- What permits will be required?
- What PPE will be required?

- What safety equipment and material will be needed?
- What special procedures will have to be used?
- Are the workers trained in the special procedures?
- Are all the workers trained in emergency procedures?
- Are the nearest exits indentified?
- Are the nearest showers identified?
- Will there be adequate means or communications available?

6.2.3 Once these questions are substantially answered, the foreman will complete a Job Safety Analysis (JSA) form or Jobsite Hazard Evaluation Checklist (attachment A) identifying the basic job steps, and potential hazards and conditions. The foreman will also develop and list the procedures to be used to either eliminate the hazards or reduce the exposure. As the job requirements or conditions change, the JSA must be appropriately updated.

6.2.4 The reverse side of the JSA is to be used for the daily crew toolbox meeting. Each day a different crewmember is required to present a safety topic associated with the present task and discusses the hazards involved and means of protection. Each crew member is required to sign off on the JSA that they are aware of all the hazards associated with the task and understand what precautions and procedures they need to use to protect themselves and others from injury.

6.3 Tool Box Meetings

6.3.1 Toolbox meetings will be hold by each foreman at the beginning of each shift and after the lunch break. The foreman or a designated crewman will lead the crew in a series of stretching exercise designed to minimize muscular and skeletal injuries.

6.3.2 At the beginning of each shift the foreman will discuss all the safety issues involved with that day's activities, insuring that all crewmembers fully understand the issues and know what procedures and precautions to use. Daily individual tasks are assigned. Special emphasis will be placed on any new issues or changes that have occurred since the previous meeting.

6.3.3 Each crew member will sign off on the JSA signifying that they are aware of the safety hazards associated with the task and understand what precautions and procedures to use to protect themselves and others from injury.

6.3.4 The foreman will assign each new employee to a "Buddy" (an experienced qualified crewmember of the same trade) for a minimum two week period. The buddy will mentor the new employee until the foreman feels that the new employee is up to speed on safety and work procedures.

6.4 Field Inspection

6.4.1 Safety Management: It is 3B Builders policy that all members of management and supervision are charged with the responsibility of preventing incidents or conditions that could lead to occupational injuries or illness. As a means to that end, the following inspections will be made.

6.4.2 Daily walk-thrus: Walk-thrus are to be made by the Project Superintendent. Violations and unsafe conditions are to be corrected immediately. Unsafe conditions that are beyond the scope of 3B Builders will be reported to the Project Manager and Site Safety Manager for resolution. The Site Safety Manager may accompany the Superintendent on these walk-thrus.

6.4.3 Each foreman is to complete a Work Hazards Checklist (See Attachment F) for his area of responsibility on a weekly basis and submit to the Site Safety Manager the day before the weekly foreman's safety meeting.

6.4.4 The Site Safety Manager should accompany Superintendent walk-thrus. He will also monitor toolbox meetings, pre-task briefings and stretching exercises, coaching as necessary. He will tour the site daily, coordinating with the foremen, Superintendents, and Project Managers on issues that require resolution.

6.4.5 A Jobsite Hazard Evaluation will be completed to evaluate the work sire for environmental, safety and health concerns or conditions that pre-exist and may impact methods and procedures in the performance of work. Hazards introduced in the performance of work shall be evaluated and mitigated in accordance with existing federal, state and local regulations.

6.5 Safety Meetings

6.5.1 3B Builders Foreman's Safety Meeting: The weekly foreman's safety meeting will be chaired by the Operations Officer, a Project Manager, or the Site Safety Manager. All Foremen, Superintendents, Project Engineers, and Project Managers should attend. Safety will be the primary topic for discussion. The weekly safety foreman's oral report will be received and AR's assigned for unresolved issues. The foreman's Work Hazards Checklists will be reviewed and AR's assigned for unresolved issues. Global safety and protocol issues will be discussed as appropriate. An Employee of the Week will be selected. Site safety meeting schedules will be announced and attendees notified.

6.5.2 Weekly Field Operations Meeting: Safety will be the initial topic of the weekly field operations meeting. Corporate wide safety issues and site status are reviewed. Items of management interest are reviewed and status updated. AR's are assigned.

6.5.3 Suggestions: All employees are encouraged to submit safety suggestions or recommendations for improvement of procedures at any time, either verbal or written, without fear of ridicule or reprisal. All legitimate and

appropriate suggestions and recommendations will be given careful consideration.

6.6 Recognition and Awards

6.6.1 Crew Lunches: When a crew has achieved an exceptionally good safety record or demonstrated outstanding performance in their duties, the project manager may host that crew to a lunch at a local restaurant. Upper management are encouraged to attend.

6.6.2 Individual Exceptional Acts: If an employee is credited with an exceptional safety act, either through action, reaction, or suggestion, that employee may be recognized at the mass safety meeting and may be awarded game passes, movie passes, or a dinner for two at a local restaurant.

6.6.3 Two Year Safety Award Jacket: An employee that works a cumulative of two years without having an accident will be awarded a Carthart construction jacket. The employee's name will be embroidered on it and a different colored stripe will be added for each additional year of injury free employment.

6.7 Enforcements

6.7.1 Intentional disregard for safety rules and/or a flagrant unsafe act that could result in personal injury of damage to material and equipment will result in immediate termination of employment.

6.7.2 Continued minor violations of safety rules or a negative attitude toward safety may result in termination.

6.7.3 Employees that violate safety rules will be disciplined under the 3B Builders Progressive Disciplinary Program and may require retraining.

7.0 PERSONAL PROTECTIVE EQUIPMENT

7.1 All employees are required to comply with 3B Builders dress code. (See Personnel Policy Handbook, paragraph 4.5, Attachment G)

7.2 3B Builders will provide hard hats and safety glasses for all site employees. 3B Builders will replace any supplied items that have become unserviceable due to fair wear and tear. Items that are lost or damaged through employee negligence or intent must be replaced by the employee.

7.3 3B Builders will provide any necessary Personal Protective Equipment required to safely accomplish an assigned task. Requirements will be determined by the foreman in coordination with the Superintendent, Site Safety Manager and Project Manager or as mandated by OSHA regulations. Examples of equipment supplied follows.

- Full body harness

- Shock absorber and retractable lanyards
- Face shields
- Specialized work gloves
- Arch and toe protectors
- Hearing protection muffs or ear plugs
- Welding shields, aprons and gloves
- Chemical protective clothing and gloves
- Electrical safety equipment
- Respirators

8.0 BASIC SAFETY REGULATIONS

Any and all individuals shall at all times while present at the job-site or working on the project comply with the following safety regulations. Violation of these safety regulations will subject an employee to immediate dismissal.

Comply with federal, state, and local safety laws, rules, and regulations (including OSHA) applicable to the area of the job-site.

8.1 Use the proper Personal Protective Equipment and devices required for the work being performed. Safety hats must be worn at all times in designated hard hat areas.

8.2 Schedule work required to be performed above occupied areas for non-standard hours, unless specific and approved precautions including signage, barricades, occupant consent, and other precaution deemed necessary by UNM is provided In advance of operations. Final approval for the work in occupied areas during normal work hours must be received from UNM.

8.3 When working above the ground level, ensure that you are at all times properly protected from injury as a result of falls by using appropriate, approved protective measures, such as properly constructed scaffolding with toe boards and guard rails, safety harness with lanyard, and/or safety nets.

8.4 Report injuries, regardless of severity, to your supervisor as soon as possible.

8.5 Report any unsafe conditions or defective equipment to your supervisor immediately.

8.6 Encourage other employees to comply with these regulations and report any violations to your supervisor.

8.7 Maintain good housekeeping at all times.

8.8 Securely fasten, in place, all ladders (except-ladders being used as such) when is use. Ladders shall extend at least 36 inches above landing.

8.9 All scaffold planks shall be inspected and clearly identified as such by obvious marking before being used.

8.10 All cables, ropes, and slings must be regularly inspected and removed from the job site if found defective.

8.11 Power equipment shall not be used beyond rated capacity.

8.12 All equipment must be shut down while re-fueling, regardless of the fuel used.

8.13 Work shall not be performed under, or immediately adjacent to, loads being hoisted and all loose items of equipment or material shall be secured from falling.

8.14 Hazardous wall or floor openings in structures must be adequately barricaded or

securely covered. .

8.15 All hazardous outside openings must of excavations must be lighted at night when travel is permitted in the area.

8.16 Guy lines must be flagged where they cross the travel space or paths, walkways, or roadways.

8.17 No unauthorized personnel shall be permitted on moving equipment, rigging, or loads.

8.18 Safety guards or devices shall not be removed from tools or equipment except for repairs. When removed for repairs, they must be promptly replaced before any use of the tool or equipment.

8.19 All portable, electrically powered tools and equipment shall be individually grounded or UL approved double insulated.

8.20 In case of accident the employee may be required to submit to a drug/alcohol test and employee agrees to submit to such test.

8.0 **RECORDS AND REPORTS**

9.1 The Log and Summary of Occupational Injuries and Illnesses (OSHA Log 300): The OSHA 300 is used to record and maintain information about employee injuries and illnesses for all 3B Builder employees. The office manager, in the Albuquerque Home office in NM, is responsible for completion, maintenance, and forwarding the 300 log. The log must be maintained on a calendar year basis and kept on file for five years following the calendar year that it covers. Cases must be recorded within 6 working days after receiving information that a recordable case has occurred. A copy of the last page of the 300 log will be posted at each site not later than February 1st of the following the year.

9.2 OSHA Form 301: If an injury or illness is recordable, a supplemental report must be completed. OSHA Form 301 may be used. Other suitable forms are acceptable as long as it contains the same information as the OSHA 301. The 3B Builders Accident/Incident Investigation Report can be used in lieu of OSHA 301. The same maintenance requirements as for the 300 log apply

9.3 Accident/Incident Files:

1 Report ALL accident/incidents, even if only considered minor or "First Aids".

2 If the accident is serious, call 3B Builders local Manager, local Safety Supervisor.

3. Drug test everyone involved in an accident/incident.

4. Fax an accident/incident report to Albuquerque's Personnel Manager within 24 hours (505) 553-0544 Also keep a copy for your on-site file.

5. Fax any further investigation reports to Albuquerque's Personnel Manager, e.g., lessons learned meeting reports, meeting minutes, etc. within 24 hours. A "lessons learned" meeting should be held on all accidents.

6. 3B's Albuquerque Home Office will take care of filing reports with 3B's insurance carrier(s).

7. All reports of accidents involving a recordable injury or illness and any report of a first aid case that could become a recordable case must be kept

on file for a minimum of five (5) years after the calendar year of occurrence. The original report and supporting documents will be forwarded to the corporate office in Albuquerque, NM. A copy will be kept at the site where the injury or illness occurred until that site is closed.

9.4 Safety Files: Report files will be maintained at each site. Reports are to be divided into two files; active and completed. Reports that have unresolved issues or outstanding AR's will be kept in the active file until all issues and AR's are closed. The Site Safety Manager is responsible for maintenance of the files.

CORPORATE SAFETY MANAGER JOB DESCRIPTION

1. Reports to and is accountable to the Corporate President Jim Bruhn
2. Matthew Budagher is Site Safety Manager for sites in New Mexico.
3. Is thoroughly familiar with current OSHA standards (29 CFR part 1910 and 1926).
4. Works in conjunction with Project Superintendents to eliminate all safety and health hazards, personal injuries, occupational illness, and damage to equipment and property as well as to protect the general public who are in contact with or affected by corporate activities.
5. Regularly reviews the Corporate Environmental Health and Safety Program to insure compliance with all federal, state, and local laws, regulations, and requirements. Corresponds frequently and/or visits other site safety managers to network safety programs, problems, trends, and incident/accident reviews. Finds out what problems and solutions are happening corporate-wide to head off unexpected issues. Works closely with safety representation from other on-site organizations to identify hazards and determine solutions for site wide issues. Incorporates appropriate solutions into the corporate EHS program.
6. Ensures that corporate safety and health rules, policies, and procedures are provided to all employees. Checks to make sure there is compliance. Continuously seeks out new ways to heighten people's awareness towards safety.
7. Administers and supervises the Job Safety Analysis (JSA) and pre-task planning program. Trains foremen and leads in appropriate techniques to execute the program.
8. Regularly monitors project workers to insure that safety is an integral part of job performance.
9. Performs inspections in accordance with corporate EHS program.
10. Represents the corporation at site safety meetings and keeps the Corporate President, Operations Officer, Project Managers, and Superintendents informed of all site-related safety and health issues.
11. Informs Project Managers and Superintendents of any problem areas that need supervisory correction.
12. Conducts or provides for all training of corporate personnel to meet mandated training requirements.
13. Ensures that training is recorded and records are maintained for required training

14. Prepares all site safety related reports and insures accuracy and completeness of such reports.
15. Administers the hazard communication program and supervises hazardous material storage and handling.
16. Maintains master MSDS file.
17. Attends and/or conducts site corporate mass safety meetings and weekly foreman's safety meetings.
18. Maintains minutes of all meetings for record and review
19. Maintains site file copies of accident and incident reports and regularly reviews these files for trends and other areas that need corrective action.

SITE SAFETY MANAGER JOB DESCRIPTION

1. Reports to and is accountable to Project Manager.
2. Is thoroughly familiar with current OSHA standards (29CFR 1910 ad 1926)
3. Works in conjunction with the project superintendent to eliminate all safety and health hazards, personal injuries, occupational illness, and damage to equipment and property as well as to protect the general public who are in contact with or affected by the project's activities.
4. Regularly reviews the Corporate Environmental Health and Safety (EHS) program to ensure compliance with all federal, state, and local laws, regulations, and requirements. Corresponds frequently with site safety managers at other 3B Builders project sites to network safety programs, problems, trends, and incident/accident reviews. Finds out what problems and solutions are happening corporate-wide to head off unexpected issues. Works closely with safety representation from other on-site organizations to identify hazards and determine solutions for site wide issues.

5. Ensures that corporate safety and health rules, policies and procedures are provided to all employees. Checks to make sure there is compliance. Continuously seeks out new ways to heighten people's awareness towards safety.
6. Administers and supervises the Job Safety Analysis (JSA) and pre-task planning program. Trains foremen and leads in appropriate techniques to execute the program.
7. Regularly monitors project workers to insure that safety is an integral part of the job performance.
8. Performs inspections in accordance with the corporate program.
9. Represents the corporation at site safety meetings and keeps the Project Manager and Superintendent informed of all site-related safety and health issues.
10. Informs the Project Manager and Superintendent of any problem areas that need supervisory correction.
11. Conducts or provides for all training of corporate personnel to meet mandated training requirements.

12. Ensures that training is recorded and records are maintained for required training.
13. Prepares all site safety related reports and insures accuracy and completeness of such reports.
14. Administers the hazard communication program and supervises hazardous material storage and handling.
15. Maintains master MSDS file for the project.
16. Attends and/or conducts site mass safety meetings and weekly foreman's safety meetings.
17. Maintains minutes of all meetings for record and review.
18. Maintains site file copies of accident and incident reports and regularly reviews these files for trends and other areas that need corrective action.

DRESS CODE

High quality leather work boots or shoes are required on all 3B Builder projects. They must be a minimum of 6" high from the bottom of heel to top of ankle support. This applies to all construction workers.

- Athletic shoes, sandals, and open-toed footwear are prohibited III all construction work areas.

- Rubber boots must be worn for all concrete work.

- All employees should consider the use of shoes with cushioned insoles.

- No muscle shirts are allowed on the jobsite. All shirts must have at least a four-inch sleeve. No shorts or sweats are allowed on the jobsite.

- Long sleeve work shirts are required when safety dictates.

- Employees will be sent home if clothing is excessively tattered or presents a safety hazard or an unnecessary distraction of concentration of fellow workers. Work clothing must be appropriate for the job.

3B Builders Inc.

MANAGEMENT PLAN

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

WEEKLY WORK HAZARDS CHECKLIST PROCEDURE & JOBSITE HAZARD EVALUATION

A. Every 3B Builders Project has one Foreman designated as the project Safety Foreman. While 3B's policy dictates that all Personnel are responsible for safety, one person designated to serve as the Safety Representative for the project.

B. One of the duties of the Safety Foreman is to complete the Work Hazards Checklist each week (see copy attached). The Safety Foreman completes the checklist as he is walking the job. Any serious hazards observed are corrected immediately in conjunction with the 3B's foreman for that particular crew.

C. The Work Hazards Checklists are turned in to the 3B Project Manager each day.

D. A copy of all Work Hazards Checklists are kept in the project master file for reference as needed.

JOBSITE HAZARD EVALUATION

A. A Jobsite Hazard Evaluation will be completed to evaluate the work site for environmental, safety and health concerns or conditions that pre-exist and may impact methods and procedures in the performance of work. Hazards introduced in the perfoffi1ance of work shall be evaluated and mitigated in accordance with existing federal, state and local regulations.

B. 3B employees and subcontractors will comply with restrictions or conditions specified for each identified hazard

C. Unidentified Hazard: If a hazard is encountered during the performance of work which has not been identified contact Matthew Budagher for performing work which may impact condition or concern.

3B Builders Inc.

WORK HAZARDS CHECKLIST

Project #:_____ Date:_____

I. Evaluation of scheduled work activities

A. Category of work activities

_____1. Chillers & assoc. piping
_____2. HVAC Systems
_____3. Boilers w/assoc. controls
_____4. Storm & Sanitary Sewers
_____5. Domestic & Chilled Water Lines
_____6. Gas Lines w/assoc. valves
_____7. Lab process piping & inert gas dist.

COMMENTS:_____

II. Field inspection

A. Opening inspection

_____1. Barricades in place and properly maintained
_____2. Floor openings properly covered and maintained
_____3. Tie-off in place and properly maintained

B. Tool Inspection

_____1. Tools in proper working order
_____2. Tools properly grounded
_____3. Safety guards in place
_____4. Eye and face protection available and maintained
_____5. Adequate clearance for proper operation of tools
_____6. Extension cords properly maintained and grounded

COMMENTS:_____

C. Fall Protection
   _____1. Barricades in place and properly maintained
   _____2. Ladders properly located and tied off
   _____3. Ladders extend a minimum of 36" above landing
   _____4. Scaffolding properly supported
   _____5. Scaffold safety rails in place and maintained
   _____6. Scaffold platform properly installed
   _____7. Scaffold toe boards in place
   _____8. Safety harnesses and lanyard available and properly used and maintained

COMMENTS:_____

D. Power equipment
   _____1. Proper equipment used for the job
   _____2. All equipment safety apparatus in good working condition
   _____3. Fueling areas properly located and maintained

COMMENTS:_____

E. Hoisting
   _____1. Cable, ropes and slings maintained
   _____2. Proper size hoisting equipment used for job

COMMENTS:_____

F. Housekeeping
   _____1. Storage areas
   _____2. Material preparation areas
   _____3. Proper clothing worn

COMMENTS:_____

ENVIRONMENTAL, HEALTH AND SAFETYY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

PERSONAL PROTECTIVE EQUIPMENT

I. PURPOSE

A. To state 3B Builders requirements with respect to the use of Personal Protective Equipment (PPE). PPE is a device or piece of apparel worn by a construction worker to significantly reduce a foreseeable risk of harm in the work area.

II. OBJECTIVES

A. To eliminate or reduce the severity of injury or illness to our employees by the proper use of PPE.

B. To complement relevant regulations and manufacturers' requirements.

III. PROCEDURE

A. Responsibility – each site manager or his designee shall:

1. Develop and implement a PPE program to protect employees against construction hazards at the site. This program shall include a written procedure defining:

   a. The areas in which protective equipment must be worn
   b. The type of equipment for the various exposures
   c. Procedures for issuing and replacing equipment
   d. Maintenance, sanitation, and servicing of equipment

2. Train employees in the proper use and care of the protective equipment and certify in writing that training has been carried out and that employees understand it.

3. Amend the program as necessary to accommodate the changes in construction and regulatory or stands modifications.
4. Establish a procedure for obtaining and maintain an adequate inventory of the proper protective equipment.
5. Enforce the program uniformly through the established disciplinary procedures.

B. Equipment
   1. Selection:
      a. The selection of PPE will involve:
         (1) An analysis of the type of hazard and the degree of exposure
         (2) An analysis of the type of PPE that will effectively reduce the hazard.
         (3) Consideration of mandatory, minimum standards issued by:
            (a) 3B Builders Inc.
            (b) Government regulatory agencies
            (c) Advisory standards issued by voluntary standards organizations (ANSI, NFPA, ASTM, ACGH, etc.)
         (4) Consideration of employee comfort and health
         (5) Consultation with the Client/UNM Environmental, Health and Safety Department.
      b. Where workers provide their own PPE, the Site Manager shall be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

   2. Types:
      a. <u>Hard hats/heads protection:</u> Hard hats are mandatory for all employees on a 3B Builders project. Use ANSI Z89.1 approved hard hats.

      b. <u>Face and eye protection:</u> Special high, eye-injury potential work process requires use of additional eye protection. Examples include: welding, cutting, burning with a torch, and grinding. Appropriate eye and face protection should be used. The most common example is use of a full-face shield or welding glasses. These will be available at the project. A mandatory eye protection program shall be established at all construction sites where there is a reasonable probability that injury can be prevented by the use of proper protective equipment. This program shall be applicable to all employees and visitors entering a site where eye protection is considered necessary. Visitors will be required to have proper documentation to enter a site.

      c. The wearing of eye protection equipment is not normally required in offices and, under local management directive, other similar non-hazardous areas. Eye protection equipment shall be required when work process may cause eye injury.

d. Contact lenses: Contact lenses do not provide eye protection in construction. Therefore, the wearing of contact lenses in areas requiring eye protection is not recommended unless there is a special medical reason to require them. Employees who wear contact lenses and whose duties require them to work in or enter a construction area where eye protection is required, you must also wear approved construction glasses or goggles.

e. Hearing protection: 3B Builders has a mandatory hearing protection policy for its employees. When ambient or local noise levels exceed 85 dBA, hearing protection is required to be used. 85 dBA is a level at which you must shout to be heard. Normally this is in the form of EARs, which will be available on the project. Foremen will show how to use them properly. Always use clean earplugs. See Employees Title 29 CFR 1910.95.

f. Respiratory protection: Under normal conditions 3B Builder employees should not need a respirator. For special work processes, such as grinding demolition, and sweeping, dust masks will be appropriate. These will be available on the project. The 3B's chemical management and chemical use system will identify areas where most specialized respirators will be needed.

g. Hand protection: Gloves should be worn when work process involves handling of metal or sharp objects. They are mandatory in demolition work.

h. Torso, arm, and leg protection: The trunk, arms, and legs must be protected against cuts, punctures, abrasions, extreme heat, cold, and harmful chemical. Ordinary work clothing, if clean, in good repair, and suited to the job may be considered safe for most exposures. Safety apparel refers to garments (such as acid jackets) and protective devices (such as gauntlets, aprons, and shields) designed for specific hazardous jobs where ordinary work clothes do not give sufficient protection. "Safety apparel" must be specified and used to protect employees against exposures to special hazards such as flame, welding sparks, caustics, acids, solvents, corrosives, etc. Employees must be fully clothed. This includes the wearing of shirts, long trousers, and appropriate work shoes while on the site. The wearing of skirts/dresses is allowed where safe and appropriate.

i. Footwear/protection: Work shoes are required on all projects. Specialty contractors that may identify this as a safety problem must make specific arrangements with the project superintendent. Access to the work area must be considered. Rubber boots should be worn for concrete work. Special insoles may be provided to prevent puncture wounds. It is recommended that employees purchase high quality work shoes. Consider use of shoes

with cushioned insoles that add support and comfort while working. Employees are not to wear sandals or canvas shoes, shoes with high heels, badly worn soles, or open toes or heels while working on the construction site. Use ANSI 241 approved safety-toe and/or chemical resistant footwear.

j. Wearing of jewelry: Rings, bracelets, etc. can cause serious injury if caught on a moving machine part or if caught on a fixed object when a person is moving rapidly. Metal jewelry worn near electrical equipment, including batteries, can be dangerous. Most types of jewelry introduce an unnecessary hazard in a construction environment and therefore each site must evaluate the potential hazards and establish an appropriate policy on the wearing of jewelry.

k. Subcontractor employees: Subcontractor employees working in any area of the site where PPE is required shall be required by 3B Builders to wear PPE equivalent to that required for 3B employees.

l. Visitors: All visitors entering the construction work site shall be required to wear PPE appropriate for the exposure in the area of the site they will visit. 3B Builders will ensure visitors comply with CSSP and PPE requirements.

m. Orientation: Certain PPE will be issued to employees at their orientation. It will be provided to them in a safe and clean condition. It is the employee's responsibility to inspect and maintain the equipment in a safe condition.

C. CONCLUSION

Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for employees' safety and health at the worksite. To have an effective Safety and Health Program, the Site Manager must be responsible for the condition of the site. First-line Supervisors must be convinced of the hazard and must account for their employees' use of PPE.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

FALL PROTECTION
29CFR 1910.23-31 & 66

I. PURPOSE

A. To establish minimum standards for fall protection

II. OBJECTIVE

III. PROCEDURE

A. Due to the seriousness of fall injuries, employees must exercise extreme caution. If for any reason you are uncomfortable working at heights, notify your supervisor immediately. The use of fall protection systems and equipment is mandatory on all 3B Builder projects. Any employee found in violation of fall protection requirements is subject to immediate termination.

B. Fall protection system means that some physical means/methods are provided to eliminate a fall exposure to employees. This may be accomplished by means of ladders, scaffolds, lift units, guardrails, static lines, safety nets, vertical safety lines, retractable lanyards, full body harness standard lanyards, and other fall protection equipment.

C. Fall protection on 3B projects is accomplished by thorough analysis and preplanning before work begins. Equipment and systems must be designed and implemented based on the project safety plan to ensure that fall protection is provided to all employees.

D. 3B will work with subcontractors to develop full protection systems that will be designed, implemented, and coordinated to work well for all contractors on the project. In most cases, primary structural contractors will install a perimeter fall arrest system approved by 3B Builders.

E. 3B Builders will develop, and have installed, fall protection systems in areas normally protected by standard guardrails. This will protect the majority of contractors on projects. However, our systems may not be the most effective for all

subcontractors. It is important to remember that it is the responsibility of each subcontractor to train their employees and provide them with effective fall protection.

F. 3B Builders projects require a positive means of fall protection when work progress exposes employees to a fall hazard of more than 6 feet. No more than 6 feet of free fall distance into any fall protection system is permitted. **Employees must be tied off 100 percent of the time, which may require a double lanyard system.**

G. It is important to know the difference between fall restraint and fall arrest. If there is a potential for a fall, then a fall arrest system must be utilized. Fall arrest systems require the use of a full body harness. A standard safety belt may only be used in a fall restraint application.

H. If and when a static line system is utilized, documentation will be required to demonstrate the effectiveness of that system.

I. Work with fall exposures that exceed 6 feet requires a Fall Protection Safety Plan designed specifically for that project. The plan must be submitted to 3B Builders prior to any work on the project.

J. Leading edge work requires positive fall protection.

K. Questions regarding fall protection requirements, effectiveness, or systems should be referred immediately to the 3B Builder project superintendent.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

HAZARD COMMUNCATION PROGRAM
29 CFR 1910.1200

I. NAME AND LOCATION OF PROJECT
UNM
Albuquerque, NM

II. GENERAL

A. It is the intent of 3B Builders to make known to all of its employees, as well as the employees of its subcontractors, the existence of any hazardous substances known to be present on the job and to which employees may be exposed.

B. As part of the effort, 3B Builders will take the following steps:

1. A list of hazardous chemicals known to be present on the project is attached to this form. These chemicals are also referenced by the number, which is listed on the Material Safety Data Sheet (MSDS). A repository of all MSDS·s for hazardous chemicals known to be on this project is located at the project site offices of 3B Builders

   Also referenced are the locations of the hazardous chemicals and whether or not the possibility of exposure exists on the project as a whole, or in specifically named areas, on the project.

2. If there is danger in certain non-routine tasks on the project, 3B Builders will inform employees working on these tasks of the dangers and the methods of protecting against them, and in some cases on an as needed basis, presentation of written materials describing the dangers and methods of protection.

3. A copy of this Hazard Communication Program will be sent to each 3B Builders subcontractor on the, job. In addition, each 3Builders subcontractor is required to present 3B Builders, either through the subcontractor superintendent or the subcontractor safety officer, a MSDS for each hazardous substance which it will bring to the job and to which any employee on the project may be exposed. This compilation of MSDS's from subcontractors will be added to 3B Builders

repository. At subcontractor's written request, MSDS's will be returned to them upon completion of the job or when it can be affirmed that there is no longer any exposure to employees of the referenced hazardous substance.

4. This Hazard Communications Program is also available to employees, their designated representatives, and the Director of the Occupational Health and Safety Bureau, Environmental Improvement Division, State of New Mexico, in accordance with the requirements of 29 CFR 1910.20 (e), upon written request.

III. MATERIAL SAFETY DATA SHEETS

A. Material Safety Data Sheets will be kept in a central repository at the project site offices and/or in the employer's main office for each hazardous chemical, which is used on this project.

B. Each MSDS is to contain the following information:
   1. The identity listed on the label
   2. The chemical and common names for the hazardous ingredients
   3. Carcinogens will be identified and addressed with MSDS sheets
   4. The physical and health hazards
   5. The primary route of entry
   6. The exposure limits
   7. Any generally applicable control measures
   8. Any emergency and first aid procedures
   9. The date of preparation of the MSDS or last change to it
   10. The name, address, and telephone number of the chemical, manufacturer, importer, employer, or other responsible party preparing for the distribution the MSDS.

C. MSDS’s shall be obtained for each hazardous substance. If MSDS’s are not provided with shipment, 3B Builders will obtain one from the chemical manufacturer, importer, or distributor as soon as possible.

D. Copies of MSDS's for appropriate chemicals on the project shall be kept in the project site office and shall be made available to workers on request during each shift. Requests should be directed to the responsible field superintendent when applicable.

E. MSDS's may be kept in any form, including operating procedures, and may if so designed, cover groups of hazardous substances in a work area where it might be more appropriate to address the hazards of a process rather than individual hazardous chemicals. 3B Builder ensures that in all cases, the required information is provided for each hazardous chemical and is readily accessible during each work shift to each employee.

F. MSDS's shall also be made readily available, upon request, to designated representatives and the Director of the Occupational Health and Safety Bureau, Environmental Improvement Division, State of New Mexico.

IV. EMPLOYEE INFORMATION AND TRAINING

A. All employees shall be informed of the location of this Hazardous Communication Program and of MSDS's in a central repository at the project office.

B. 3B Builders will also ensure that employees receive information and training in the handling of hazardous chemicals to which they may be exposed. This training will take place under the auspices of the company and may include training offered by other entities, such as NMOSHA, OSHA, AGC, etc. Where additional training is required for specific substances beyond the "generic" training that may take place through other entities, 3B Builders assures that this training will take place.

C. Training shall consist of the following:
   1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
   2. The physical and health hazards of the chemical in the work area.
   3. The measures employees can take to protect themselves from these hazards include specific procedures has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and PPE used.

Further information concerning this Hazard Communication Program can be obtained from 3B Builders. Please contact the undersigned.

1770 Hamilton Ln
Bosque Farms, NM 87068

RESPIRATORY PROTECTION PROGRAM
29 CFR 1910.134

I. PURPOSE

A. The purpose of this program is to protect the health of all employees by preventing their exposure to harmful levels of air contaminants. Where feasible, exposure to air contaminants will be eliminated by application of engineering controls, such as enclosure of the operation, ventilation or substitution of less toxic materials. In situations where engineering controls are not feasible, protection will be accomplished by the use of personal respiratory protective equipment.

II. RESPONSIBILITIES

A. Management will determine which areas require the mandatory use of respiratory equipment. Management will then be responsible for providing respiratory equipment that is compatible with the specific needs of each area.

B. The employees are responsible for maintaining an awareness of the respiratory requirements for their work area. In addition, the employees are responsible for wearing the appropriate respiratory equipment as required.

III. ADMINISTRATION

A. The overall administration IS the responsibility of Matthew Budagher Safety Manager.

B. The Superintendent or Group Leader of each area is responsible for insuring that all personnel under his/her control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. Also each Superintendent or Group Leader is responsible for insuring that his/her subordinates comply with all applicable facets of the respiratory program.

*C. Technical support, including air sampling and laboratory analysis, is the responsibility of Matthew Budagher.

*D. Monitoring the health of company employees via a comprehensive medical and health program is the responsibility of the Safety Manager.

*E. The Safety Manager is responsible for directing and coordinating engineering projects, which are directly related to respiratory protection.

F. Matthew Budagher will, in addition to the line organization, maintain surveillance via spot checks of employees who are working in areas where respiratory protective equipment is required and will evaluate the continued effectiveness of the program.

ATTACHED IS THE BASIC RESPIRATORY PROTECTION PROGRAM WHICH WILL BE FOLLOWED WHEN SUCH EQUIPMENT IS NECESSARY TO PROTECT THE HEALTH OF EMPLOYEES.

IV. BASIC RESPIRATORY PROTECTION PROGRAM

A. Respiratory Selection and Use

Respirators shall be selected according to the air contaminants to which the employee is exposed. A "Respirator Issuance and Training Card" will be available for each job where respirators are required. * This card will specify which respirator is required in each case.

Respirators currently selected for employee use and the hazards and areas for which they are used are:

RESPIRATOR	HAZARD	AREA
MSA Full Face	to be determined; see Jobsite Hazard Evaluation	
MSAY2Mask	to be determined; see Jobsite Hazard Evaluation	

B. Respirator Availability

The Safety Manager, Noel Baca will make a respirator available immediately to each employee who is placed as a new hire or as a transferee in any job that requires r e s p i r atory protection. The Safety Manager will make replacement respirators, filters, and cartridges available as needed and will replace worn respirator parts with parts designed for the respirator. Filters and cartridges of the same brand as the respirator shall be used.

C. Employee Training and Fit-Testing

1. Each employee, upon assignment to a respirator area, will be briefed by the Safety Manager relative to the respirator program. He will review the

"Respirator Issuance and Training Card for his/her job. Also, the Safety Manager will fully instruct employees in need, use, limitations, and care of their respirators.

2. The Safety Manager will also instruct employees in the proper fitting of their respirators. This instruction shall include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Each respirator wearer shall have a respirator of the correct size properly fitted, test its face-piece-to-face seal, wear it in nonna1 air for a long familiarity period, and finally, wear it in a test atmosphere.
3. Employees shall not wear facial hair or anything else that would come between their face and the respiratory seal.

D. Respirator Inspection and Maintenance
   1. The wearer of a respirator will inspect it daily before and after use on those days it is used.

   2. The employees or the Safety Manager will periodically spot check respirators for fit, usage and condition.

   3. The Employees are responsible for cleaning their assigned respirators, according to the manufacturer's instructions. Alcohol or other solvents should not be used to clean respirators.

   *4. Respirators which are individually assigned and not discarded after one shift's use shall be marked or stored in such a manner so as to assure they are worn only by the individual to whom they are assigned.

   4. Respirators which are individually assigned and not discarded after one shift's use shall be stored in a clean, sanitary container away from areas of contamination, sunlight, heat, extreme cold or excessive moisture. Respirators shall be stored so that the face piece and exhalation valve rest in a normal position.

   *6. Each area that requires the regular use of respirators will have a logbook. Personnel who are wearing respirators which are not discarded after one work shift must sign this log book daily in order to document that they are inspecting and maintaining their respirators as required.

E. Emergency Respiratory Equipment

   These section mandatory only if emergency respirators are used.

   A self-contained, full face-piece breathing apparatus is available in specific areas for emergency use. This equipment will be used only by trained personnel when it

is necessary to enter hazardous atmospheres. The following points pertain to use of this equipment.

1. The Safety Manager, Matthew Budagher will fully train all potential users and inspectors in the use and inspection of this equipment.
2. When the equipment is used, it will be tested in an uncontaminated atmosphere prior to entering the hazardous area if possible.
3. An employee will not work alone with this apparatus in a hazardous atmosphere. A second employee suitably equipped with a similar breathing apparatus and other rescue equipment must maintain visual, voice, or signal line communications with the first employee and must be available to render assistance if necessary. 3B Builders will plan so that the second employee will be unaffected by any likely incident.
4. The employee will clean and disinfect their equipment after each use.
5. This equipment will be inspected after each use and monthly by the employee. These inspections shall include making sure air cylinders are fully charged and the regulator and warning devices function properly. Inspection and maintenance information will be recorded in a logbook.
6. Emergency respirators will be stored in clearly marked compartments at the job location.

*F. Monitoring

In order to assure the adequacy of the respiratory program, and to provide for a continuing healthful environment for the employees, monitoring operations will be conducted on a periodic basis.

1. Environmental -Personal samples and ambient air samples will be used in accordance with accepted industrial hygiene standards in order to periodically sample plant work area. The results of this sampling will also document the type of equipment, which should be worn.

2. Medical -Two types of monitoring comprise the medical aspects of this program.
   a. Pre-employment physical examinations are conducted on all prospective employees in order to assure they are physically fit to perform their work and use respiratory protection equipment on-the-job.
   b. Periodic physical examinations will be given to regular employees in order to assist them in maintaining their health while using respiratory protection equipment on-the-job.

The provisions marked with a "" are not legally required to be included in a written respiratory program. They may be required to be performed depending on the chemicals used and their concentration in the air.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

EMPLOYEE TRAINING PROGRAM

I. PURPOSE

A. The purpose of the Employee Training Program is to insure long term employee mindfulness of the importance for providing a safe working environment and performing tasks in a safe and workmanlike manner.

II. OBJECTIVE

A. New hire training provides new employees with information about company policies and standards regarding work rules, safety regulations, jobsite conditions, and special training requirements.

III. PROCEDURE

A. Tool Box Safety Meetings are held regularly at the jobsite. They provide information about specific safety requirements, changes in jobsite conditions, and serve to remind each employee of the importance of working safely.

B. Safety reviews are held daily to provide a measure of the effectiveness of the program and to instill the importance of safety in each employee.

C. Special Training includes site-specific or task-specific training to employees who are performing at a specific location or performing a specific task that presents out of the ordinary hazards to the employee.

3B Builders Inc.

EMPLOYEE TRAINING PROGRAM

CLASSIFICATION	NEW HIRE TRAINING	TOOL BOX DAILY MTG.	QUARTER REVIEW	YEARLY REVIEW	SPECIAL TRAINING
Project Manager	X		X	X	X
General Superintendent	X	X	X	X	X
Superintendent	X	X	X	X	X
Foremen	X	X	X	X	X
Tradesmen	X	X		X	X

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

ELECTRICAL SAFETY
29 CFR 1910.301-33

I. PURPOSE

A. To establish a safe standard for working on or around electrical systems.

II. OBJECTIVE

A. Comply with OSHA and other applicable regulatory standards.

B. Control electrical hazards in order to protect personnel.

III. SCOPE

A. This policy applies to all contractor and subcontractor personnel who perform work on electrical systems.

B. The employer is responsible to ensure personnel performing this work are qualified.

IV. APPLICABLE FORMS

A. Electrically energized hot work planning permit (copy attached).

B. Lockout/tagout badge/tag.

C. Construction incident prevention plan (ClPP).

D. Pre-task Planning.

V. APPLICABLE FORMS

A. Client/UNM safety/hazardous energy control documentation.

B. Lockout/tagout procedures (attached).

C. OSHA 29 CFR 1910.331 -1910.335, 1910.147.

D. NFPA 70 and 70-E

E. National Electric Code currently adopted by the local/state authorities having jurisdiction.

VI. EQUIPMENT/MATERIALS

A. Barricades and barricade tape for visual recognition.

B. Insulating mat material ANSI/ASTMD D178-1977.

C. Approved low-voltage gloves (1,000 volts or less) and covers, safety glasses, rubber soled shoes, Shepherds Hook, lighting, etc. (see attached copy of recommended electrical safety supplies).

D. Ground-fault circuit interrupter (GFCI) protection will be put into place for 120-volt, single-phase, 15-and 20-ampere receptacle outlets on work sites which are not part of permanent wiring of building or structure. (Receptacles on the ends of listed extension cords which are not part of permanent wiring shall be protected by GFCI whether or not the listed extension cord is plugged into permanent wiring).

E. Adequate lightening will be used to maintain minimum illumination (29 CFR 1926.26). Install illumination (battery-powered lights) in areas that would be dark during power failure.

VII. DEFINITIONS

A. Authorized employee: a person who locks out or tags machines or equipment in order to perform new work, servicing, or maintenance on that machine or equipment

B. Authorized personnel or observer:
   1. Annual lockout/tag out certification
   2. NM licensed as journeyman electrician
   3. Certified CPR/first aid
   4. Have read and understood this document

C. Electrical hazard: a dangerous electrical condition such as exposed energized parts and unguarded electrical equipment

D. High voltage: a potential of 50 volts or greater

E. Hot work permit: document authorizing employer qualified personnel to perform installations or repairs on energized electrical equipment/systems. Must be signed by Superintendent, Project Coordinator, or Construction Manager.

F. Preventative maintenance: routinely occurring and regularly scheduled maintenance activities for electrical systems

G. Buddy system: types 2, 3, and 4 electrical work must be accomplished by a minimum of two authorized individual. One person performing the actual work and another functioning as a dedicated safety observer. Both individuals must be approved as per this document. The safety observer must have proper safety

equipment/supplies and always be in a position to clearly observe the work in progress without interfering.

H. Lockout/tag out: hardware that prevents electrical circuit from being activated while work on the equipment being fed from that circuit is in progress. The lockout device is accompanied by a lockout tag indicating the following:
   1. Employee's company name
   2. Employee's picture
   3. Employee's name
   4. Foreman contact, page number, or phone number
   5. Date

I. Work classifications
   1. Type 1: all circuits have been de-energized, equipment involved has been locked and tagged out, or energized circuits are covered, or the work is remote so as to preclude accidental contact. Hot work permit is not required.

   2. Type 2: Circuit's energized, dead front or covers removed. Work limited to visual inspections, voltage, and current measurements, IR scanning, and minor controller adjustments. This work will require a buddy. Hot work permit is not required.

   3. Type 3: work involving potential direct physical contact with energized (exposed) circuits of 50 to 600 volts. Dead front or covers removed. This work will require a buddy.

   4. Type 4: work on circuits over 600 volts. Energized work can only be done when a facility electrical engineer and a buddy are present. Hot work permit is required. Notify the SCO before proceeding with work. Work is limited to the following.

      a. Phase testing
      b. Removing of switches/fuses
      c. Voltage and current measurements

VIII. PROCEDURE

A. General safety
   1. Standard electrical safety requires that one must not wear potentially conductive items on his/her person, such as watches, bracelets, rings, exposed metal-framed

glasses, clothing with metal snaps and buttons, and other personal jewelry when working around any electrically energized equipment.

2. Before equipment is energized all interlocks and covers must be in place and functional.

3. Use extreme caution when using flammable liquids near electrically energized equipment.

4. Safety glasses must be worn whenever working on electrical equipment.

5. Employ practices that do not provide an electrical current path through the body.

6. Every effort will be made to reduce the work to the lowest type (classification).

7. Ensure the area around work is clear and free of hazards such as liquid on the floor.

8. Verify functionality of test equipment.

9. Inspect tools.

10. Determine all requirements necessary to perform the job safely.

B. Preparation/setup:
    1. Illumination: when working on any electrical system, a 75 watt bulb is the minimum requirement for ensuring adequate illumination. Where fixed lighting systems do not provide this criteria, temporary portable lighting shall be used. Flashlights are not acceptable.

        a. Assign authorized journeyman electrician and buddy if Type 2, 3, or work is being performed.

        b. Understand the scope of work.

        c. Obtain and review correct updated, one-line diagram/drawing for work site, if applicable.

        d. Verify all electrical equipment is labeled correctly at work site.

        e. Safety equipment is at immediate work site and in good condition.

2. Type 1:
    a. Supervisor/CM reviews the work to be done.

    b. If circuits are covered or work is remote so as to preclude accidental contact, proceed with work. If not, follow steps below:
        (1) Arrange for needed downtime of equipment/system to be worked on.
        (2) De-energized all involved circuits, lockout, and tag out
        (3) After de-energizing, test all circuits for voltage.
        (4) Only "authorized personnel" shall perform this work.

3. Type 2:
    a. Supervisor/CM reviews work to be done.

    b. Only "authorized" personnel shall perform this work.

    c. Determine the extent of work to be performed.

    d. Determine the type of voltage, location, and shutdown points.

    e. Ensure proper tools and test equipment is available for the work to be done and in proper working order.

    f. Protect area from traffic with stanchions and/or plastic chains.

    g. Ensure authorized electrical observer is present in the work area with a shepherds hook.

4. Types 3 and 4
    a. Supervisor reviews work to be done.

    b. Authorized electrical supervisor completes form and obtains approval before obtaining work permit.

    c. Remove all jewelry, keys, and other metal items.

    d. Ensure authorized electrical observer is involved in all phases of Type 3 and 4 work.

    e. Obtain all tools and materials to complete the job in a safe manner, using NFPA 70 and 70E Standards. Examples are:
        (1) Safety glasses
        (2) Rubber soled shoes
        (3) Rubber mats

(4) Approved low-voltage gloves (1000 volts or less)
(5) Glove covers
(6) Shepherds hook
(7) Insulated tools

f. Ensure observer knows location of electrical disconnections and all circuits are properly identified before starting any work.

C. Guidelines

1. Type 1:

a. Ensure all affected circuits are de-energized are locked/tagged out before performing work.

b. Replace circuits identifications on all junction boxes, receptacles, and at panel if replacement is required.

c. Verify all circuits are installed correctly before energizing

d. After energizing the electrical systems, check one or more of the following:
(1) Voltage
(2) Amperage
(3) Rotation

e. Cover all boxes and secure all panels when complete.

f. Clean up area and secure all equipment when work is done

2. Type 2:

a. Buddy system must be used at all times.

b. Secure work area with barricade and plastic chains.

c. Insulated electrical gloves, aprons, mat, and tools shall be used as required and in conjunction with safety glasses, harness and shepherds hook.

d. Cover and protect all energized devices as required

e. Keep all spare tools/parts out of the energized equipment

f. Use the one-hand method when practical for testing electrical systems for voltage and amperage.

g. After energizing, check for proper operation.

h. Remove all tools and safety devices. Label all reinstall covers.

i. Clean up area and secure all equipment when work is done.

3. Types 3 and 4:
   a. Buddy system must be used at all times.

   b. Secure work area with barricade and plastic chains.

   c. Insulated electrical gloves, aprons, mats, and tools shall be used as required in conjunction with safety glasses, harness and shepherds hook.

   d. Cover and protect all energized as required.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

LOCKOUT/TAGOUT SYSTEM
29CRF 1910.147

I. PURPOSE

A. The purpose of the lockout/tag out system is to protect personnel from injury caused by unexpected energization, startup, or release of stored energy. This will be accomplished by establishing procedures for appropriate lockout/tag out of equipment, which is capable of storing hazardous energy including, but not limited to, electrical, mechanical, hydraulic/pneumatic, or thermal. These procedures must

be followed before any work begins that would place any employee in danger, such as servicing or maintenance, demolition or installation of equipment systems.

II. OBJECTIVES

A. Prevent inadvertent operation or energization of the equipment/process in order to protect personnel.

B. Establish methods for achieving zero energy state.

C. Comply with applicable regulatory standards.

III. SCOPE

A. This policy applies to activities such as, but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating, or maintaining the equipment/process.

B. This policy applies to energy sources such as, but not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs, and potential energy from suspected parts (gravity).

C. Specially identified locks .will be utilized for lockout by all subcontractors. Each assigned lock will have its own unique key or combination. Distribution and tracking of locks will be maintained by the subcontractor. All employees working on locked-out equipment or systems are required to place their own lock at every point of isolation. Group lockout is not allowed. Individual worker locks will be removed at completion of work.

D. Prior to commencement of any shutdown and lockout/tag out operation, a completed lockout/tag out plan will be submitted for approval. In many cases, work will be performed on existing equipment or systems controlled by Client/UNM. When this is the case, a Client/UNM representative (SCO or SDR) will be directly involved in evaluating the shutdown and lockout/tag out procedures. They may also place their individual lock at the isolating device.

E. Prior to placement of any locks, all authorized employees will be instructed in the lockout/tag out policy and procedure and the specific lockout/tag out plan.

F. Lockout/tag out procedures will be reviewed with the appropriate Client/ site representatives, any lockout applied will be in accordance with Client/UNM, lockout/tag out procedure and/or State OSHA Rules and Regulations.

G. Due to the threat of potential injury, any person who violates lockout/tag out procedures can be subject to immediate termination.

IV. DEFINITIONS

A. Energy-isolating device: a physical apparatus which prevents the release of energy, such as, but not limited to, the following: restraint blocks, manually operated electrical circuit breakers, disconnect switches, slide gates, slip blinds, and line valves. Where possible, they shall provide visible indication of the position of the device. Push button selector switches and other portions of the control circuit shall not be considered as energy-isolating devices.

B. Lockout/tag out: the placement of a lock/tag on an energy-isolating device in accordance with an established procedure, which indicates that the energy isolating device shall not be operated or removed until the lock/tag has been cleared.

C. Lockout fixture or device: an appliance/device that requires the use of a lock to hold an energy-isolating device in the safe position for the purpose of protecting personnel.

D. Employee tag: a warning appliance used for the purpose of personnel protection. Its legend forbids the operation or removal of an energy-isolating device and identifies the applier.

E. Tag out device: a prominent warning device that can be securely fastened to an energy-isolating device, lockout device, or equipment. These will include the following information:
   1. Name of contractor who is locking out the equipment
   2. Date and time of lockout
   3. Equipment/machinery being worked on
   4. Extension pager number of contractor representative

F. Affected employee: a person who operates equipment or machines that may be locked or tagged out or who works in the area where servicing and maintenance are performed.

G. Group lockout: using a single lock to protect more than one employee. The use of a group lockout to protect personnel is not allowed.

V. PROCEDURE

A. Step 1: Contractor representative will define scope of work and all possible sources of stored energy.

B. Step 2: Complete lockout/tag out plan and submit to Client/~H representative for approval.

C. Step 3: Upon Client approval, assemble all authorized employees and review both the specific plan and the subcontractor policy and procedure.

D. Step 4: Fill out a lockout tag. A lock and tag are required for each employee at all points of stored energy.

E. Step 5: Obtain the proper energy-isolating device.

F. Step 6: In conjunction with Client representative, shut down the equipment or system using normal shutdown procedures.

G. Step 7: Isolate the equipment or system by operating the switch valve, or other energy-isolating device

H. Step 8: In conjunction with Client representative, verify that the isolation and de-energization has been accomplished by attempting to operate the equipment or system. Return controls to the off position.

I. Step 9: Each person working on the equipment or system must secure each energy-isolating device with a lock and tag.

J. Step 10: Block, bleed down, or otherwise control all stored energy.

K. Step 11: Commence and complete scope of work.

L. Step 12: Prior to startup, check the equipment or system to ensure it is in a safe operating condition.

M. Step 13: Notify all affected employees and Client representative that lockout/tag out is being removed.

N. Step 14: Remove the locks and energy-isolating devices.

O. Step 15: In conjunction with Client representatives, restore power and verify safe operating conditions.

P. Step 16: Return locks to designated representative.

DATE: PREPARED BY (NAME & TELEPHONE):	CONTRACTOR:
EQUIPMENT OR SYSTEM AND LOCATION:	
TIME AND DURATION OF LOCKOUT:	
PURPOSE AND SCOPE OF WORK:	
ALL SOURCES OF STORED ENERGY:	
REPRESENTATIVE/TITLE:	DATE:
REPRESENTATIVE/TITLE:	DATE:

LOCKOUT/TAGOUT PLAN

LOCKOUT PROCEDURE

- Obtain proper Client approval of plan, purpose, and scope of work.
- Review Lockout/Tag out Policy and Procedure.

- Instruct authorized employees of Lockout/Tag out Policy and Procedures and this plan.
- Notify all affected employees and client representatives of lockout and reason.
- In conjunction with Client shut down the equipment or system using normal shut down procedures.
- Isolate the equipment or system by operating the switch, valve or other energy isolation device.
- Secure each energy isolating device with a lock and tag for each person working on the equipment or system.
- Block, bleed down or otherwise control all stored energy.
- Verify that isolation and de-energization has been accomplished by attempting to operate the equipment or system. Return controls to the off position

RELEASE FROM LOCKOUT

- Prior to start-up, check the equipment or system to ensure it is in safe operating condition.
- Notify all affected employees and Client representatives that lockout is being removed.
- Remove the locks and energy-isolating devices.
- In conjunction with client representatives restore power sources and verify safe operating conditions.
- Return locks to the designated representative.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

CONFINED SPACE PROGRAM 29 CFR 1910.134

I. PURPOSE
   A. To establish guidelines for the safe entry into confined spaces.

II. OBJECTNES
   A. Prevent injuries and illnesses due to workers entering a permit-required confined space that contains a hazardous atmosphere and / or other recognized hazards.

B. Comply with the laws and requirements of all applicable Regulatory Agencies.

III. PROCEDURES

1. A confined space area is defined as:
2. An area that has limited or restricted openings for entry.
3. An area not normally intended for employee occupancy.
4. An area that does not have good natural ventilation.

B. It is also important to remember that a space may be safe to enter initially. The space can become a confined and hazardous area if work involving coating applications or use of toxic or inert gases is being performed.

C. In areas that appear to qualify as a confined space, the absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.

D. All confined spaces, permit-required and non-permit, at minimum shall be tested first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors prior to entry. Atmospheric monitoring for the duration of the activity if also required.

E. 3B Builders personnel shall perform a function test ("field calibration") on the atmospheric monitoring instrumentation immediately prior to use to ensure proper working condition.

F. 3B Builders have developed a confined space entry plan form. This form must be complete by an individual qualified to work in confined spaces. The form also is signed by the 3B Builders project superintendent prior to any work being performed on the project.

G. Inspections shall be performed on all equipment prior to use to ensure proper working conditions.

H. 3B Builders personnel or subcontractors making a confined space entry shall follow the procedures established in "Rescue of Personnel in Confined Spaces at UNM/NM", (Attachment D).

I. A "Confined Space Permit Sign In/Sign Out Sheet" (Attachment E), shall be used to maintain an accurate, real time tracking of entrants for emergency response

J. 3B Builders chemical use plan must be filled out by any contractor intending to use chemicals that may create a hazardous atmosphere.

K. The plan must be signed by the 3B Builders project superintendent prior to work being performed on the project.

L. Lockout procedures will apply to any confined space entry that is associated with any system that can become live if it is not locked out.

M. Questions, doubts and stop work requests regarding confined spaces should be immediately referred to the 3B Builders project superintendent and work will stop immediately pending review.

IV. CONFINED SPACE ENTRY

A. The purpose of the confined space entry is to:
   1. Identify confine space work areas.
   2. Identify potential hazards associated with the confined space work.
   3. Ensure appropriate preparation of the confined space.
   4. Establish adequate control of the confined space.

The procedures, practices and equipment requirements for confined space entries apply to all persons who could be involved in a confined space entry job.

(In questionable areas that appear to qualify as a confined space, the absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.)

B. Scope applies to all 3B Builder employees and subcontractor personnel

C. When Required:
   1. A confined space entry permit is required before a confined space is entered by any 3B Builder or subcontractor employee. In the event our Client provides the permit and it meets or exceeds the requirements in this document, this permit use is acceptable. Entry occurs as soon as any part of the employee's body breaks the plane of an opening into the confined space, whether the individual intends to fully enter the space or not. Entry also includes any ensuing work performed in the confined space.

   2. A confined space is defined as a space which:
      a. Is large enough and configured that an employee can enter with his/her whole body and perform assigned work.
      b. Has limited or restricted means for entry or exit.
      c. Is not designed for continuous employee occupancy.

   3. Examples of confined space include tanks, vessels, vessel skirts, vaults, pits, storage bins, hoppers, excavations, tunnels, cooling towers, scrubbers, air handlers, sumps and elevation shafts.

V. CONFINED SPACE ENTRY TYPES

A. There are two types of confined space -non permit required confined space and permit required confined space.

1. Non-permit-required confined space entry:

2. Definition: a non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm

3. Entry requirements: non-permit confined space entry contains the following requirements that must be followed on any confined space entry. The project safety officer and craft supervisor shall:

   a. Identify all potential hazards.
   b. Evaluate the confined space atmosphere at the time of entry. The space shall be tested first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors prior to entry.
   c. Atmospheric monitoring for the duration of the activity will also be conducted.
   d. Identify the isolation methods to be utilized.
   e. Identify rescue air and rescue methods.
   f. Verify ventilation equipment needed to obtain entry
   g. Ensure that standby attendants are in constant communication with all employees inside the confined space.

B. Permit required confined space 3B Builders will comply with the provision of 29 CFR 191O.146 for access into permit-required confined spaces along with the provisions of UNM.
   1. Definition: a permit-required confined space means any confined space that has one or more of the following characteristics:

      a. Hazardous Atmosphere:

         (1) The space contains or has the potential to contain a hazardous atmosphere.

         (2) Hazard atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (i.e., escape unaided from a permit space), injury or acute illness from one or more of the following causes:

            (a) Flammable gas, vapor or mist in excess of 10 percent of its lower explosive/flammable limit (LEL).

(b) Airborne combustible dust at a concentration, which obscures vision at a distance of 5 feet.

(c) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.

(d) Atmospheric concentration of any substance for which dose or permissible exposure limit is published which could result in employee exposure in excess of its dose or permissible exposure limit.

(e) Any other atmospheric condition that is immediately dangerous to life or health (IDLH).

b. Engulfment Potential:

(1) The space contains a material that has the potential for engulfing the entrant.

(2) Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

c. Internal configuration: The space has an internal configurations such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.

d. Job-introduced hazards: a job inside the confined space involves:

(1) Welding, cutting, grinding, hot riveting, burning, heating, or the introduction of sources of ignition within the confined space.

(2) The use of flammable or toxic cleaning solutions.

e. Other serious hazards: The space contains any other recognized serious safety or health hazard.

2. Entry requirements: entry into a permit-required confined space must meet all the requirements listed under non-permit-required confined space entry

plus the following additional requirements due to the higher hazard potential:

a. If the potential for hazardous atmosphere exists, continuously monitor the atmosphere of the confined space.
b. Develop and document a rescue plan and review it with all employees involved in the job.
c. Rescue of Personnel in Confined Spaces at UNM

(1) 3B Builders personnel making a confined space entry shall follow the procedures established in "Rescue of Personnel in Confined Spaces (Attachment D).

(3) To facilitate non-entry rescues, "3 *is* 5 employees shall wear a full body harness with a retrieval line attached at the center of the entrant's back near shoulder level or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if it can be demonstrated that the use of a full body harness is not feasible or creates a greater hazard and the use of wristlets is the safest and most effective alternative. The use of body belts will not be allowed by any 3B Builder personnel or subcontractor personnel in a confined space.

Note: Standby attendants may serve as rescuers if they are trained yearly on permit space rescues by simulating rescue operations and have been trained in basic first aid including CPR and are replaced by a competent observer before attempting rescue.

d. Ensure communication methods are in place to summon the rescue service in the event an emergency rescue is needed.

3. Duration:

a. Specify the maximum duration of the confined space work on the confined space entry permit (one work shift). The confined space entry permit is valid only for the maximum specified duration of the work as long as it is continuous. Terminate the permit when the work has been completed. The specified duration is not allowed to extend beyond the time required to do the job(s) specified on the permit.

b. If at any time during the job conditions which could affect the safety of the entrants are altered form those originally planned, then fully approve and issue a new permit before the work is started again. If emergency conditions develop in the area of the job, the entrants must immediately

exit the confined space and the permit must be terminated as soon as the entrants are out. Fully approve and issue a new confined space entry permit before the work is started again.

c. The confined space entry permit becomes invalid when any participant in the job request that the permit be renewed.

4. Written approvals: The designated craft supervisor, assigned standby attendant, safety department representative, and all employees entering the confined space shall sign the confined space entry log.

5. Responsibilities:

a. Craft supervisor and designated departments: Craft supervisors responsible for confined space entries must complete the confined space entry program training course prior to assuming any duties as entry supervisors. Craft supervisors are responsible for the following:

(1) Isolate the confined space: Take appropriate steps to effectively isolate the confined prior to approval of the confined space entry permit. Isolate the confined space by either blinding or removing all inlet and outlet piping.

(a) Blinding: Ensure that the design, material, or construction and installation of the blind is satisfactory for the normal service of the equipment being blinded. Blinds must be capable of withstanding the maximum possible pressure, which may be seen by the pipe, line, or duct, with no leakage past the blind. Always install blinds in the flange(s) nearest the confined space being isolated.

(b) Removal of piping from the confined space: disconnect the piping system in such a manner that the contents of the pipe will not be introduced into the confined space in the event of an accidental discharge. If removal of the piping does not eliminate this possibility or if an accidental discharge could create a potentially hazardous condition, blind the open-ended line.

b. Disconnect energy sources:

(1) If the confined space to be entered is equipped with and electrical, nuclear, or other energy source, the confined space entry permit must meet all the requirements of the site's lockout/tag out program.

(2) If the confined space to be entered is equipped with internal moving equipment, such as stirrers, agitators, pulverizes, fans, pressure locks, etc., disconnect or block the drive in addition to locking out power supplies.

c. Guard openings:

(1) Guard each opened confined space against unauthorized entry (whether the space is normally open or is physically opened such that entry is possible) by one of the following methods. These guards must be in place whether the space is intended to be entered or not.

(a) Post a sign at all openings which read "Danger Permit Required Confined Space-Do Not Enter."

(b) Station a standby attendant at each opening through which entry is possible and direct the attendant(s) to prevent unauthorized entry. The attendant(s) for the entire time the confined space is open not just while authorized entry is in progress. These attendants must have completed confined space entry program training that will certify them as confined space entry attendants.

(2) Ensure standby attendants barricade or otherwise guard all openings into the confined space such that employees cannot accidentally fall through the opening and to ensure external objects cannot fall into the space and injure the entrants.

d. Material Safety Data Sheets (MSDS): Promptly provide copies of any applicable MSDS to the rescue team if an entrant suffers from a chemical exposure related injury or illness.

e. Entry permits:

(1) Determine that the entry permit contains all the required information, all the required approvals, and that the necessary plans and equipment for safe entry are in effect before signing the permit and authorizing the entry.

(2) Determine, at appropriate intervals, that entry operations remain consistent with their terms of the confined space entry permit and that acceptable entry conditions are present. It is the duty of the craft supervisor to cancel the entry authorization and terminate entry whenever acceptable entry conditions are not present.

(3) Ensure that the complete permit is posted at the confined space entry point and that all required attachments are affixed to the permit.

(4) The permit shall include the following information:

a. Specific location of the confined space

b. Identification of the individual or personnel serving as the Entry Supervisor, Entrant, Attendant, and Atmospheric Monitor

c. Identification of Competent Person

d. Identification of communication equipment used to contact emergency personnel and the means used to communicate between the Entrant and the Attendant.

e. Identification of retrieval equipment and specific conditions of use.

f. Method used to coordinate entry operations with any additional contractors who will be working in or near a permit space.

g. Method used to communicate the discovery of any hazards encountered in the permit space during operations.

f. Cancel or terminate entry permit:

(1) Require the entrants to exit the confined space and cancel the permit if emergency conditions develop in the area of the job. Once a permit has been canceled, a new permit must be issued before the space can be reentered. Conditions that lead to the emergency must be

identified and eliminated or controlled prior to issuing the new permit.

g. Unauthorized entry:

(1) Take the necessary measures to prevent unauthorized personnel from the confined space.

(2) Remove unauthorized entrants if unauthorized entry occurs. Any person making an unauthorized entry will be subject to immediate removal from the project.

h. Rescue: If the confined space is a permit-required confined space, verify that the rescue services are available and ensure all personnel are aware of these services, according to "Rescue of Personnel in Confined (Attachment D)

i. Training: Ensure all members involved with the job have been properly trained to perform their duties.

j. Procedures: Establish specific procedures for coordinating work and communication between all groups entering the confined space, including contractors.

k. Hazards: Know and recognize potential permit space hazards and monitor activities outside the permit spaces to determine if it is safe for entrants to remain in the space. This shall be monitored in conjunction with the assigned standby attendant.

6. Craft Supervisor / Safety Supervisor are responsible for the following:

a. Confirmation testing prior to entry:

(1) The craft supervisor will test the atmosphere of the space with a calibrated, direct reading instrument for oxygen content (19.5 percent), flammable vapors (0 percent), carbon monoxide (0 ppm), and any other potential contaminant or condition identified by operations. These readings must be in the following ranges or the confined space entry permit will not be approved:

	Ventilation On	Ventilation Off
Oxygen	<19.5 %	19.5 to 23.5 percent
Explosives/Flammables	0 percent	Less than 10 percent
(LEL/LFL)		LEL/LFL
Carbon Monoxide	0 ppm	0 ppm
(CO)		
Other Substances	Less than PEL	Less than PEL

- LEL: Lower Explosive Limit
- LFL: Lower Flammable Limit
- PPM: Part Per Million
- PEL: Pern1issible Exposure Limit

(2) Perform this test no more than 30 minutes prior to confined space entry and include the highest and lowest points within the confined space to detect different concentrations, which could be cause by layering. Points within the confined space, to detect different concentrations, which could be caused by layering.

(3) Record the results of all test performed in the appropriate spaces on the confined space entry permit, along with the time the tests were performed and the name(s) of the person(s) performing the test.

b. Permit approval/certification of conditions: control all hazards in the confined space before the confined space entry permit is approved. If, with the ventilation equipment running the oxygen content is not 19.5 percent or there are flammable vapors in excess of 0 percent LELILFL, or IDLH atmosphere is detected, the permit will not be approved.

(1) For concentration below the PELs or other recognized limits, respiratory protection and other personal protective equipment may be used as desired for comfort.

(2) For concentrations at or above the established PELs or their recognized limits, PPE, which will fully protect the entrant, is required. If a fault develops in the PPE in use, the affected person(s) must evacuate the confined space immediately.

c. Intermittent testing:

(1) Perform a review of the confined space entry permit at regular intervals, not to exceed 8 hours maximum time lapse, to determine that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are present. This review process includes, but is not limited to, retesting the atmosphere within the confined space.

(2) A standby attendant must be stationed outside of the confined space and must remain at the station at all times during the entry operations. Employees who work as standby attendants must complete the required confined space training qualifications to perform the duties listed below.

d. Monitoring:

(1) Monitor the entry and exit of entrants and continuously maintain an accurate count of all persons in the space. Use the confined space entry log for this purpose, or Attachment E, "Confined Space Permit Sign In/Sign Out Sheet".

(2) Monitor the atmosphere within the confined space. The atmosphere must be manually tested for oxygen concentration, percent LEL/LFL, CO and any contaminant chemical which have the potential for being present. Perform test on a frequency agreed upon by the safety representative and crafts supervisor. If the potential for a hazardous atmosphere exist, use continuous monitors with direct readout and audiovisual alarms for the detection of oxygen concentration, percent LFL, and carbon monoxide. Write the results of each test, the name of the tester, and the time the test was performed on the back of the permit.

f. Communications: Maintain effective and continuous communication with authorized entrants during entrant operations.

g. Evacuation: Order the authorized entrants to evacuate the permit space immediately whenever any of the following occur:

(1) The attendant observes a condition, which is not allowed in the entry permit or detects behaviors of the entrants, which could be attributed to hazard exposures.

(2) The attendant detects a situation outside the permit space or within the permit space which could endanger the entrants.

(3) The attendant must leave the workstation.

7. Authorized personnel:
   a. Rescue:

(1) Activate the emergency rescue plan a soon as it is determined that authorized entrants need to escape from permit space hazards. This includes summoning the rescue service; when a confined space entrant requires rescue assistance in exiting the confined space.

(2) Establish and maintain direct communication capable of summoning emergency rescue responders. If emergency rescue of an entrant(s) required, summon help by requesting:

(a) State building number
(b) State confined space identity (Tank 10, etc.)
(c) State need for request (man down, person trapped, etc.)

(3) DO NOT ENTER the permit space to attempt to rescue of entrants. Properly use any rescue equipment provided and perform any other assigned rescue and emergency duties without entering the permit space.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 HAMILTON LANE
BOSQUE FARMS, NM 87068

ACCIDENT/INCIDENT INVESTIGATION PROCEDURE

I. PURPOSE

A. To state 3B Builders requirements for accident/incident investigation.

II. MAIN POINTS FOR A THROUGH INVESTIGATION

A. The five main points for an accident/incident investigation are:

1. Aid the injured
2. Secure the accident scene
3. Perform a factual investigation
4. Interview witnesses and re-interview (if necessary).
5. Find the factual and root causes and take corrective action.

III. INCIDENT REPORTING PROCEDURE

A. For life-threatening injuries or illnesses, immediately call for medical assistance by Dialing 911

B. Accompany any employee receiving electrical shock for immediate medical Attention to a medical facility during standard work hours, no matter how minor The shock appears. For non-standard work hours, seek medical attention in Off-Site facility. Contact Matthew Budagher immediately after transporting the individual to a Medical facility.

C. 3B Builders employee witnessing or discovering the accident, regardless of the Severity, is to immediately notify the supervising manager and 3B Builders Safety Manager along with the clients emergency number. This must be done for all Accidents/incidents regardless of the severity or if it seems to have already been resolved. The following must be provided:

1. Your name
2. Type of emergency
3. Location (Building/Floor/Pole Number/Bay/Chase)
4. Phone number

5. Other information as requested

STAY ON THE LINE UNTIL DISMISSED

D. Transport personnel with non-life threatening injuries or illnesses that require medical attention to identified medical facilities. Medical care is provided through Presbyterian Medical at these facilities:

9.4.1 Emergency: 1100 Central SE, ABQ, 841-111

9.4.2 Emergency: Presbyterian Kaseman Hospital 8300 Constitution NE, ABQ 291-2121

9.4.3 Occupational Medicine Clinic 5901 Harper NE, ABQ 823-8450

9.4.6 3436 Isleta SW, ABQ 462-7777

C. 3B Builder employees or crew Foreman is then to notify supervising manager and Safety Manager.

D. 3B Builders Supervising Manager or, in his absence the crew Foreman, is to notify the Client/Project Manager.

a. Serious or life-threatening accident or illness: notify Matthew Budagher immediately after taking emergency action.

E. Accident Scene Preservation: Personnel on the site shall make every effort to preserve accident scene until Safety Engineer, arrives on site to assume control of the area.

F. Cooperate with and assist in any investigation/corrective action. Write up all reports that are necessary, i.e., Accident/Incident Investigation Report, (see example next page), etc.

G. Participate in Accident/Incident investigation.

H. Participate in Lessons Learned meeting.

I. Communicate Lessons Learned with others.

IV. EMERGENCY CONTACTS

A. 3B Builders Emergency Contacts:

a. Safety Manager: Matthew Budagher (505) 553-0544

b. Construction Manager: Matthew Budagher (505) 553-0544

c. President of 3B Builders: Jim Bruhn (505) 450-5099

B. Each new project must develop an "Emergency Medical Plan," clearly designating local emergency numbers and locations.

C. Medical and non-medical emergency telephone numbers shall be posted conspicuously at the Project Site. All employees will be aware of medical and non-medical emergency telephone numbers and the process for reporting all incidents.

I. Description of Accident/Incident:

Person(s) Involved in Accident/Incident:

Date/Time of Accident/Incident:

Project:

Type of Accident/Incident:

Location of Accident/Incident:

Investigation Participants:

II. Treatment Given:

III. Nature and Extent of Injury:

IV. Contributing Factors:

V. Root Cause Summary:

VI. Corrective Action Taken:

Signature:_____

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

TOOL SAFETY PROGRAM

I. PURPOSE

A. To establish minimum standards for tool safety.

II. GENERAL

A. It is the intent of 3B Builders that only trained and authorized employees are to operate machinery or equipment at any time. This policy is applicable to both daily operators and those who occasionally have cause to use machinery or equipment. Before work begins each employee must fill out the Tool Safety Checklist (attached).

B. Any extension cords shall be free of cuts and exposed conductors. Cord caps and receptacle replacements shall be made with approved materials rated for conductors. 3B Builders will provide GFCI protection for extension cords, between power source and the employee.

III. PRE-OPERATION PROCEDURES

A. Any machine part, function, or process, which may cause injury, must be guarded. Ensure that all permanent guards are securely attached in good working order and all removable guards are in place on the machine or equipment before starting use. Guards must meet these minimum general requirements:

- Prevent contact -The guard must prevent hands, arms, or any part of your body or clothing from making contact with dangerous moving parts.

- Secure -Guards should not be easy to remove or alter. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the machine.

- Protect from falling objects -The guard should ensure that no objects can fall into moving parts.

B. If a guard is defective, damaged, or in any way does not meet the requirements of these procedures, do not use the machine, but immediately notify your supervisor and the Safety Manager.

C. Ensure that your work area is well-lit, dry, and clean before beginning work. Sawdust, paper, and oily rags are a fire hazard and can damage your machinery and equipment.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

INSPECTIONS/HOUSEKEEPING

I. PURPOSE

A. To establish a plan to achieve and maintain a site environment that meets defined standards for cleanliness, orderliness, painting, ventilation, and lighting. Housekeeping is an important issue on our projects.

II. OBJECTIVES

A. To control environmental, health, safety, and fire hazards.

B. To increase construction efficiency and improve safety and quality.

C. To improve employee morale.

D. To enhance customer and public relations.

III. PROCEDURE

A. A neat, clean job reflects directly on the workmanship of the employees and the contractor. Many times it is the first thing a person will observe on our job. This creates a lasting impression.

B. We are a service-oriented business. If the people we are working for observe that our projects are in disarray, it reflects directly on our ability as a contractor. We cannot afford this.

C. Good housekeeping directly affects safety, quality, and production.

D. It is the responsibilities of every worker on the job to keep his/her work area neat, clean, and organized. When this happens, every employee has a safe area in which to work. Never rely on laborers or others to maintain your work area.

E. Good housekeeping is especially critical in general access areas. Aisles, passageways, stairs, floor perimeters, and entrances to the job must be kept clear of debris and tripping hazards.

F. All floor and roof holes and/or openings must be securely covered and marked.

G. Guardrails systems with toe boards are required on all projects. Some projects may implement use of mesh screen materials incorporated into guardrail systems to control debris.

H. Loose materials should not be thrown off a floor or through an opening. Special precautions and approved methods must be used for moving loose materials. This includes use of trash chutes, skip boxes, barricading off areas, and posting safety monitors.

I. Each subcontractor will be responsible to control and remove any materials or debris created by work performed by their employees.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

EXCAVATING AND TRENCHING AND PENETRATION PROCEDURES 19

CFR 1910.15

Excavation Procedures

One of the preventable hazards of construction work is the danger of trench cave-ins. Yet every year in the U.S., there are an estimated 75 to 200 deaths and more than 1,000 lost workdays per year from trenching accidents. Other hazards associated with trenches include contact with numerous underground utilities, hazardous atmospheres, water accumulation, and collapse of adjacent structures. For these reasons, we have written Excavation Procedures for both our daily and occasional excavation workers. It is the policy at 313s to permit only trained and authorized personnel to create or work in excavations.

Administrative Duties

Our Safety Officer is responsible for developing and maintaining the written Excavation Procedures. These procedures are kept at the following location(s): main office/site office.

Our Excavation Procedures are administered under the direction of our competent person. The following employee(s) is considered a competent person(s) for our company: Superintendents/Foremen. Our competent person inspects excavations daily and during poor weather.

Before Excavating

Before any employee or subcontractor of this company begins excavating, follow the steps below:

1. Obtain an excavation permit from the Construction observer prior to start of the following activities:
    a. Digging, saw cutting, drilling, coring, or trenching into soil, concrete sidewalks, or asphalt to a depth greater than twelve inches.

    b. Excavation of soil beneath concrete sidewalks, slabs, or asphalt to a depth greater than 2 inches.

    c. Excavation into subsurface soil in buildings beneath the slab.
    d. Scraping, blading, or excavation of any area previously undisturbed or that appears to be undisturbed, such as areas covered by native vegetation and blading or improvements to previously unimproved roads or paths.

2. Area to be excavated shall be shown on drawing, and identified in the field using white paint. Submit permit requests to the Construction Observer no more than 14 days and no less than 6 days prior to start of excavation.

3. Excavation permit process involves environmental, cultural, and ecological site review to determine if environmental site impacts will occur due to activities related to performance of work.

4. Permits are task-specific. Confine excavation activities to those areas identified on the permit.

5. Contact the utility companies or property owners and ask the companies or owners to find the exact location of the underground installations in the area.

6. If the utility companies or owners do not respond within 24 hours or the period established by law or ordinance, or if they cannot establish the location of the utility lines, the excavation may proceed with caution. In this situation, provide employees with detection equipment or other safe and acceptable means to locate utility installations.

7. Remove or adequately support the following objects (i.e., trees, rocks, and sidewalks) in the excavation area that could create a hazard to employees.

8. Using Appendix A to 29 CFR 1926, Subpart P, classify the type of soil and rock deposits at the site as either stable rock, Type A, Type B, or Type C soil.

9. Have the competent person choose the appropriate method for protective support systems, as necessary. See the Protective Support Systems section for the procedures he/she used for selecting this system.

Protective Support Systems

The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards. Protective system options include proper sloping or benching of the sides of the excavation; supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring; or placing a shield between the side of the excavation and the work area. 3B Builders has the following standard operating procedures regarding protective support systems for excavations, in accordance with safe practices and procedures and OSHA excavation regulations:

- If the excavation is made entirely of stable rock, then no protective system is necessary or used.

- If the excavation is less than 5 feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.

- If the excavation is less than or equal to 20 feet in depth, then *A competent person chooses the most practical design approach (that meets required performance criteria) for the particular circumstance, and/or

*A registered professional engineer designs all protective systems for use in the excavation.

Sloping

When sloping is used to protect against cave-ins, these options can be chosen for designing sloping systems:

1. If a soil classification is not made, then slope the sides of the excavation to an angle not steeper than one and one-half horizontal to one vertical (34 degrees). A slope of this gradation or less is considered safe for any type of soil.

2. Use Appendices A and B of29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for sloping systems. The soil type must be determined in order to use this option.

3. Use other tabulated data approved by a registered professional engineer.

4. Have an engineer design and approve the system to be used.

The competent person chooses the best option for sloping for the job at hand.

Benching

When benching is used to protect against cave-ins, these options can be chosen for designing benching systems:

*In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of3/4H: IV The support or shield system must extend at least 18 inches above the top of the vertical side.

*In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of IH: 1V.

*In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H: 1V.

*When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-l.4 of 29 CFR 1926, Subpart P

The competent person chooses the best option for sloping for the job at hand.

Support Systems, Shield Systems, and Other Protective Systems

General Requirements for Excavations

The following rules are to be followed at all times by all employees working on, in, or near excavations, as applicable:

- Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflectorized or high-visibility material.

* The competent person inspects the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards. Employees may not begin work until after being informed by the competent person that these inspections are complete.

*A warning system is used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation.

* Adequate protection is provided to protect employees from falling rock, soil, or other materials and equipment. Protection is provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

* Employees are not permitted under loads that are handled by lifting or digging equipment. Employees are not allowed to work in the excavation above other employees unless the lower level employees are adequately protected.

- While the excavation is open, underground installations are protected, supported, or removed as necessary to safeguard employees. Adjacent structures are supported to prevent possible collapse.

- Employees are not permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means are used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.

- Before an employee enters an excavation greater than 4 feet in depth, the competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist (i.e., excavations in landfill areas or excavations in areas where hazardous substances are stored nearby). Emergency

rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.

- Sufficient means for exiting excavations 4 feet deep or more are provided and are within 25 feet of lateral travel for employees.

- Guardrails are provided if there are walkways or bridges crossing over an excavation.

Training

Our Safety Officer will identify all new employees in the employee orientation program and make arrangements with management to schedule training. A designated training organization will conduct initial training and evaluation. This instructor has the necessary knowledge, training, and experience to train excavation workers.

During an excavation worker's initial training, the instructor(s) uses classroom instruction that includes these formats: Lecture, discussion, videotape, practical training.

You may contact our Safety Officer for a current copy of the training material and the course outline.

Training Certification

After an employee has completed the training program, our company keeps records certifying that each excavation worker has successfully completed excavation training. The certificate includes the name of the worker, the date(s) of the training, and the signature of the person who did the training. The Safety Officer is responsible for keeping a copy of all training certification records. Under no circumstances shall an employee create or work in an excavation until he/she has successfully completed this company's excavation training program. This includes all new excavation workers regardless of claimed previous experience.

Penetration Permits

1. Obtain a permit from the Construction Observer prior to the start of the following activities:

    a. Penetration into concrete slabs, floors, ceilings, roofs, or walls greater than 2 inches (50mm) in depth (does not include pre-cast concrete).

    b. Penetration into underground concrete duct banks.

    c. Penetrations where a site investigation cannot identify possible hidden hazards.

2. Area to be penetrated shall be shown on drawing. Submit permit requests to the Construction Observer no more than 14 days and no less than 6 days prior to start of penetration.

3. Permits are task-specific. Confine penetrations to those areas identified on the permit.

3B Builders Inc.

Scheduling

SCHEDULING

FOR

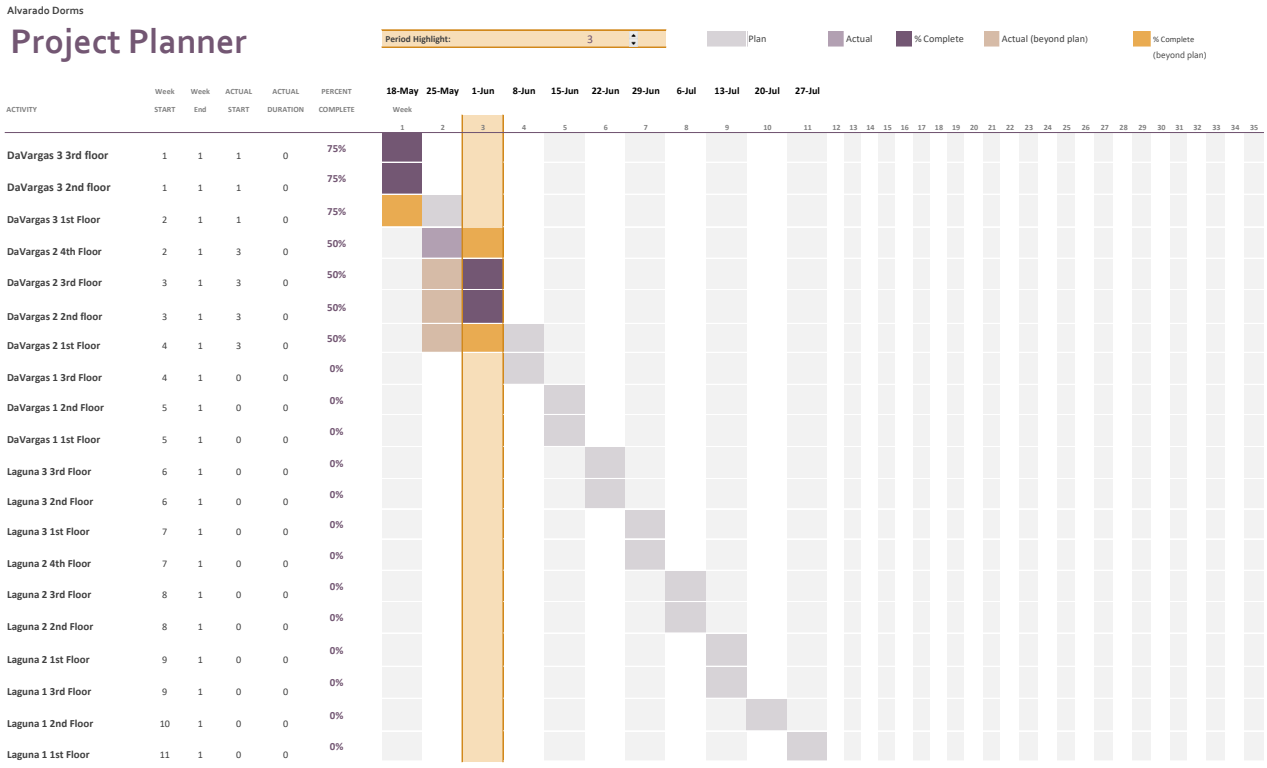
3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

SCHEDULING FORMATS AND RELIABILITIES

SCHEDULING FORMATS

3B Builders has had experience in a variety of successful scheduling formats and is capable of utilizing any of the scheduling formats required. An example of a preferred scheduling format utilized on a current project is primarily used:



*Note: This type of schedule is provided when required. A request of alternative formatting will need to be requested and at that time provided.

RELIABILITY

As a preferred contractor of many different associations, 3B Builders has yet to miss a schedule which scope of work was not altered and in many cases met a schedule where scope of work had been altered. We at 3B Builders try to flex to our customers scheduling needs. We will work outside of regular scheduled working hours to meet our customers' needs as possible. If schedule falls too far behind 3B Builders has worked well with preferred contractors of the same association to complete the needs of the customer. Our employees and staff are committed to our customers and associations goals. We will do everything within our abilities to ensure success on both sides.

3B Builders Inc.

LEED

LEED PROJECT GUIDELINES
FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

LEED Construction Phase Tracking Guidelines

I. General

1) Tracking, documentation and proper approval processes for materials on a project are mandatory procedures required in order to have a successful LEED Project. The following LEED Project organizational structure created by 3B Builders is intended to enhance and simplify the communication paths and documentation processes necessary to attain success. The following key LEED individuals are designated as the primary contacts for all LEED

related responsibilities: [Note: It is assumed in this document that the A/E is also the LEED Administrator.]

i) [A/E]: **(Matthew Budagher 505-553-0544)**
ii) [CM] **(Construction Manager or Lead Contractor): (Jim Bruhn 505-450-5099)**

2) All documentation described below will be distributed via the following channels:

i) [CM] will provide [A/E] with all documentation listed below to distribute.
ii) [A/E] will distribute the appropriate documents to any others required. All review comments will be returned to [A/E] for final review and approval. [A/E] will then transmit these to [CM] for distribution to the construction team.

II. LEED Material Submittals – Establish Acceptance and Formal Submittal Approvals

a) The following is a recommended procedural path for the LEED Submittal Process:

i) ALL LEED Submittals shall be identified as "separate from and in addition to other submittals"; that is, the LEED submittals shall be a separate file within the standard product submittal.

ii) The LEED Submittals should contain ONLY the data that backs up the LEED qualification. [NOTE: This is necessary because of how these items are saved and submitted for GBCI (Green Business Certification Inc.) review.]

iii) The Project Manual shall contain the "Material Content Form" and the "IAQ (Indoor Air Quality) Verification Forms", established by [A/E], and shall be used as the "cover sheets" for the LEED portions of the submittals.

iv) [CM] will distribute all Submittals. The following is a preliminary list of "minimum" distribution participants:

1. [A/E] will review all product submittals. [A/E] shall be responsible for distribution of these product submittals to the Design Team as follows:

a. [A/E] will review LEED submittals for meeting the specifications.
b. [A/E] will review LEED submittals for completeness and accuracy of supporting data

v) **LEED Material Submittals** shall appear on the [CM] Submittal Schedule

1. Discuss options for this item but they need to appear on the master RFI/ Submittal Log that customer reviews weekly.

III. LEED Action Plan

a. In order to avoid confusion regarding what is required for the LEED Action Plan, we propose the following to meet the intent of attaining a successful LEED Project as efficiently as possible. Provide the following to meet the requirements for the LEED Action Plan:

i. LEED Schedule of Values

1. A LEED Schedule of Values (SOV) is required: It is imperative that [CM] supplies this information using budget values to the [A/E] so that the [A/E] and customer have an idea of where the materials points stand. If it does not happen until after construction is completed, anything needed to adjust materials or products to save LEED points will become potential change orders which could be even more problematic. [Note: The failure to keep track of these values is the most common issue with points dropping off project goals over time.]

iii) LEED Contractor Progress Reports

1. There is not a single Progress Report formatted for this purpose, but Reports are required and should be included as part of the Payment Application. [CM] and the Subcontractors to agree on forms

2. **Materials & Resources**: The periodic LEED SOV's will supply the material values [A/E] needs to verify the progress on the LEED MR 4, 5, 6, and 7 credits
3. **Construction Waste and Diversion Reports** (Monthly) are needed for the construction and demolition waste as well as materials diverted in other ways. This shall be [CM] responsibility and goes along with the Payment Application process. [CM] shall present a proposed procedural process for these Reports. Consensus on this procedure must be established before the start of construction / demolition; document diversion in meeting minutes, and submit to the LEED participants on this project.

    a. **Coordination of Demolition and Salvage** within the project LEED boundary
    b. **Coordination of owner-diverted materials** – use the owner provided LEED Diversion Log
    c. [CM] will assemble and report the results of the collective activities

4. **IAQ Management Plan** on which the IAQ Reports are based should be created by [CM] and approved by the above stakeholders so the project can avoid unnecessary additional costs related to this issue.

5. **IAQ Management Reports** are required in the Project Manual and by LEED. [CM] shall insure that the IAQ process is executed as outlined in the Project Manual for Monitoring of the IAQ Plan; reference Section 01 73 20, paragraph XXX.
    a. These go into effect in areas as they become dried-in, but apply to adhesives and coatings used inside the envelope even before the areas are weather tight. The [A/E] shall monitor the IAQ process.

IV. Project Progress Meetings

a**. OAM Meeting** (Owner/Architect/Construction Manager - Job Progress): Include the required LEED Progress Reports in Pay Application discussions; this would include the LEED SOV updates, Construction Waste Reports, IAQ Reports when applicable.

b. **RFI/Submittal Progress Reviews:** LEED Materials Submittals shall be included as line items and prioritized.

c. **Construction Meetings:** [CM] shall include reminders about LEED issues as a bullet point on the standard agenda (similar to reports and reminders about Safety).

3B Builders Inc.

Value Engineering

VALUE ENGINEERING

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

What is Value Engineering? And why its important to 3B Builders?

Value Engineering (VE) is an organized/systematic approach directed at analyzing the function of systems, equipment, facilities, services, and supplies for the purpose of achieving their essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, and safety. The implementation of the VE process on a problem typically increases some combination of performance, reliability, quality, safety, durability, effectiveness, or other desirable characteristics.

Because “costs” are measurable, “cost reduction” is often thought of as the sole criterion for a VE application, and indeed, cost reduction is essential for both the bidding process and for any organizations primary goals. However, the real objective of VE is “value improvement,” and that may not result in an immediate cost reduction.

In fundamental terms, VE is an organized way of thinking or looking at an item or a process through a functional approach. It involves an objective appraisal of functions performed by parts, components, products, equipment, procedures, services, etc.— anything that costs money. VE is performed to eliminate or modify any element that significantly contributes to the overall cost without adding commensurate value to the overall function.

VE is not primarily centered on a specific category of the physical sciences; it incorporates available technologies, as well as the principles of economics and business management, into its procedures. When viewed as a management discipline, it uses the total resources available to an organization to achieve broad management objectives. Thus, VE is a systematic and creative approach for attaining a return on investment (ROI) by improving what the product or service does in relation to the money spent on it.

Value Engineering has two distinct components:

• An in-house effort where VE is performed by the organization itself. The organization is going have to be open to selective change for the VE to happen.
• An external effort where VE is performed by 3B Builders Inc.

Value Engineering is always available when you utilize 3B Builders Inc. If there is a tight budget or budget with special needs 3B Builders has been known for their value engineering and enabling customers to meet their project and budget needs.
Our value engineering starts local as it should. We do not stop at local, however, we utilize every avenue possible to help meet your project and organizations budget and goals.

Appendix B – Contractor's Statement of Qualification

1. ORGANIZATION

Name: 3B Builders Inc.

Address: 1770 Hamilton LN Bosque Farms, NM 87068

Principal Office: _____

[X] Corporation [ ] Partnership [ ] Sole Proprietorship [ ] Joint Venture
[ ] Other _____

a. How many years has your organization been in business as a contractor? 12

b. How many years has your organization been in business under its present business name?
12

c. Under what other or former names has your organization operated? NONE

d. Department of Work Force Solutions Contracting Registration # 03039120140518

Effective Dates:9/05/2019 to 9/05/2025

2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:
James Bruhn / 3B Builders inc.

b. License Classification: GB License Code: 98

c. License Number: 352730

d. Issue Date: 7/30/2009 Expiration Date: 7/31/2025

e. Is the firm's contractor's license free of ever being suspended or revoked by the CID or by the appropriate licensing agency in any other state?
[X] Yes [ ] No (attach explanation)

f. Does your firm hold all applicable business licenses required by state and local law?
- License Number:FA0077094 Jurisdiction: City of Albuquerque

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

James D. Bruhn

Issue Date: 9/01/2007 Expiration Date: 7/31/2025

- License Number: Jurisdiction:

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

Issue Date:

- License Number:

Expiration Date:

Jurisdiction:

Name of License Holder, exactly as it appears on file with jurisdictional authorities.

Issue Date: Expiration Date:

g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number?
[X] Yes [ ] No

Resident Preference Number: L0562310096 Issue Date: 9/08/2008

Name of number holder, exactly as it appears on file with State Purchasing.

3B Builders Inc.

h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
[X] Yes [ ] No (attach explanation*)

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.
(1) Total number of current employees: 10
Project Managers 3
Estimators 3
Superintendents 3
Foremen 3
Tradesmen 4
Administration 3
Others

(2) Does your firm have the immediate capacity to perform the work required

for this project?

[X] Yes [ ] No

(3) What is the number and location of support centers, if applicable, and location of corporate offices?

_1770 Hamilton Ln Bosque Farms, NM 87068_____

(4) What was your annual construction volume over the last three (3) fiscal years?
$7,740,250

(5) What are your overall public sector sales, excluding Federal Government, for last three (3) years?
$7,740,250

(6) What is your strategy to increase market share in the public sector?
We already have approx.. $10,000,000 of work scheduled for the next 2 years

(7) What differentiates your company from competitors in the public sector?
We have and will go over and above to ensure best possible pricing for all materials and ensure we have explored every avenue of value engineering possible to ensure best outcome for Customers.

(8) Describe any green or environmental initiatives or policies.
We utilize recycling options for every job. If there is metal we use a metal recycle dumpster.. We recycle boxes and cardboard in recycle bins and explore avenues to ensure recycling efforts are made.

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms.
We have been in business for 15 years now and have made great rapport with as many vendors as possible to ensure good business all around. This gives us the option to utilize the best price for each material. We have accounts set up with all vendors we do business with to make project flow and lead times work in our best interest.

(10) If Contractor requires additional agreements with Participating Public Agencies, provide a copy of the proposed agreement herein.
NONE

4. SURETY

a. Firm's current surety company: Idemnity Insurors

Will this surety be used for the construction contract for this project? [X] Yes
[ ] No (attach explanation*)

Contact Agent: Jude Griego

Years utilizing this surety: 9 years Telephone: 5053691900

Maximum capacity: $$1,000,000.00

Aggregate Total of current surety in force: 0.00

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?

[X] Yes [ ] No (attach explanation*)

c. Is your firm free of having any construction contracts taken over by a surety for completion in the past five (5) years?
[X] Yes [ ] No (attach explanation*)

d. *Complete Attachment A* Provide a letter from your bonding company setting forth your company's available bonding capacity and availability and confirming that, if required, your company could provide labor and material payment bonds and performance bonds for certain projects up to the bonding capacity.

5. SAFETY

a. Does your firm have a written safety program compliant with current state regulations? [X] Yes [ ] No (attach explanation*)

(*NOTE: Selected contractor will be required to provide a copy of their firm's written safety program at the time of contracting.*)

b. Provide the Recordable Incident Rate for the past calendar year: 0.95

c. Is your firm free of committing serious or willful violations of federal or state safety laws as determined by a final non-appealable decision of a court or government agency?
[X] Yes [ ] No (attach explanation*)

d. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

6. INSURANCE & CLAIMS HISTORY

a. Is your firm free from any court judgments, pending litigation, arbitration and final agency decisions filed within the last five (5) years in a construction related matter in which the contractor, or any officer, is or was party?
[X] Yes [ ] No (attach explanation*)

b. Has your firm during the past five (5) years been free of a determination by a court of competent jurisdiction that it filed a false claim with any federal, state, or local government entity?
[X] Yes [ ] No (attach explanation*)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?
[X] Yes [ ] No (attach explanation*)

d. Provide a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits required in the RFP.

7. QUALITY ASSURANCE

a. Does your firm have a written Quality Assurance Program?
[X] Yes [ ] No (attach explanation*)

b. Provide a copy of your firm's written Quality Assurance Program.

8. PROJECT SCHEDULING

a. Has the firm been involved with a construction project within the past five (5) years, where the schedule was not met?
[ ] Yes [X] No

If yes, please explain

- Project 1 Name: __

  Reason for Delay: _

  _____

- Project 2 Name: __

  Reason for Delay: _

  _____

- Project 3 Name: __

  Reason for Delay: _

  _____

b. Has the firm been assessed liquidated damages due to scheduling for any project in the past five (5) years?
[ ] Yes [X] No If yes, please list project(s)

- Project 1 Name: _

  _____

- Project 2 Name: _

  _____

- Project 3 Name: _

  _____

9. LABOR CODE VIOLATIONS

a. Has your firm, during the past five (5) years, been free of any

determinations by a court or an administrative agency of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects?
[X] Yes [ ] No (attach explanation*)

b. Provide a requested notarized document certifying Affidavit of Non-Violation of Labor Codes.

c. Is the firm free of all sub-contractor Fair Practices Act violations for the past five (5) years?
[X] Yes [ ] No (attach explanation*)

10. VALUE STATEMENT

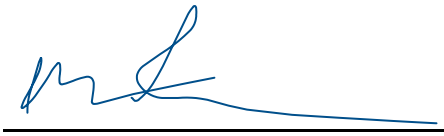
UNM places a strong emphasis on diversity, quality management and sustainable efforts and strives to utilize these practices in its everyday activities. Provide a copy your firm's statement of values by describing your firm's value system and note how you would demonstrate such practices on this project? Describe and demonstrate how such values will be applied to this contract.

11. CONTRACTOR'S COMMENTS

a. If you have selected any answers in the qualification statement that require further explanation. Please attach a separate page indicating the question number and proceed with the explanation. The attachment may also be used if necessary to further clarify any of the answers to the above qualification questions, by noting the question number and posting the clarification.

b. If you would like to provide additional information about your firm and/or proposal you may attach additional pages, however additional information will be limited to a maximum of fifteen (15) pages of text and/or photos, single-sided, excluding a single cover letter, title page, table of contents, dividers and covers. Materials should be limited to 8½" x 11" format.

The undersigned certifies that all of the qualification information submitted with this form is true and correct.

Signature of authorized representative 

Printed or typed name Matthew Budagher

Title Vice President

Date November 17, 2022

Company name 3B Builders Inc.

Address 1770 Hamilton Ln

City/State/Zip Bosque Farms, NM 87068

Telephone 505-450-5099 Fax

Email 3bbuilders@gmail.com

ATTACHMENTS INCLUDED – 12

Please check all attachments included in the Proposal

[ ] B Proof of Insurance
[ ] C Copy of Quality Assurance Program
[ ] D Affidavit of Non-Violation of Labor Codes
[ ] E Copy of Value Statement
[ ] F Clarifications, and Explanations
[ ] G Additional Information (Optional)

----------END OF **PRIMARY CONTRACTOR'S** QUALIFICATION STATEMENT ----------

3BBUILD-01 DTORRES

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
WAFD Insurance Group, Inc.	PHONE (A/C, No, Ext): (505) 369-1900	FAX (A/C, No): (505) 899-7014
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : United Fire & Casualty Company	13021
INSURED 3B Builders Inc. 1770 Hamilton Ln Bosque Farms, NM 87068	INSURER B : Builders Trust of New Mexico	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR			60511332	12/7/2021	12/7/2022	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY [X] PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			60511332	12/7/2021	12/7/2022	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY [X] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[X] PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A		WC1000006403	1/1/2022	1/1/2023	E.L. EACH ACCIDENT	$ 2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
University Of New Mexico 700 Lomas Blvd #2600 Albuquerque, NM 87131	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE M. Jule Drigo

3B Builders Inc.

Quality Assurance

3B Builders Quality Assurance Program was established in 2007 to increase our corporate awareness of quality in the workplace. To this end, management has adopted a Quality Statement which includes:

Heightened awareness of:

- 3B's Quality Standards
- Gaining endorsement of quality goals from our craftspeople
- Monitoring the quality control process through a multi-tiered approach
- Redefining the punch list and utilizing products that exceed industry standards

Safety

3B Builders Safety Program consists of the following:

- A full written Safety Program.
- A full written Lead Abatement Respiratory Program for applicable projects.
- All required postings on the job site to include proper warnings.
- A strict hard hat policy on all sites.
- Weekly Tool Box meetings with all trade foremen.
- Daily Safety inspections and weekly written checklists.
- Formal Safety Committee meetings on a monthly basis.
- Training sessions for all new hires in overall safety, including hazardous materials.
- A Job Site Safety Handbook - to include hearing, eye and fire protections procedures; and given to all employees with training session, along with employee certification.

Bonding

3B Builders has an on-going surety relationship with Westchester Fire Insurance Co. Currently bonding limits are $300,000 per project, with an aggregate program of $1.2 million.

Insurance

3B Builders has comprehensive general liability insurance and supports an excess umbrella liability policy in the amount of $2,000,000.
The value of limits covering Worker's Compensation insurance is in accordance with state statues. 3B Builders has no self-insurance programs in effect.

Affidavit of Non-Violation of Labor Codes

Name of Firm: 3B Builders Inc.

Address: **1835 Lomas BLVD NE Albuquerque NM 87106**

Project Reference: **ASAP Adolescent Counseling Center Clinic**

Request for Proposal No:

Affidavit of Non-violation of Labor Codes

To: The University of New Mexico

The undersigned officer of 3B Builders Inc. hereby states that 3B Builders Inc. has, during the past five years, been free of any determinations by a court or an administrative agency, of repeated or willful violations of laws and/or regulations pertaining to the payment of prevailing wages or employment of apprentices of public works projects.

Signature

9/30/2015
Date

Jim Bruhn
Name

President
Title

NOTARY

State of New Mexico)
County of Bernalillo)

Signed or attested before me on 30th by September 2015

Denise J Gordon

seal

My Commission Expires: 3-11-2018

3B Builders Inc.

Statement of Values

3B Builder's mission is to provide the highest-quality workmanship possible. We succeed at this because of the integrity of our subcontractors and staff, our commitment to a solid work ethic, and our passion for staying current with the newest innovations of our industry, with consideration for the environment.

3B Builders is a general contracting business incorporated in New Mexico in 2007. Our staff and crew bring years of experience to bear in residential and light commercial building and high-end renovations and additions. Currently, the company is involved in custom whole-dorm room renovation and remodels, in addition to new-home construction and commercial projects.

Typical projects are structured with one of the principals as the primary project manager. A working supervisor or foreman is on the job from start to finish and is responsible for the implementation of the design.

We've worked with our subcontractors for years because our relationships are built on trust and performance. Our employees have been chosen based on their ability and level of craftsmanship, as well as their personal qualities and values. We believe that having our own employees provides us with more immediate control over the direction and nature of the construction process.

Our pride and personal involvement in the work we perform result in superior quality and service. This attitude is also directly reflected in our employees' level of responsibility, professionalism and competency.

We intend to utilize our experience and involvement in any and all of our projects we obtain. Please consider us for your upcoming projects.

Jim Bruhn / President

Liberty Mutual
SURETY

Joe Kirmis
Bond Underwriter
Liberty Mutual Surety
20430 N. 19th Avenue, Suite 200
Phoenix, AZ 85027
Phone: 602-870-6651

November 17, 2022

To: University of New Mexico Purchasing Department
700 Lomas Blvd. NE #2600
Albuquerque, NM 87131

Re: 3B Builders

Dear Sir/Madam:

3B Builders is a current surety client of The Ohio Casualty Insurance Company/Liberty Mutual Surety. We have provided surety credit on their behalf since 2022.

Under advantageous circumstances of all parties involved, we could potentially approve a single bond amount of $300,000 and an aggregate program amount of $750,000 for this account.

This letter should not be construed as an agreement to provide a surety bond, but is offered as an indication of our current evaluation of 3B Builders . Any determination as to approval of a final bond for 3B Builders will be subject to review and approval of underwriting conditions (including the individual contract terms) that may exist at the time the bond is requested by 3B Builders. This letter does not constitute an assumption of liability. Any request for bonds is a matter between 3B Builders. and Surety, and we assume no liability to you or any third party if for any reason we do not execute said bond.

If we can provide any additional information, please do not hesitate to call upon us.

Sincerely,
Liberty Mutual Surety

Joseph M. Kirmis

Joe Kirmis
Bond Underwriter

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

This Safety Plan has been prepared and submitted in accordance with the contractual requirements for University of New Mexico, Albuquerque NM Operations.

TABLE OF CONTENTS

SHEDULING

LEED

Value Engineering

SAFETY / ACCIDENT PREVENTION POLICY

In all of its operations, 3B Builders Inc. is guided by an established accident prevention policy. This policy is based on a sincere desire to eliminate personal injuries, occupations illnesses, and damage to equipment and property. This policy is also established to protect those of the general public who may be in contact with or affected by the Company's activities.

All members of 3B's management and supervision are charged with the responsibility of preventing incidents of conditions that might lead to occupational injuries or illnesses. While the ultimate success of a safety and health program depends upon the full cooperation of each individual employee, it is management's responsibility to provide a safe environment in which to work. It is also management's responsibility to see that safety and health rules and procedures are adequate and enforced and to see that effective training and educational programs are employed to the best advantage.

Safety is never to be sacrificed for production. It must be considered an integral part of quality control, cost reduction and job efficiency. Every supervisor will be held accountable for the safety performance demonstrated by employees under his/her supervision.

A good safety record reflects the quality of management, supervision and the worker. It also serves to promote business, thereby contributing to the continuing growth and success of the Company.

Our policy is to accomplish work in the safest possible manner, consistent with good work practices. Management at every level is charged with the task of translating this policy into positive actions.

Jim Bruhn
3B Builders Inc.

DRUG POLICY

Employment is conditional on passing a drug/alcohol test. In case of an accident the employee will be required to submit to a drug/alcohol test and employee agrees to submit to such test.

3B Builders Inc.

SAFETY PLAN

1.0 INTRODUCTION

3B's is committed to providing a safe, healthful and injury free workplace for all its employees. This plan outlines the general program and rules that each employee must follow to fulfill this commitment. In addition to this program, 3B's has several specific procedures that may be required by Federal, State, or local regulations and specific site

requirements, 3B Builders Inc. employees are required to comply with this program and any other applicable plan at each site where 3B's has projects. 3B's will have a COMPETENT person on site at all times when required of the process of jobs at UNM as well as a Project Superintendent or delegate during active construction they will be responsible for communication and documenting hazards and mitigation as part of their job responsibilities.

EVENT REPORTING

At any time if a 3B employee or subcontractor becomes aware of a circumstance that would impact workers, the public, the environment or unplanned disruption of normal operations the circumstance must be reported. If the event could quickly become an emergency situation follow the "Emergency Action Plan" described below. If the circumstance is not an emergency Jim Bruhn, or Matthew Budagher will be notified by the appropriate personnel as soon as possible.

ACCIDENT REPORTING PROCUDURES

Our accident reporting procedures include the following:

All accidents, injuries, or illnesses, and equipment damage must be reported immediately to their foreman. The injured employee will fill out the "Notice Investigation" form. The foreman and the injured employee will fill out together the "Accident Investigation" form. 3B Builders will not conduct accident investigations in order to place blame or find fault. A fair investigation will identify the "Root Cause" that, if corrected, will prevent recurrence of the accident. When an accident has occurred, the accident area shall be undisturbed (as much as possible) until the investigation is conducted.

EMERGENCY ACTION:

Emergency Action for life threatening injuries or illnesses; immediately call for medical assistance by dialing 911 then contact Matthew Budagher (505) 553-0544

1. Post medical and non-medical emergency numbers conspicuously at Project site. Ensure that all employees are aware of medical and non-medical emergency numbers.
2. Transport personnel with non-life threatening injuries or illnesses that require medical attention to contractor's identified medical facility.
3. Electrical Shock: Accompany an employee receiving electrical shock for immediate attention to the SNL Medical facility during standard working hours, no matter how minor the shock appears. For non-standard working hours, seek medical attention in off-site facility.
4. Notification of Accidents, Injuries, or Illnesses: Verbal notification to SDR or SCO shall be performed as soon as possible. Submit SF2050P "Report of Occupational Injury/Illness" to SDR within 3 days.
    a. Non-Emergency Medical Incident: Notify SDR or SCO within 24 hours.

b. Serious or Life-Threatening Accident or Illness: Notify SDR or SCO after taking emergency action.

B. Substance Abuse and Testing: Use of drugs (including misuse of prescribed substances) or alcohol on site shall be grounds for removal of individual from work site, and may include other corrective actions.

ACCIDENT INVESTIGATION PROCEDURES

Thorough accident investigations will help the company determine why accidents occur, where they happen, and any trends that might be developing. Such identification is critical to preventing and controlling hazards and potential accidents. Our Safety Officer will conduct investigations.

2.0 SCOPE OF WORK

2.1 The following are scope of work operations at UNM

- Supporting UNM construction, renovation and operations and maintenance program by removing, replacing or installing new systems necessary to support operations in offices, light laboratories or support facilities.

- All work shall be performed in accordance with Federal, State, and local regulations along with UNM Construction Standard Specification Section 01065 "Environmental, Safety, and Health for Construction and Service Contracts."

- If the scope of work changes, new hazards may; result and therefore a Safety Plan Addendum will be submitted in the form of a modification or new Activity-Specific Safety Plan for acceptance by UNM before any of the new work commences.

2.2 Potential Hazards Associated with Contract Scope of Work:

- In the course of the contract scope of work, as stated above, 3B employees are continually trained to recognize potential hazards and mitigate them to minimize dangerous situations. The following are a list of potential hazards related to the contract scope of work:
    - Personal injury arising from cuts, strains, slip, and trips, pinch points, and equipment malfunction. These hazards are prevented by employee training, use of proper personal protective equipment, proper housekeeping and inspection of tools and equipment.
    - Falls from ladders or elevations. These hazards are prevented by employee training, use of personal protective equipment to

include fall protection gear, and inspection of ladders, equipment and gear.

- Chemical hazards, which include tasks such as refrigerant recovery, charging or checking refrigeration pressures. These hazards are prevented by employee training, specifically in hazard communication and the review of MSDS sheets, along with the use of proper personal protective equipment.
- Electrical shock or electrocution in checking circuits which feed the electrical equipment in its repair or replacement are additional hazards. These hazards are prevented by employee training in proper electrical procedures and lockout/tagout procedures along with the se of proper personal protective equipment and inspection of tools and equipment. Employees and contractors will abide by the electrical and lockout/tagout procedures established by UNM.
- Spark of Flame hazards exist, in repairing of replacing equipment. These hazards are prevented by employee training (fire extinguisher training, fire watch training), use of proper personal protective equipment, inspection of all equipment and tools along with proper UNM permits.
- Confined Space hazards, which can include tasks in repairing or replacing equipment. These hazards are prevented by employee training (Confined Space Entry), use of proper personal protective equipment, inspection of all equipment, along with air sample testing, entry permits, and confined space rescue preparation.

3.0 DOCUMENTS ON SITE AND WORK SITE IDENTIFICATION

Documents on site: 3B Builders will have the following documents and signage posted, according to ES&H 01065:

3.1 I shall provide and maintain a weather tight safety bulletin board in a visible location, not less than 3 feet by 5 feet in size. This bulletin shall be used only to post official announcements.

3.2 For projects over $50,000 the following documents and signage will also be posted:

- Equal Opportunity Posters
- Employment Standards
- Project Davis- Bacon Wage Decisions
- DOE Safety Posters
- 3B Accident Prevention
- Fire Prevention
- Emergency Phone Numbers
- First Aid Plan

- Reviewed Contract-Specific Safety Plan
- Hazard Identification signage and barricades
- Use flagging and tape barricades only for temporary (less than 24 hour) protection, unless otherwise accepted by SCO
- Use orange safety fencing or snow fencing around excavations and trenching (minimum 4 feet high and secured vertically every 10 feet).
- Signage in compliance with OSHA Regulations (29 CFR 1926 and 29 CFR 1910)
- Protect unattended sites with applicable signs and barricades at all times.
- Documentation at each Project Site:
- Project Plans, specifications, and work authorizations
- All required permits
- Contract-Specific Safety Plan
- Material Safety Data Sheets for on-site chemicals

4.0 SUSPENSION OF WORK/STOP WORK ORDERS

- All employees, contractors, and visitors have the responsibility and authority to suspend inappropriate of unsafe work activities when those activities present a clear and imminent danger to employees, contractors, visitors, the public, or the environment. Personnel may suspend activities they observe or in which they are a participant, if they believe the activity presents an imminent danger.
- Upon receiving a suspension of work request (oral or written) 3B Builders will immediately cease activity, and notify UNM. Obtain the name telephone number of the person requesting the suspension of work, and the reason for the suspension of work. Work shall not continue on that activity until the issue has been resolved by the following means:

4.2 A stop work order that affects the crew for a period greater than one (1) hour shall be followed by the issuance of a formal written Stop Work Order. The work may be restarted only with a written work release from UNM. This stop work order shall include:

a. Date and time when work was stopped.
b. Reason for work stoppage.
c. Requirements for 3B to resume work.
d. Date and time when UNM expects corrective actions to be completed, if required.

4.3 UNM shall provide a written work release that includes:

a. Reference to the Stop Work Order
b. Reason for work stoppage
c. Conditions for restart of activity
d. Specified date and time when work may resume

5.0 SAFETY MANAGER

5.1 Corporate Safety Manager: (Attachment Job Description) The Corporate Safety Manager, Matthew Budagher will administer 3B Builders overall safety program and will also serve as the Site Safety Manager for projects in New Mexico.

5.2 Site Safety Manager: (Attachment Job Description) 3B Builders will appoint a safety manager for each site employing 100 or more employees. At sites with less than 100 employees, the Project Manager or Senior Supervisor will have the additional duty as the Site Safety Manager unless this conflicts with contract requirements.

5.3 Single Point of Contact with UNM: Matthew Budagher (505) 553-0544 is the single point of contact for contractual purposes.

6.0 BASIC COMPONENTS OF THE SAFETY PROGRAM

6.1 Training

6.1.1 After hiring on, each employee will be required to attend a 3B Builders orientation. This orientation will include, and will not be limited to, employment conditions, safety and work rules, prohibited activities, protocol violations, code of ethics, dress code, harassment, and discrimination policy. This orientation is required in addition to any host site orientation or training requirements.

6.1.2 All employees must be trained in Fire Safety, Fire Reporting, Fire Extinguisher use and Hazard Communications.

6.1.3 All classified trade employees and laborers must be trained or retrained, regardless or experience or previous training, in the following:

- Ladder Safety
- Fall Prevention and Protection
- Hazardous Materials
- Industrial and Construction Housekeeping
- First Aid
- Demolition Training
- OSHA 10 Hour Construction

6.1.4 Any employee that is required to operate such as aerial lifts, forklifts, boom lifts, boom trucks, earth moving machines, cranes, etc.; must be trained and certified in accordance with OSHA regulations.

6.1.5 All material handling personnel must be trained in rigging and material handling.

6.1.6 All foremen must be trained in Pre-task Planning, CPR/First Aid and Lockout/Tagout procedures.

6.1.7 Elected employees may be trained in any or all of the following depending on task requirements and job assignments.

- Confined Space Procedures
- Self-contained Breathing Apparatus
- Respiratory Protection
- Energized Electrical Work
- Stored Energy Procedures
- CPR/First Aid
- Specific site required training

6.1.8 Any or all of the above training can be conducted by qualified and authorized corporate personnel or a qualified training agency may be used to conduct specific training.

6.1.9 A record of all required training completed will be kept by the Human Resources Manager. This record, known as the 3B Builders Training Matrix, will be updated as training in completed. Certificate of completion will be issued to each employee that completes each class. All training information will be kept on site for UNM review.

6.1.10 The Site Safety Manager will insure that all training meets OSHA and site requirements. The Manager will also monitor training records to insure retraining occurs as necessary.

6.2 Jobsite Hazard Evaluation Checklist/Pre-task Planning

6.2.1 Pre-task planning is the core element in accomplishing a task without personal injuries, incidents, or damage to equipment and material. Each supervisor, foreman and lead is charged with the responsibility of insuring that a proper and adequate pre-task plan is completed for each task they are assigned.

6.2.2 Pre-task Planning should begin with a detailed study and walk of the job answering the following questions.

- What needs to be done?
- Who will do what?
- Are qualified workers available?
- What tools, material and special equipment are needed?
- Is the area safe to work in?
- Will work activities affect other operations?
- Will other operations in the area affect the job activities
- What routine functions present potential hazards?
- Are there chemical, electrical, or other hazards involved?
- What utilities or systems will be affected?
- What permits will be required?
- What PPE will be required?

- What safety equipment and material will be needed?
- What special procedures will have to be used?
- Are the workers trained in the special procedures?
- Are all the workers trained in emergency procedures?
- Are the nearest exits indentified?
- Are the nearest showers identified?
- Will there be adequate means or communications available?

6.2.3 Once these questions are substantially answered, the foreman will complete a Job Safety Analysis (JSA) form or Jobsite Hazard Evaluation Checklist (attachment A) identifying the basic job steps, and potential hazards and conditions. The foreman will also develop and list the procedures to be used to either eliminate the hazards or reduce the exposure. As the job requirements or conditions change, the JSA must be appropriately updated.

6.2.4 The reverse side of the JSA is to be used for the daily crew toolbox meeting. Each day a different crewmember is required to present a safety topic associated with the present task and discusses the hazards involved and means of protection. Each crew member is required to sign off on the JSA that they are aware of all the hazards associated with the task and understand what precautions and procedures they need to use to protect themselves and others from injury.

6.3 Tool Box Meetings

6.3.1 Toolbox meetings will be hold by each foreman at the beginning of each shift and after the lunch break. The foreman or a designated crewman will lead the crew in a series of stretching exercise designed to minimize muscular and skeletal injuries.

6.3.2 At the beginning of each shift the foreman will discuss all the safety issues involved with that day's activities, insuring that all crewmembers fully understand the issues and know what procedures and precautions to use. Daily individual tasks are assigned. Special emphasis will be placed on any new issues or changes that have occurred since the previous meeting.

6.3.3 Each crew member will sign off on the JSA signifying that they are aware of the safety hazards associated with the task and understand what precautions and procedures to use to protect themselves and others from injury.

6.3.4 The foreman will assign each new employee to a "Buddy" (an experienced qualified crewmember of the same trade) for a minimum two week period. The buddy will mentor the new employee until the foreman feels that the new employee is up to speed on safety and work procedures.

6.4 Field Inspection

6.4.1 Safety Management: It is 3B Builders policy that all members of management and supervision are charged with the responsibility of preventing incidents or conditions that could lead to occupational injuries or illness. As a means to that end, the following inspections will be made.

6.4.2 Daily walk-thrus: Walk-thrus are to be made by the Project Superintendent. Violations and unsafe conditions are to be corrected immediately. Unsafe conditions that are beyond the scope of 3B Builders will be reported to the Project Manager and Site Safety Manager for resolution. The Site Safety Manager may accompany the Superintendent on these walk-thrus.

6.4.3 Each foreman is to complete a Work Hazards Checklist (See Attachment F) for his area of responsibility on a weekly basis and submit to the Site Safety Manager the day before the weekly foreman's safety meeting.

6.4.4 The Site Safety Manager should accompany Superintendent walk-thrus. He will also monitor toolbox meetings, pre-task briefings and stretching exercises, coaching as necessary. He will tour the site daily, coordinating with the foremen, Superintendents, and Project Managers on issues that require resolution.

6.4.5 A Jobsite Hazard Evaluation will be completed to evaluate the work sire for environmental, safety and health concerns or conditions that pre-exist and may impact methods and procedures in the performance of work. Hazards introduced in the performance of work shall be evaluated and mitigated in accordance with existing federal, state and local regulations.

6.5 Safety Meetings

6.5.1 3B Builders Foreman's Safety Meeting: The weekly foreman's safety meeting will be chaired by the Operations Officer, a Project Manager, or the Site Safety Manager. All Foremen, Superintendents, Project Engineers, and Project Managers should attend. Safety will be the primary topic for discussion. The weekly safety foreman's oral report will be received and AR's assigned for unresolved issues. The foreman's Work Hazards Checklists will be reviewed and AR's assigned for unresolved issues. Global safety and protocol issues will be discussed as appropriate. An Employee of the Week will be selected. Site safety meeting schedules will be announced and attendees notified.

6.5.2 Weekly Field Operations Meeting: Safety will be the initial topic of the weekly field operations meeting. Corporate wide safety issues and site status are reviewed. Items of management interest are reviewed and status updated. AR's are assigned.

6.5.3 Suggestions: All employees are encouraged to submit safety suggestions or recommendations for improvement of procedures at any time, either verbal or written, without fear of ridicule or reprisal. All legitimate and

appropriate suggestions and recommendations will be given careful consideration.

6.6 Recognition and Awards

6.6.1 Crew Lunches: When a crew has achieved an exceptionally good safety record or demonstrated outstanding performance in their duties, the project manager may host that crew to a lunch at a local restaurant. Upper management are encouraged to attend.

6.6.2 Individual Exceptional Acts: If an employee is credited with an exceptional safety act, either through action, reaction, or suggestion, that employee may be recognized at the mass safety meeting and may be awarded game passes, movie passes, or a dinner for two at a local restaurant.

6.6.3 Two Year Safety Award Jacket: An employee that works a cumulative of two years without having an accident will be awarded a Carthart construction jacket. The employee's name will be embroidered on it and a different colored stripe will be added for each additional year of injury free employment.

6.7 Enforcements

6.7.1 Intentional disregard for safety rules and/or a flagrant unsafe act that could result in personal injury of damage to material and equipment will result in immediate termination of employment.

6.7.2 Continued minor violations of safety rules or a negative attitude toward safety may result in termination.

6.7.3 Employees that violate safety rules will be disciplined under the 3B Builders Progressive Disciplinary Program and may require retraining.

7.0 PERSONAL PROTECTIVE EQUIPMENT

7.1 All employees are required to comply with 3B Builders dress code. (See Personnel Policy Handbook, paragraph 4.5, Attachment G)

7.2 3B Builders will provide hard hats and safety glasses for all site employees. 3B Builders will replace any supplied items that have become unserviceable due to fair wear and tear. Items that are lost or damaged through employee negligence or intent must be replaced by the employee.

7.3 3B Builders will provide any necessary Personal Protective Equipment required to safely accomplish an assigned task. Requirements will be determined by the foreman in coordination with the Superintendent, Site Safety Manager and Project Manager or as mandated by OSHA regulations. Examples of equipment supplied follows.

- Full body harness

- Shock absorber and retractable lanyards
- Face shields
- Specialized work gloves
- Arch and toe protectors
- Hearing protection muffs or ear plugs
- Welding shields, aprons and gloves
- Chemical protective clothing and gloves
- Electrical safety equipment
- Respirators

8.0 BASIC SAFETY REGULATIONS

Any and all individuals shall at all times while present at the job-site or working on the project comply with the following safety regulations. Violation of these safety regulations will subject an employee to immediate dismissal.

Comply with federal, state, and local safety laws, rules, and regulations (including OSHA) applicable to the area of the job-site.

8.1 Use the proper Personal Protective Equipment and devices required for the work being performed. Safety hats must be worn at all times in designated hard hat areas.

8.2 Schedule work required to be performed above occupied areas for non-standard hours, unless specific and approved precautions including signage, barricades, occupant consent, and other precaution deemed necessary by UNM is provided In advance of operations. Final approval for the work in occupied areas during normal work hours must be received from UNM.

8.3 When working above the ground level, ensure that you are at all times properly protected from injury as a result of falls by using appropriate, approved protective measures, such as properly constructed scaffolding with toe boards and guard rails, safety harness with lanyard, and/or safety nets.

8.4 Report injuries, regardless of severity, to your supervisor as soon as possible.

8.5 Report any unsafe conditions or defective equipment to your supervisor immediately.

8.6 Encourage other employees to comply with these regulations and report any violations to your supervisor.

8.7 Maintain good housekeeping at all times.

8.8 Securely fasten, in place, all ladders (except-ladders being used as such) when is use. Ladders shall extend at least 36 inches above landing.

8.9 All scaffold planks shall be inspected and clearly identified as such by obvious marking before being used.

8.10 All cables, ropes, and slings must be regularly inspected and removed from the job site if found defective.

8.11 Power equipment shall not be used beyond rated capacity.

8.12 All equipment must be shut down while re-fueling, regardless of the fuel used.

8.13 Work shall not be performed under, or immediately adjacent to, loads being hoisted and all loose items of equipment or material shall be secured from falling.

8.14 Hazardous wall or floor openings in structures must be adequately barricaded or

securely covered. .

8.15 All hazardous outside openings must of excavations must be lighted at night when travel is permitted in the area.

8.16 Guy lines must be flagged where they cross the travel space or paths, walkways, or roadways.

8.17 No unauthorized personnel shall be permitted on moving equipment, rigging, or loads.

8.18 Safety guards or devices shall not be removed from tools or equipment except for repairs. When removed for repairs, they must be promptly replaced before any use of the tool or equipment.

8.19 All portable, electrically powered tools and equipment shall be individually grounded or UL approved double insulated.

8.20 In case of accident the employee may be required to submit to a drug/alcohol test and employee agrees to submit to such test.

8.0 **RECORDS AND REPORTS**

9.1 The Log and Summary of Occupational Injuries and Illnesses (OSHA Log 300): The OSHA 300 is used to record and maintain information about employee injuries and illnesses for all 3B Builder employees. The office manager, in the Albuquerque Home office in NM, is responsible for completion, maintenance, and forwarding the 300 log. The log must be maintained on a calendar year basis and kept on file for five years following the calendar year that it covers. Cases must be recorded within 6 working days after receiving information that a recordable case has occurred. A copy of the last page of the 300 log will be posted at each site not later than February 1st of the following the year.

9.2 OSHA Form 301: If an injury or illness is recordable, a supplemental report must be completed. OSHA Form 301 may be used. Other suitable forms are acceptable as long as it contains the same information as the OSHA 301. The 3B Builders Accident/Incident Investigation Report can be used in lieu of OSHA 301. The same maintenance requirements as for the 300 log apply

9.3 Accident/Incident Files:

1 Report ALL accident/incidents, even if only considered minor or "First Aids".

2 If the accident is serious, call 3B Builders local Manager, local Safety Supervisor.

3. Drug test everyone involved in an accident/incident.

4. Fax an accident/incident report to Albuquerque's Personnel Manager within 24 hours (505) 553-0544 Also keep a copy for your on-site file.

5. Fax any further investigation reports to Albuquerque's Personnel Manager, e.g., lessons learned meeting reports, meeting minutes, etc. within 24 hours. A "lessons learned" meeting should be held on all accidents.

6. 3B's Albuquerque Home Office will take care of filing reports with 3B's insurance carrier(s).

7. All reports of accidents involving a recordable injury or illness and any report of a first aid case that could become a recordable case must be kept

on file for a minimum of five (5) years after the calendar year of occurrence. The original report and supporting documents will be forwarded to the corporate office in Albuquerque, NM. A copy will be kept at the site where the injury or illness occurred until that site is closed.

9.4 Safety Files: Report files will be maintained at each site. Reports are to be divided into two files; active and completed. Reports that have unresolved issues or outstanding AR's will be kept in the active file until all issues and AR's are closed. The Site Safety Manager is responsible for maintenance of the files.

CORPORATE SAFETY MANAGER JOB DESCRIPTION

1. Reports to and is accountable to the Corporate President Jim Bruhn
2. Matthew Budagher is Site Safety Manager for sites in New Mexico.
3. Is thoroughly familiar with current OSHA standards (29 CFR part 1910 and 1926).
4. Works in conjunction with Project Superintendents to eliminate all safety and health hazards, personal injuries, occupational illness, and damage to equipment and property as well as to protect the general public who are in contact with or affected by corporate activities.
5. Regularly reviews the Corporate Environmental Health and Safety Program to insure compliance with all federal, state, and local laws, regulations, and requirements. Corresponds frequently and/or visits other site safety managers to network safety programs, problems, trends, and incident/accident reviews. Finds out what problems and solutions are happening corporate-wide to head off unexpected issues. Works closely with safety representation from other on-site organizations to identify hazards and determine solutions for site wide issues. Incorporates appropriate solutions into the corporate EHS program.
6. Ensures that corporate safety and health rules, policies, and procedures are provided to all employees. Checks to make sure there is compliance. Continuously seeks out new ways to heighten people's awareness towards safety.
7. Administers and supervises the Job Safety Analysis (JSA) and pre-task planning program. Trains foremen and leads in appropriate techniques to execute the program.
8. Regularly monitors project workers to insure that safety is an integral part of job performance.
9. Performs inspections in accordance with corporate EHS program.
10. Represents the corporation at site safety meetings and keeps the Corporate President, Operations Officer, Project Managers, and Superintendents informed of all site-related safety and health issues.
11. Informs Project Managers and Superintendents of any problem areas that need supervisory correction.
12. Conducts or provides for all training of corporate personnel to meet mandated training requirements.
13. Ensures that training is recorded and records are maintained for required training

14. Prepares all site safety related reports and insures accuracy and completeness of such reports.
15. Administers the hazard communication program and supervises hazardous material storage and handling.
16. Maintains master MSDS file.
17. Attends and/or conducts site corporate mass safety meetings and weekly foreman's safety meetings.
18. Maintains minutes of all meetings for record and review
19. Maintains site file copies of accident and incident reports and regularly reviews these files for trends and other areas that need corrective action.

SITE SAFETY MANAGER JOB DESCRIPTION

1. Reports to and is accountable to Project Manager.
2. Is thoroughly familiar with current OSHA standards (29CFR 1910 ad 1926)
3. Works in conjunction with the project superintendent to eliminate all safety and health hazards, personal injuries, occupational illness, and damage to equipment and property as well as to protect the general public who are in contact with or affected by the project's activities.
4. Regularly reviews the Corporate Environmental Health and Safety (EHS) program to ensure compliance with all federal, state, and local laws, regulations, and requirements. Corresponds frequently with site safety managers at other 3B Builders project sites to network safety programs, problems, trends, and incident/accident reviews. Finds out what problems and solutions are happening corporate-wide to head off unexpected issues. Works closely with safety representation from other on-site organizations to identify hazards and determine solutions for site wide issues.

5. Ensures that corporate safety and health rules, policies and procedures are provided to all employees. Checks to make sure there is compliance. Continuously seeks out new ways to heighten people's awareness towards safety.
6. Administers and supervises the Job Safety Analysis (JSA) and pre-task planning program. Trains foremen and leads in appropriate techniques to execute the program.
7. Regularly monitors project workers to insure that safety is an integral part of the job performance.
8. Performs inspections in accordance with the corporate program.
9. Represents the corporation at site safety meetings and keeps the Project Manager and Superintendent informed of all site-related safety and health issues.
10. Informs the Project Manager and Superintendent of any problem areas that need supervisory correction.
11. Conducts or provides for all training of corporate personnel to meet mandated training requirements.

12. Ensures that training is recorded and records are maintained for required training.
13. Prepares all site safety related reports and insures accuracy and completeness of such reports.
14. Administers the hazard communication program and supervises hazardous material storage and handling.
15. Maintains master MSDS file for the project.
16. Attends and/or conducts site mass safety meetings and weekly foreman's safety meetings.
17. Maintains minutes of all meetings for record and review.
18. Maintains site file copies of accident and incident reports and regularly reviews these files for trends and other areas that need corrective action.

DRESS CODE

High quality leather work boots or shoes are required on all 3B Builder projects. They must be a minimum of 6" high from the bottom of heel to top of ankle support. This applies to all construction workers.

- Athletic shoes, sandals, and open-toed footwear are prohibited III all construction work areas.

- Rubber boots must be worn for all concrete work.

- All employees should consider the use of shoes with cushioned insoles.

- No muscle shirts are allowed on the jobsite. All shirts must have at least a four-inch sleeve. No shorts or sweats are allowed on the jobsite.

- Long sleeve work shirts are required when safety dictates.

- Employees will be sent home if clothing is excessively tattered or presents a safety hazard or an unnecessary distraction of concentration of fellow workers. Work clothing must be appropriate for the job.

3B Builders Inc.

MANAGEMENT PLAN

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

WEEKLY WORK HAZARDS CHECKLIST PROCEDURE & JOBSITE HAZARD EVALUATION

A. Every 3B Builders Project has one Foreman designated as the project Safety Foreman. While 3B's policy dictates that all Personnel are responsible for safety, one person designated to serve as the Safety Representative for the project.

B. One of the duties of the Safety Foreman is to complete the Work Hazards Checklist each week (see copy attached). The Safety Foreman completes the checklist as he is walking the job. Any serious hazards observed are corrected immediately in conjunction with the 3B's foreman for that particular crew.

C. The Work Hazards Checklists are turned in to the 3B Project Manager each day.

D. A copy of all Work Hazards Checklists are kept in the project master file for reference as needed.

JOBSITE HAZARD EVALUATION

A. A Jobsite Hazard Evaluation will be completed to evaluate the work site for environmental, safety and health concerns or conditions that pre-exist and may impact methods and procedures in the performance of work. Hazards introduced in the perfoffi1ance of work shall be evaluated and mitigated in accordance with existing federal, state and local regulations.

B. 3B employees and subcontractors will comply with restrictions or conditions specified for each identified hazard

C. Unidentified Hazard: If a hazard is encountered during the performance of work which has not been identified contact Matthew Budagher for performing work which may impact condition or concern.

3B Builders Inc.

WORK HAZARDS CHECKLIST

Project #:_____ Date:_____

I. Evaluation of scheduled work activities

A. Category of work activities

_____1. Chillers & assoc. piping
_____2. HVAC Systems
_____3. Boilers w/assoc. controls
_____4. Storm & Sanitary Sewers
_____5. Domestic & Chilled Water Lines
_____6. Gas Lines w/assoc. valves
_____7. Lab process piping & inert gas dist.

COMMENTS:_____

II. Field inspection

A. Opening inspection

_____1. Barricades in place and properly maintained
_____2. Floor openings properly covered and maintained
_____3. Tie-off in place and properly maintained

B. Tool Inspection

_____1. Tools in proper working order
_____2. Tools properly grounded
_____3. Safety guards in place
_____4. Eye and face protection available and maintained
_____5. Adequate clearance for proper operation of tools
_____6. Extension cords properly maintained and grounded

COMMENTS:_____

C. Fall Protection
   _____1. Barricades in place and properly maintained
   _____2. Ladders properly located and tied off
   _____3. Ladders extend a minimum of 36" above landing
   _____4. Scaffolding properly supported
   _____5. Scaffold safety rails in place and maintained
   _____6. Scaffold platform properly installed
   _____7. Scaffold toe boards in place
   _____8. Safety harnesses and lanyard available and properly used and maintained

COMMENTS:_____

D. Power equipment
   _____1. Proper equipment used for the job
   _____2. All equipment safety apparatus in good working condition
   _____3. Fueling areas properly located and maintained

COMMENTS:_____

E. Hoisting
   _____1. Cable, ropes and slings maintained
   _____2. Proper size hoisting equipment used for job

COMMENTS:_____

F. Housekeeping
   _____1. Storage areas
   _____2. Material preparation areas
   _____3. Proper clothing worn

COMMENTS:_____

ENVIRONMENTAL, HEALTH AND SAFETYY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

PERSONAL PROTECTIVE EQUIPMENT

I. PURPOSE

A. To state 3B Builders requirements with respect to the use of Personal Protective Equipment (PPE). PPE is a device or piece of apparel worn by a construction worker to significantly reduce a foreseeable risk of harm in the work area.

II. OBJECTIVES

A. To eliminate or reduce the severity of injury or illness to our employees by the proper use of PPE.

B. To complement relevant regulations and manufacturers' requirements.

III. PROCEDURE

A. Responsibility – each site manager or his designee shall:

1. Develop and implement a PPE program to protect employees against construction hazards at the site. This program shall include a written procedure defining:

    a. The areas in which protective equipment must be worn
    b. The type of equipment for the various exposures
    c. Procedures for issuing and replacing equipment
    d. Maintenance, sanitation, and servicing of equipment

2. Train employees in the proper use and care of the protective equipment and certify in writing that training has been carried out and that employees understand it.

3. Amend the program as necessary to accommodate the changes in construction and regulatory or stands modifications.
4. Establish a procedure for obtaining and maintain an adequate inventory of the proper protective equipment.
5. Enforce the program uniformly through the established disciplinary procedures.

B. Equipment
   1. Selection:
      a. The selection of PPE will involve:
         (1) An analysis of the type of hazard and the degree of exposure
         (2) An analysis of the type of PPE that will effectively reduce the hazard.
         (3) Consideration of mandatory, minimum standards issued by:
            (a) 3B Builders Inc.
            (b) Government regulatory agencies
            (c) Advisory standards issued by voluntary standards organizations (ANSI, NFPA, ASTM, ACGH, etc.)
         (4) Consideration of employee comfort and health
         (5) Consultation with the Client/UNM Environmental, Health and Safety Department.
      b. Where workers provide their own PPE, the Site Manager shall be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

   2. Types:
      a. <u>Hard hats/heads protection:</u> Hard hats are mandatory for all employees on a 3B Builders project. Use ANSI Z89.1 approved hard hats.

      b. <u>Face and eye protection:</u> Special high, eye-injury potential work process requires use of additional eye protection. Examples include: welding, cutting, burning with a torch, and grinding. Appropriate eye and face protection should be used. The most common example is use of a full-face shield or welding glasses. These will be available at the project. A mandatory eye protection program shall be established at all construction sites where there is a reasonable probability that injury can be prevented by the use of proper protective equipment. This program shall be applicable to all employees and visitors entering a site where eye protection is considered necessary. Visitors will be required to have proper documentation to enter a site.

      c. The wearing of eye protection equipment is not normally required in offices and, under local management directive, other similar non-hazardous areas. Eye protection equipment shall be required when work process may cause eye injury.

d. Contact lenses: Contact lenses do not provide eye protection in construction. Therefore, the wearing of contact lenses in areas requiring eye protection is not recommended unless there is a special medical reason to require them. Employees who wear contact lenses and whose duties require them to work in or enter a construction area where eye protection is required, you must also wear approved construction glasses or goggles.

e. Hearing protection: 3B Builders has a mandatory hearing protection policy for its employees. When ambient or local noise levels exceed 85 dBA, hearing protection is required to be used. 85 dBA is a level at which you must shout to be heard. Normally this is in the form of EARs, which will be available on the project. Foremen will show how to use them properly. Always use clean earplugs. See Employees Title 29 CFR 1910.95.

f. Respiratory protection: Under normal conditions 3B Builder employees should not need a respirator. For special work processes, such as grinding demolition, and sweeping, dust masks will be appropriate. These will be available on the project. The 3B's chemical management and chemical use system will identify areas where most specialized respirators will be needed.

g. Hand protection: Gloves should be worn when work process involves handling of metal or sharp objects. They are mandatory in demolition work.

h. Torso, arm, and leg protection: The trunk, arms, and legs must be protected against cuts, punctures, abrasions, extreme heat, cold, and harmful chemical. Ordinary work clothing, if clean, in good repair, and suited to the job may be considered safe for most exposures. Safety apparel refers to garments (such as acid jackets) and protective devices (such as gauntlets, aprons, and shields) designed for specific hazardous jobs where ordinary work clothes do not give sufficient protection. "Safety apparel" must be specified and used to protect employees against exposures to special hazards such as flame, welding sparks, caustics, acids, solvents, corrosives, etc. Employees must be fully clothed. This includes the wearing of shirts, long trousers, and appropriate work shoes while on the site. The wearing of skirts/dresses is allowed where safe and appropriate.

i. Footwear/protection: Work shoes are required on all projects. Specialty contractors that may identify this as a safety problem must make specific arrangements with the project superintendent. Access to the work area must be considered. Rubber boots should be worn for concrete work. Special insoles may be provided to prevent puncture wounds. It is recommended that employees purchase high quality work shoes. Consider use of shoes

with cushioned insoles that add support and comfort while working. Employees are not to wear sandals or canvas shoes, shoes with high heels, badly worn soles, or open toes or heels while working on the construction site. Use ANSI 241 approved safety-toe and/or chemical resistant footwear.

j. Wearing of jewelry: Rings, bracelets, etc. can cause serious injury if caught on a moving machine part or if caught on a fixed object when a person is moving rapidly. Metal jewelry worn near electrical equipment, including batteries, can be dangerous. Most types of jewelry introduce an unnecessary hazard in a construction environment and therefore each site must evaluate the potential hazards and establish an appropriate policy on the wearing of jewelry.

k. Subcontractor employees: Subcontractor employees working in any area of the site where PPE is required shall be required by 3B Builders to wear PPE equivalent to that required for 3B employees.

l. Visitors: All visitors entering the construction work site shall be required to wear PPE appropriate for the exposure in the area of the site they will visit. 3B Builders will ensure visitors comply with CSSP and PPE requirements.

m. Orientation: Certain PPE will be issued to employees at their orientation. It will be provided to them in a safe and clean condition. It is the employee's responsibility to inspect and maintain the equipment in a safe condition.

C. CONCLUSION

Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for employees' safety and health at the worksite. To have an effective Safety and Health Program, the Site Manager must be responsible for the condition of the site. First-line Supervisors must be convinced of the hazard and must account for their employees' use of PPE.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

FALL PROTECTION
29CFR 1910.23-31 & 66

I. PURPOSE

A. To establish minimum standards for fall protection

II. OBJECTIVE

III. PROCEDURE

A. Due to the seriousness of fall injuries, employees must exercise extreme caution. If for any reason you are uncomfortable working at heights, notify your supervisor immediately. The use of fall protection systems and equipment is mandatory on all 3B Builder projects. Any employee found in violation of fall protection requirements is subject to immediate termination.

B. Fall protection system means that some physical means/methods are provided to eliminate a fall exposure to employees. This may be accomplished by means of ladders, scaffolds, lift units, guardrails, static lines, safety nets, vertical safety lines, retractable lanyards, full body harness standard lanyards, and other fall protection equipment.

C. Fall protection on 3B projects is accomplished by thorough analysis and preplanning before work begins. Equipment and systems must be designed and implemented based on the project safety plan to ensure that fall protection is provided to all employees.

D. 3B will work with subcontractors to develop full protection systems that will be designed, implemented, and coordinated to work well for all contractors on the project. In most cases, primary structural contractors will install a perimeter fall arrest system approved by 3B Builders.

E. 3B Builders will develop, and have installed, fall protection systems in areas normally protected by standard guardrails. This will protect the majority of contractors on projects. However, our systems may not be the most effective for all

subcontractors. It is important to remember that it is the responsibility of each subcontractor to train their employees and provide them with effective fall protection.

F. 3B Builders projects require a positive means of fall protection when work progress exposes employees to a fall hazard of more than 6 feet. No more than 6 feet of free fall distance into any fall protection system is permitted. **Employees must be tied off 100 percent of the time, which may require a double lanyard system.**

G. It is important to know the difference between fall restraint and fall arrest. If there is a potential for a fall, then a fall arrest system must be utilized. Fall arrest systems require the use of a full body harness. A standard safety belt may only be used in a fall restraint application.

H. If and when a static line system is utilized, documentation will be required to demonstrate the effectiveness of that system.

I. Work with fall exposures that exceed 6 feet requires a Fall Protection Safety Plan designed specifically for that project. The plan must be submitted to 3B Builders prior to any work on the project.

J. Leading edge work requires positive fall protection.

K. Questions regarding fall protection requirements, effectiveness, or systems should be referred immediately to the 3B Builder project superintendent.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

HAZARD COMMUNCATION PROGRAM
29 CFR 1910.1200

I. NAME AND LOCATION OF PROJECT
UNM
Albuquerque, NM

II. GENERAL

A. It is the intent of 3B Builders to make known to all of its employees, as well as the employees of its subcontractors, the existence of any hazardous substances known to be present on the job and to which employees may be exposed.

B. As part of the effort, 3B Builders will take the following steps:

1. A list of hazardous chemicals known to be present on the project is attached to this form. These chemicals are also referenced by the number, which is listed on the Material Safety Data Sheet (MSDS). A repository of all MSDS·s for hazardous chemicals known to be on this project is located at the project site offices of 3B Builders

   Also referenced are the locations of the hazardous chemicals and whether or not the possibility of exposure exists on the project as a whole, or in specifically named areas, on the project.

2. If there is danger in certain non-routine tasks on the project, 3B Builders will inform employees working on these tasks of the dangers and the methods of protecting against them, and in some cases on an as needed basis, presentation of written materials describing the dangers and methods of protection.

3. A copy of this Hazard Communication Program will be sent to each 3B Builders subcontractor on the, job. In addition, each 3Builders subcontractor is required to present 3B Builders, either through the subcontractor superintendent or the subcontractor safety officer, a MSDS for each hazardous substance which it will bring to the job and to which any employee on the project may be exposed. This compilation of MSDS's from subcontractors will be added to 3B Builders

repository. At subcontractor's written request, MSDS's will be returned to them upon completion of the job or when it can be affirmed that there is no longer any exposure to employees of the referenced hazardous substance.

4. This Hazard Communications Program is also available to employees, their designated representatives, and the Director of the Occupational Health and Safety Bureau, Environmental Improvement Division, State of New Mexico, in accordance with the requirements of 29 CFR 1910.20 (e), upon written request.

III. MATERIAL SAFETY DATA SHEETS

A. Material Safety Data Sheets will be kept in a central repository at the project site offices and/or in the employer's main office for each hazardous chemical, which is used on this project.

B. Each MSDS is to contain the following information:
   1. The identity listed on the label
   2. The chemical and common names for the hazardous ingredients
   3. Carcinogens will be identified and addressed with MSDS sheets
   4. The physical and health hazards
   5. The primary route of entry
   6. The exposure limits
   7. Any generally applicable control measures
   8. Any emergency and first aid procedures
   9. The date of preparation of the MSDS or last change to it
   10. The name, address, and telephone number of the chemical, manufacturer, importer, employer, or other responsible party preparing for the distribution the MSDS.

C. MSDS’s shall be obtained for each hazardous substance. If MSDS’s are not provided with shipment, 3B Builders will obtain one from the chemical manufacturer, importer, or distributor as soon as possible.

D. Copies of MSDS's for appropriate chemicals on the project shall be kept in the project site office and shall be made available to workers on request during each shift. Requests should be directed to the responsible field superintendent when applicable.

E. MSDS's may be kept in any form, including operating procedures, and may if so designed, cover groups of hazardous substances in a work area where it might be more appropriate to address the hazards of a process rather than individual hazardous chemicals. 3B Builder ensures that in all cases, the required information is provided for each hazardous chemical and is readily accessible during each work shift to each employee.

F. MSDS's shall also be made readily available, upon request, to designated representatives and the Director of the Occupational Health and Safety Bureau, Environmental Improvement Division, State of New Mexico.

IV. EMPLOYEE INFORMATION AND TRAINING

A. All employees shall be informed of the location of this Hazardous Communication Program and of MSDS's in a central repository at the project office.

B. 3B Builders will also ensure that employees receive information and training in the handling of hazardous chemicals to which they may be exposed. This training will take place under the auspices of the company and may include training offered by other entities, such as NMOSHA, OSHA, AGC, etc. Where additional training is required for specific substances beyond the "generic" training that may take place through other entities, 3B Builders assures that this training will take place.

C. Training shall consist of the following:
   1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
   2. The physical and health hazards of the chemical in the work area.
   3. The measures employees can take to protect themselves from these hazards include specific procedures has implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and PPE used.

Further information concerning this Hazard Communication Program can be obtained from 3B Builders. Please contact the undersigned.

1770 Hamilton Ln
Bosque Farms, NM 87068

RESPIRATORY PROTECTION PROGRAM
29 CFR 1910.134

I. PURPOSE

A. The purpose of this program is to protect the health of all employees by preventing their exposure to harmful levels of air contaminants. Where feasible, exposure to air contaminants will be eliminated by application of engineering controls, such as enclosure of the operation, ventilation or substitution of less toxic materials. In situations where engineering controls are not feasible, protection will be accomplished by the use of personal respiratory protective equipment.

II. RESPONSIBILITIES

A. Management will determine which areas require the mandatory use of respiratory equipment. Management will then be responsible for providing respiratory equipment that is compatible with the specific needs of each area.

B. The employees are responsible for maintaining an awareness of the respiratory requirements for their work area. In addition, the employees are responsible for wearing the appropriate respiratory equipment as required.

III. ADMINISTRATION

A. The overall administration IS the responsibility of Matthew Budagher Safety Manager.

B. The Superintendent or Group Leader of each area is responsible for insuring that all personnel under his/her control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. Also each Superintendent or Group Leader is responsible for insuring that his/her subordinates comply with all applicable facets of the respiratory program.

*C. Technical support, including air sampling and laboratory analysis, is the responsibility of Matthew Budagher.

*D. Monitoring the health of company employees via a comprehensive medical and health program is the responsibility of the Safety Manager.

*E. The Safety Manager is responsible for directing and coordinating engineering projects, which are directly related to respiratory protection.

F. Matthew Budagher will, in addition to the line organization, maintain surveillance via spot checks of employees who are working in areas where respiratory protective equipment is required and will evaluate the continued effectiveness of the program.

ATTACHED IS THE BASIC RESPIRATORY PROTECTION PROGRAM WHICH WILL BE FOLLOWED WHEN SUCH EQUIPMENT IS NECESSARY TO PROTECT THE HEALTH OF EMPLOYEES.

IV. BASIC RESPIRATORY PROTECTION PROGRAM

A. Respiratory Selection and Use

Respirators shall be selected according to the air contaminants to which the employee is exposed. A "Respirator Issuance and Training Card" will be available for each job where respirators are required. * This card will specify which respirator is required in each case.

Respirators currently selected for employee use and the hazards and areas for which they are used are:

RESPIRATOR	HAZARD	AREA
MSA Full Face	to be determined; see Jobsite Hazard Evaluation	
MSAY2Mask	to be determined; see Jobsite Hazard Evaluation	

B. Respirator Availability

The Safety Manager, Noel Baca will make a respirator available immediately to each employee who is placed as a new hire or as a transferee in any job that requires r e s p i r atory protection. The Safety Manager will make replacement respirators, filters, and cartridges available as needed and will replace worn respirator parts with parts designed for the respirator. Filters and cartridges of the same brand as the respirator shall be used.

C. Employee Training and Fit-Testing

1. Each employee, upon assignment to a respirator area, will be briefed by the Safety Manager relative to the respirator program. He will review the

"Respirator Issuance and Training Card for his/her job. Also, the Safety Manager will fully instruct employees in need, use, limitations, and care of their respirators.

2. The Safety Manager will also instruct employees in the proper fitting of their respirators. This instruction shall include demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly. Each respirator wearer shall have a respirator of the correct size properly fitted, test its face-piece-to-face seal, wear it in nonna1 air for a long familiarity period, and finally, wear it in a test atmosphere.
3. Employees shall not wear facial hair or anything else that would come between their face and the respiratory seal.

D. Respirator Inspection and Maintenance
   1. The wearer of a respirator will inspect it daily before and after use on those days it is used.

   2. The employees or the Safety Manager will periodically spot check respirators for fit, usage and condition.

   3. The Employees are responsible for cleaning their assigned respirators, according to the manufacturer's instructions. Alcohol or other solvents should not be used to clean respirators.

   *4. Respirators which are individually assigned and not discarded after one shift's use shall be marked or stored in such a manner so as to assure they are worn only by the individual to whom they are assigned.

   4. Respirators which are individually assigned and not discarded after one shift's use shall be stored in a clean, sanitary container away from areas of contamination, sunlight, heat, extreme cold or excessive moisture. Respirators shall be stored so that the face piece and exhalation valve rest in a normal position.

   *6. Each area that requires the regular use of respirators will have a logbook. Personnel who are wearing respirators which are not discarded after one work shift must sign this log book daily in order to document that they are inspecting and maintaining their respirators as required.

E. Emergency Respiratory Equipment

   These section mandatory only if emergency respirators are used.

   A self-contained, full face-piece breathing apparatus is available in specific areas for emergency use. This equipment will be used only by trained personnel when it

is necessary to enter hazardous atmospheres. The following points pertain to use of this equipment.

1. The Safety Manager, Matthew Budagher will fully train all potential users and inspectors in the use and inspection of this equipment.
2. When the equipment is used, it will be tested in an uncontaminated atmosphere prior to entering the hazardous area if possible.
3. An employee will not work alone with this apparatus in a hazardous atmosphere. A second employee suitably equipped with a similar breathing apparatus and other rescue equipment must maintain visual, voice, or signal line communications with the first employee and must be available to render assistance if necessary. 3B Builders will plan so that the second employee will be unaffected by any likely incident.
4. The employee will clean and disinfect their equipment after each use.
5. This equipment will be inspected after each use and monthly by the employee. These inspections shall include making sure air cylinders are fully charged and the regulator and warning devices function properly. Inspection and maintenance information will be recorded in a logbook.
6. Emergency respirators will be stored in clearly marked compartments at the job location.

*F. Monitoring

In order to assure the adequacy of the respiratory program, and to provide for a continuing healthful environment for the employees, monitoring operations will be conducted on a periodic basis.

1. Environmental -Personal samples and ambient air samples will be used in accordance with accepted industrial hygiene standards in order to periodically sample plant work area. The results of this sampling will also document the type of equipment, which should be worn.

2. Medical -Two types of monitoring comprise the medical aspects of this program.
   a. Pre-employment physical examinations are conducted on all prospective employees in order to assure they are physically fit to perform their work and use respiratory protection equipment on-the-job.
   b. Periodic physical examinations will be given to regular employees in order to assist them in maintaining their health while using respiratory protection equipment on-the-job.

The provisions marked with a "" are not legally required to be included in a written respiratory program. They may be required to be performed depending on the chemicals used and their concentration in the air.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

EMPLOYEE TRAINING PROGRAM

I. PURPOSE

A. The purpose of the Employee Training Program is to insure long term employee mindfulness of the importance for providing a safe working environment and performing tasks in a safe and workmanlike manner.

II. OBJECTIVE

A. New hire training provides new employees with information about company policies and standards regarding work rules, safety regulations, jobsite conditions, and special training requirements.

III. PROCEDURE

A. Tool Box Safety Meetings are held regularly at the jobsite. They provide information about specific safety requirements, changes in jobsite conditions, and serve to remind each employee of the importance of working safely.

B. Safety reviews are held daily to provide a measure of the effectiveness of the program and to instill the importance of safety in each employee.

C. Special Training includes site-specific or task-specific training to employees who are performing at a specific location or performing a specific task that presents out of the ordinary hazards to the employee.

3B Builders Inc.

EMPLOYEE TRAINING PROGRAM

CLASSIFICATION	NEW HIRE TRAINING	TOOL BOX DAILY MTG.	QUARTER REVIEW	YEARLY REVIEW	SPECIAL TRAINING
Project Manager	X		X	X	X
General Superintendent	X	X	X	X	X
Superintendent	X	X	X	X	X
Foremen	X	X	X	X	X
Tradesmen	X	X		X	X

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

ELECTRICAL SAFETY
29 CFR 1910.301-33

I. PURPOSE

A. To establish a safe standard for working on or around electrical systems.

II. OBJECTIVE

A. Comply with OSHA and other applicable regulatory standards.

B. Control electrical hazards in order to protect personnel.

III. SCOPE

A. This policy applies to all contractor and subcontractor personnel who perform work on electrical systems.

B. The employer is responsible to ensure personnel performing this work are qualified.

IV. APPLICABLE FORMS

A. Electrically energized hot work planning permit (copy attached).

B. Lockout/tagout badge/tag.

C. Construction incident prevention plan (ClPP).

D. Pre-task Planning.

V. APPLICABLE FORMS

A. Client/UNM safety/hazardous energy control documentation.

B. Lockout/tagout procedures (attached).

C. OSHA 29 CFR 1910.331 -1910.335, 1910.147.

D. NFPA 70 and 70-E

E. National Electric Code currently adopted by the local/state authorities having jurisdiction.

VI. EQUIPMENT/MATERIALS

A. Barricades and barricade tape for visual recognition.

B. Insulating mat material ANSI/ASTMD D178-1977.

C. Approved low-voltage gloves (1,000 volts or less) and covers, safety glasses, rubber soled shoes, Shepherds Hook, lighting, etc. (see attached copy of recommended electrical safety supplies).

D. Ground-fault circuit interrupter (GFCI) protection will be put into place for 120-volt, single-phase, 15-and 20-ampere receptacle outlets on work sites which are not part of permanent wiring of building or structure. (Receptacles on the ends of listed extension cords which are not part of permanent wiring shall be protected by GFCI whether or not the listed extension cord is plugged into permanent wiring).

E. Adequate lightening will be used to maintain minimum illumination (29 CFR 1926.26). Install illumination (battery-powered lights) in areas that would be dark during power failure.

VII. DEFINITIONS

A. Authorized employee: a person who locks out or tags machines or equipment in order to perform new work, servicing, or maintenance on that machine or equipment

B. Authorized personnel or observer:
   1. Annual lockout/tag out certification
   2. NM licensed as journeyman electrician
   3. Certified CPR/first aid
   4. Have read and understood this document

C. Electrical hazard: a dangerous electrical condition such as exposed energized parts and unguarded electrical equipment

D. High voltage: a potential of 50 volts or greater

E. Hot work permit: document authorizing employer qualified personnel to perform installations or repairs on energized electrical equipment/systems. Must be signed by Superintendent, Project Coordinator, or Construction Manager.

F. Preventative maintenance: routinely occurring and regularly scheduled maintenance activities for electrical systems

G. Buddy system: types 2, 3, and 4 electrical work must be accomplished by a minimum of two authorized individual. One person performing the actual work and another functioning as a dedicated safety observer. Both individuals must be approved as per this document. The safety observer must have proper safety

equipment/supplies and always be in a position to clearly observe the work in progress without interfering.

H. Lockout/tag out: hardware that prevents electrical circuit from being activated while work on the equipment being fed from that circuit is in progress. The lockout device is accompanied by a lockout tag indicating the following:
   1. Employee's company name
   2. Employee's picture
   3. Employee's name
   4. Foreman contact, page number, or phone number
   5. Date

I. Work classifications
   1. Type 1: all circuits have been de-energized, equipment involved has been locked and tagged out, or energized circuits are covered, or the work is remote so as to preclude accidental contact. Hot work permit is not required.

   2. Type 2: Circuit's energized, dead front or covers removed. Work limited to visual inspections, voltage, and current measurements, IR scanning, and minor controller adjustments. This work will require a buddy. Hot work permit is not required.

   3. Type 3: work involving potential direct physical contact with energized (exposed) circuits of 50 to 600 volts. Dead front or covers removed. This work will require a buddy.

   4. Type 4: work on circuits over 600 volts. Energized work can only be done when a facility electrical engineer and a buddy are present. Hot work permit is required. Notify the SCO before proceeding with work. Work is limited to the following.

      a. Phase testing
      b. Removing of switches/fuses
      c. Voltage and current measurements

VIII. PROCEDURE

A. General safety
   1. Standard electrical safety requires that one must not wear potentially conductive items on his/her person, such as watches, bracelets, rings, exposed metal-framed

glasses, clothing with metal snaps and buttons, and other personal jewelry when working around any electrically energized equipment.

2. Before equipment is energized all interlocks and covers must be in place and functional.

3. Use extreme caution when using flammable liquids near electrically energized equipment.

4. Safety glasses must be worn whenever working on electrical equipment.

5. Employ practices that do not provide an electrical current path through the body.

6. Every effort will be made to reduce the work to the lowest type (classification).

7. Ensure the area around work is clear and free of hazards such as liquid on the floor.

8. Verify functionality of test equipment.

9. Inspect tools.

10. Determine all requirements necessary to perform the job safely.

B. Preparation/setup:
    1. Illumination: when working on any electrical system, a 75 watt bulb is the minimum requirement for ensuring adequate illumination. Where fixed lighting systems do not provide this criteria, temporary portable lighting shall be used. Flashlights are not acceptable.

        a. Assign authorized journeyman electrician and buddy if Type 2, 3, or work is being performed.

        b. Understand the scope of work.

        c. Obtain and review correct updated, one-line diagram/drawing for work site, if applicable.

        d. Verify all electrical equipment is labeled correctly at work site.

        e. Safety equipment is at immediate work site and in good condition.

2. Type 1:
    a. Supervisor/CM reviews the work to be done.

    b. If circuits are covered or work is remote so as to preclude accidental contact, proceed with work. If not, follow steps below:
        (1) Arrange for needed downtime of equipment/system to be worked on.
        (2) De-energized all involved circuits, lockout, and tag out
        (3) After de-energizing, test all circuits for voltage.
        (4) Only "authorized personnel" shall perform this work.

3. Type 2:
    a. Supervisor/CM reviews work to be done.

    b. Only "authorized" personnel shall perform this work.

    c. Determine the extent of work to be performed.

    d. Determine the type of voltage, location, and shutdown points.

    e. Ensure proper tools and test equipment is available for the work to be done and in proper working order.

    f. Protect area from traffic with stanchions and/or plastic chains.

    g. Ensure authorized electrical observer is present in the work area with a shepherds hook.

4. Types 3 and 4
    a. Supervisor reviews work to be done.

    b. Authorized electrical supervisor completes form and obtains approval before obtaining work permit.

    c. Remove all jewelry, keys, and other metal items.

    d. Ensure authorized electrical observer is involved in all phases of Type 3 and 4 work.

    e. Obtain all tools and materials to complete the job in a safe manner, using NFPA 70 and 70E Standards. Examples are:
        (1) Safety glasses
        (2) Rubber soled shoes
        (3) Rubber mats

(4) Approved low-voltage gloves (1000 volts or less)
(5) Glove covers
(6) Shepherds hook
(7) Insulated tools

f. Ensure observer knows location of electrical disconnections and all circuits are properly identified before starting any work.

C. Guidelines

1. Type 1:

a. Ensure all affected circuits are de-energized are locked/tagged out before performing work.

b. Replace circuits identifications on all junction boxes, receptacles, and at panel if replacement is required.

c. Verify all circuits are installed correctly before energizing

d. After energizing the electrical systems, check one or more of the following:
(1) Voltage
(2) Amperage
(3) Rotation

e. Cover all boxes and secure all panels when complete.

f. Clean up area and secure all equipment when work is done

2. Type 2:

a. Buddy system must be used at all times.

b. Secure work area with barricade and plastic chains.

c. Insulated electrical gloves, aprons, mat, and tools shall be used as required and in conjunction with safety glasses, harness and shepherds hook.

d. Cover and protect all energized devices as required

e. Keep all spare tools/parts out of the energized equipment

f. Use the one-hand method when practical for testing electrical systems for voltage and amperage.

g. After energizing, check for proper operation.

h. Remove all tools and safety devices. Label all reinstall covers.

i. Clean up area and secure all equipment when work is done.

3. Types 3 and 4:
   a. Buddy system must be used at all times.

   b. Secure work area with barricade and plastic chains.

   c. Insulated electrical gloves, aprons, mats, and tools shall be used as required in conjunction with safety glasses, harness and shepherds hook.

   d. Cover and protect all energized as required.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

LOCKOUT/TAGOUT SYSTEM
29CRF 1910.147

I. PURPOSE

A. The purpose of the lockout/tag out system is to protect personnel from injury caused by unexpected energization, startup, or release of stored energy. This will be accomplished by establishing procedures for appropriate lockout/tag out of equipment, which is capable of storing hazardous energy including, but not limited to, electrical, mechanical, hydraulic/pneumatic, or thermal. These procedures must

be followed before any work begins that would place any employee in danger, such as servicing or maintenance, demolition or installation of equipment systems.

II. OBJECTIVES

A. Prevent inadvertent operation or energization of the equipment/process in order to protect personnel.

B. Establish methods for achieving zero energy state.

C. Comply with applicable regulatory standards.

III. SCOPE

A. This policy applies to activities such as, but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating, or maintaining the equipment/process.

B. This policy applies to energy sources such as, but not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs, and potential energy from suspected parts (gravity).

C. Specially identified locks .will be utilized for lockout by all subcontractors. Each assigned lock will have its own unique key or combination. Distribution and tracking of locks will be maintained by the subcontractor. All employees working on locked-out equipment or systems are required to place their own lock at every point of isolation. Group lockout is not allowed. Individual worker locks will be removed at completion of work.

D. Prior to commencement of any shutdown and lockout/tag out operation, a completed lockout/tag out plan will be submitted for approval. In many cases, work will be performed on existing equipment or systems controlled by Client/UNM. When this is the case, a Client/UNM representative (SCO or SDR) will be directly involved in evaluating the shutdown and lockout/tag out procedures. They may also place their individual lock at the isolating device.

E. Prior to placement of any locks, all authorized employees will be instructed in the lockout/tag out policy and procedure and the specific lockout/tag out plan.

F. Lockout/tag out procedures will be reviewed with the appropriate Client/ site representatives, any lockout applied will be in accordance with Client/UNM, lockout/tag out procedure and/or State OSHA Rules and Regulations.

G. Due to the threat of potential injury, any person who violates lockout/tag out procedures can be subject to immediate termination.

IV. DEFINITIONS

A. Energy-isolating device: a physical apparatus which prevents the release of energy, such as, but not limited to, the following: restraint blocks, manually operated electrical circuit breakers, disconnect switches, slide gates, slip blinds, and line valves. Where possible, they shall provide visible indication of the position of the device. Push button selector switches and other portions of the control circuit shall not be considered as energy-isolating devices.

B. Lockout/tag out: the placement of a lock/tag on an energy-isolating device in accordance with an established procedure, which indicates that the energy isolating device shall not be operated or removed until the lock/tag has been cleared.

C. Lockout fixture or device: an appliance/device that requires the use of a lock to hold an energy-isolating device in the safe position for the purpose of protecting personnel.

D. Employee tag: a warning appliance used for the purpose of personnel protection. Its legend forbids the operation or removal of an energy-isolating device and identifies the applier.

E. Tag out device: a prominent warning device that can be securely fastened to an energy-isolating device, lockout device, or equipment. These will include the following information:
   1. Name of contractor who is locking out the equipment
   2. Date and time of lockout
   3. Equipment/machinery being worked on
   4. Extension pager number of contractor representative

F. Affected employee: a person who operates equipment or machines that may be locked or tagged out or who works in the area where servicing and maintenance are performed.

G. Group lockout: using a single lock to protect more than one employee. The use of a group lockout to protect personnel is not allowed.

V. PROCEDURE

A. Step 1: Contractor representative will define scope of work and all possible sources of stored energy.

B. Step 2: Complete lockout/tag out plan and submit to Client/~H representative for approval.

C. Step 3: Upon Client approval, assemble all authorized employees and review both the specific plan and the subcontractor policy and procedure.

D. Step 4: Fill out a lockout tag. A lock and tag are required for each employee at all points of stored energy.

E. Step 5: Obtain the proper energy-isolating device.

F. Step 6: In conjunction with Client representative, shut down the equipment or system using normal shutdown procedures.

G. Step 7: Isolate the equipment or system by operating the switch valve, or other energy-isolating device

H. Step 8: In conjunction with Client representative, verify that the isolation and de-energization has been accomplished by attempting to operate the equipment or system. Return controls to the off position.

I. Step 9: Each person working on the equipment or system must secure each energy-isolating device with a lock and tag.

J. Step 10: Block, bleed down, or otherwise control all stored energy.

K. Step 11: Commence and complete scope of work.

L. Step 12: Prior to startup, check the equipment or system to ensure it is in a safe operating condition.

M. Step 13: Notify all affected employees and Client representative that lockout/tag out is being removed.

N. Step 14: Remove the locks and energy-isolating devices.

O. Step 15: In conjunction with Client representatives, restore power and verify safe operating conditions.

P. Step 16: Return locks to designated representative.

DATE: PREPARED BY (NAME & TELEPHONE):	CONTRACTOR:
EQUIPMENT OR SYSTEM AND LOCATION:	
TIME AND DURATION OF LOCKOUT:	
PURPOSE AND SCOPE OF WORK:	
ALL SOURCES OF STORED ENERGY:	
REPRESENTATIVE/TITLE:	DATE:
REPRESENTATIVE/TITLE:	DATE:

LOCKOUT/TAGOUT PLAN

LOCKOUT PROCEDURE

- Obtain proper Client approval of plan, purpose, and scope of work.
- Review Lockout/Tag out Policy and Procedure.

- Instruct authorized employees of Lockout/Tag out Policy and Procedures and this plan.
- Notify all affected employees and client representatives of lockout and reason.
- In conjunction with Client shut down the equipment or system using normal shut down procedures.
- Isolate the equipment or system by operating the switch, valve or other energy isolation device.
- Secure each energy isolating device with a lock and tag for each person working on the equipment or system.
- Block, bleed down or otherwise control all stored energy.
- Verify that isolation and de-energization has been accomplished by attempting to operate the equipment or system. Return controls to the off position

RELEASE FROM LOCKOUT

- Prior to start-up, check the equipment or system to ensure it is in safe operating condition.
- Notify all affected employees and Client representatives that lockout is being removed.
- Remove the locks and energy-isolating devices.
- In conjunction with client representatives restore power sources and verify safe operating conditions.
- Return locks to the designated representative.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

CONFINED SPACE PROGRAM 29 CFR 1910.134

I. PURPOSE
   A. To establish guidelines for the safe entry into confined spaces.

II. OBJECTNES
   A. Prevent injuries and illnesses due to workers entering a permit-required confined space that contains a hazardous atmosphere and / or other recognized hazards.

B. Comply with the laws and requirements of all applicable Regulatory Agencies.

III. PROCEDURES

1. A confined space area is defined as:
2. An area that has limited or restricted openings for entry.
3. An area not normally intended for employee occupancy.
4. An area that does not have good natural ventilation.

B. It is also important to remember that a space may be safe to enter initially. The space can become a confined and hazardous area if work involving coating applications or use of toxic or inert gases is being performed.

C. In areas that appear to qualify as a confined space, the absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.

D. All confined spaces, permit-required and non-permit, at minimum shall be tested first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors prior to entry. Atmospheric monitoring for the duration of the activity if also required.

E. 3B Builders personnel shall perform a function test ("field calibration") on the atmospheric monitoring instrumentation immediately prior to use to ensure proper working condition.

F. 3B Builders have developed a confined space entry plan form. This form must be complete by an individual qualified to work in confined spaces. The form also is signed by the 3B Builders project superintendent prior to any work being performed on the project.

G. Inspections shall be performed on all equipment prior to use to ensure proper working conditions.

H. 3B Builders personnel or subcontractors making a confined space entry shall follow the procedures established in "Rescue of Personnel in Confined Spaces at UNM/NM", (Attachment D).

I. A "Confined Space Permit Sign In/Sign Out Sheet" (Attachment E), shall be used to maintain an accurate, real time tracking of entrants for emergency response

J. 3B Builders chemical use plan must be filled out by any contractor intending to use chemicals that may create a hazardous atmosphere.

K. The plan must be signed by the 3B Builders project superintendent prior to work being performed on the project.

L. Lockout procedures will apply to any confined space entry that is associated with any system that can become live if it is not locked out.

M. Questions, doubts and stop work requests regarding confined spaces should be immediately referred to the 3B Builders project superintendent and work will stop immediately pending review.

IV. CONFINED SPACE ENTRY

A. The purpose of the confined space entry is to:
   1. Identify confine space work areas.
   2. Identify potential hazards associated with the confined space work.
   3. Ensure appropriate preparation of the confined space.
   4. Establish adequate control of the confined space.

The procedures, practices and equipment requirements for confined space entries apply to all persons who could be involved in a confined space entry job.

(In questionable areas that appear to qualify as a confined space, the absence of appropriate signage shall not be interpreted to mean that the area is not a confined space.)

B. Scope applies to all 3B Builder employees and subcontractor personnel

C. When Required:
   1. A confined space entry permit is required before a confined space is entered by any 3B Builder or subcontractor employee. In the event our Client provides the permit and it meets or exceeds the requirements in this document, this permit use is acceptable. Entry occurs as soon as any part of the employee's body breaks the plane of an opening into the confined space, whether the individual intends to fully enter the space or not. Entry also includes any ensuing work performed in the confined space.

   2. A confined space is defined as a space which:
      a. Is large enough and configured that an employee can enter with his/her whole body and perform assigned work.
      b. Has limited or restricted means for entry or exit.
      c. Is not designed for continuous employee occupancy.

   3. Examples of confined space include tanks, vessels, vessel skirts, vaults, pits, storage bins, hoppers, excavations, tunnels, cooling towers, scrubbers, air handlers, sumps and elevation shafts.

V. CONFINED SPACE ENTRY TYPES

A. There are two types of confined space -non permit required confined space and permit required confined space.

1. Non-permit-required confined space entry:

2. Definition: a non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm

3. Entry requirements: non-permit confined space entry contains the following requirements that must be followed on any confined space entry. The project safety officer and craft supervisor shall:

   a. Identify all potential hazards.
   b. Evaluate the confined space atmosphere at the time of entry. The space shall be tested first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors prior to entry.
   c. Atmospheric monitoring for the duration of the activity will also be conducted.
   d. Identify the isolation methods to be utilized.
   e. Identify rescue air and rescue methods.
   f. Verify ventilation equipment needed to obtain entry
   g. Ensure that standby attendants are in constant communication with all employees inside the confined space.

B. Permit required confined space 3B Builders will comply with the provision of 29 CFR 191O.146 for access into permit-required confined spaces along with the provisions of UNM.
   1. Definition: a permit-required confined space means any confined space that has one or more of the following characteristics:

      a. Hazardous Atmosphere:

         (1) The space contains or has the potential to contain a hazardous atmosphere.

         (2) Hazard atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (i.e., escape unaided from a permit space), injury or acute illness from one or more of the following causes:

            (a) Flammable gas, vapor or mist in excess of 10 percent of its lower explosive/flammable limit (LEL).

(b) Airborne combustible dust at a concentration, which obscures vision at a distance of 5 feet.

(c) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent.

(d) Atmospheric concentration of any substance for which dose or permissible exposure limit is published which could result in employee exposure in excess of its dose or permissible exposure limit.

(e) Any other atmospheric condition that is immediately dangerous to life or health (IDLH).

b. Engulfment Potential:

(1) The space contains a material that has the potential for engulfing the entrant.

(2) Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

c. Internal configuration: The space has an internal configurations such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.

d. Job-introduced hazards: a job inside the confined space involves:

(1) Welding, cutting, grinding, hot riveting, burning, heating, or the introduction of sources of ignition within the confined space.

(2) The use of flammable or toxic cleaning solutions.

e. Other serious hazards: The space contains any other recognized serious safety or health hazard.

2. Entry requirements: entry into a permit-required confined space must meet all the requirements listed under non-permit-required confined space entry

plus the following additional requirements due to the higher hazard potential:

a. If the potential for hazardous atmosphere exists, continuously monitor the atmosphere of the confined space.
b. Develop and document a rescue plan and review it with all employees involved in the job.
c. Rescue of Personnel in Confined Spaces at UNM

(1) 3B Builders personnel making a confined space entry shall follow the procedures established in "Rescue of Personnel in Confined Spaces (Attachment D).

(3) To facilitate non-entry rescues, "3 *is* 5 employees shall wear a full body harness with a retrieval line attached at the center of the entrant's back near shoulder level or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if it can be demonstrated that the use of a full body harness is not feasible or creates a greater hazard and the use of wristlets is the safest and most effective alternative. The use of body belts will not be allowed by any 3B Builder personnel or subcontractor personnel in a confined space.

Note: Standby attendants may serve as rescuers if they are trained yearly on permit space rescues by simulating rescue operations and have been trained in basic first aid including CPR and are replaced by a competent observer before attempting rescue.

d. Ensure communication methods are in place to summon the rescue service in the event an emergency rescue is needed.

3. Duration:

a. Specify the maximum duration of the confined space work on the confined space entry permit (one work shift). The confined space entry permit is valid only for the maximum specified duration of the work as long as it is continuous. Terminate the permit when the work has been completed. The specified duration is not allowed to extend beyond the time required to do the job(s) specified on the permit.

b. If at any time during the job conditions which could affect the safety of the entrants are altered form those originally planned, then fully approve and issue a new permit before the work is started again. If emergency conditions develop in the area of the job, the entrants must immediately

exit the confined space and the permit must be terminated as soon as the entrants are out. Fully approve and issue a new confined space entry permit before the work is started again.

c. The confined space entry permit becomes invalid when any participant in the job request that the permit be renewed.

4. Written approvals: The designated craft supervisor, assigned standby attendant, safety department representative, and all employees entering the confined space shall sign the confined space entry log.

5. Responsibilities:

a. Craft supervisor and designated departments: Craft supervisors responsible for confined space entries must complete the confined space entry program training course prior to assuming any duties as entry supervisors. Craft supervisors are responsible for the following:

(1) Isolate the confined space: Take appropriate steps to effectively isolate the confined prior to approval of the confined space entry permit. Isolate the confined space by either blinding or removing all inlet and outlet piping.

(a) Blinding: Ensure that the design, material, or construction and installation of the blind is satisfactory for the normal service of the equipment being blinded. Blinds must be capable of withstanding the maximum possible pressure, which may be seen by the pipe, line, or duct, with no leakage past the blind. Always install blinds in the flange(s) nearest the confined space being isolated.

(b) Removal of piping from the confined space: disconnect the piping system in such a manner that the contents of the pipe will not be introduced into the confined space in the event of an accidental discharge. If removal of the piping does not eliminate this possibility or if an accidental discharge could create a potentially hazardous condition, blind the open-ended line.

b. Disconnect energy sources:

(1) If the confined space to be entered is equipped with and electrical, nuclear, or other energy source, the confined space entry permit must meet all the requirements of the site's lockout/tag out program.

(2) If the confined space to be entered is equipped with internal moving equipment, such as stirrers, agitators, pulverizes, fans, pressure locks, etc., disconnect or block the drive in addition to locking out power supplies.

c. Guard openings:

(1) Guard each opened confined space against unauthorized entry (whether the space is normally open or is physically opened such that entry is possible) by one of the following methods. These guards must be in place whether the space is intended to be entered or not.

(a) Post a sign at all openings which read "Danger Permit Required Confined Space-Do Not Enter."

(b) Station a standby attendant at each opening through which entry is possible and direct the attendant(s) to prevent unauthorized entry. The attendant(s) for the entire time the confined space is open not just while authorized entry is in progress. These attendants must have completed confined space entry program training that will certify them as confined space entry attendants.

(2) Ensure standby attendants barricade or otherwise guard all openings into the confined space such that employees cannot accidentally fall through the opening and to ensure external objects cannot fall into the space and injure the entrants.

d. Material Safety Data Sheets (MSDS): Promptly provide copies of any applicable MSDS to the rescue team if an entrant suffers from a chemical exposure related injury or illness.

e. Entry permits:

(1) Determine that the entry permit contains all the required information, all the required approvals, and that the necessary plans and equipment for safe entry are in effect before signing the permit and authorizing the entry.

(2) Determine, at appropriate intervals, that entry operations remain consistent with their terms of the confined space entry permit and that acceptable entry conditions are present. It is the duty of the craft supervisor to cancel the entry authorization and terminate entry whenever acceptable entry conditions are not present.

(3) Ensure that the complete permit is posted at the confined space entry point and that all required attachments are affixed to the permit.

(4) The permit shall include the following information:

a. Specific location of the confined space

b. Identification of the individual or personnel serving as the Entry Supervisor, Entrant, Attendant, and Atmospheric Monitor

c. Identification of Competent Person

d. Identification of communication equipment used to contact emergency personnel and the means used to communicate between the Entrant and the Attendant.

e. Identification of retrieval equipment and specific conditions of use.

f. Method used to coordinate entry operations with any additional contractors who will be working in or near a permit space.

g. Method used to communicate the discovery of any hazards encountered in the permit space during operations.

f. Cancel or terminate entry permit:

(1) Require the entrants to exit the confined space and cancel the permit if emergency conditions develop in the area of the job. Once a permit has been canceled, a new permit must be issued before the space can be reentered. Conditions that lead to the emergency must be

identified and eliminated or controlled prior to issuing the new permit.

g. Unauthorized entry:

(1) Take the necessary measures to prevent unauthorized personnel from the confined space.

(2) Remove unauthorized entrants if unauthorized entry occurs. Any person making an unauthorized entry will be subject to immediate removal from the project.

h. Rescue: If the confined space is a permit-required confined space, verify that the rescue services are available and ensure all personnel are aware of these services, according to "Rescue of Personnel in Confined (Attachment D)

i. Training: Ensure all members involved with the job have been properly trained to perform their duties.

j. Procedures: Establish specific procedures for coordinating work and communication between all groups entering the confined space, including contractors.

k. Hazards: Know and recognize potential permit space hazards and monitor activities outside the permit spaces to determine if it is safe for entrants to remain in the space. This shall be monitored in conjunction with the assigned standby attendant.

6. Craft Supervisor / Safety Supervisor are responsible for the following:

a. Confirmation testing prior to entry:

(1) The craft supervisor will test the atmosphere of the space with a calibrated, direct reading instrument for oxygen content (19.5 percent), flammable vapors (0 percent), carbon monoxide (0 ppm), and any other potential contaminant or condition identified by operations. These readings must be in the following ranges or the confined space entry permit will not be approved:

	Ventilation On	Ventilation Off
Oxygen	<19.5 %	19.5 to 23.5 percent
Explosives/Flammables	0 percent	Less than 10 percent
(LEL/LFL)		LEL/LFL
Carbon Monoxide	0 ppm	0 ppm
(CO)		
Other Substances	Less than PEL	Less than PEL

- LEL: Lower Explosive Limit
- LFL: Lower Flammable Limit
- PPM: Part Per Million
- PEL: Pern1issible Exposure Limit

(2) Perform this test no more than 30 minutes prior to confined space entry and include the highest and lowest points within the confined space to detect different concentrations, which could be cause by layering. Points within the confined space, to detect different concentrations, which could be caused by layering.

(3) Record the results of all test performed in the appropriate spaces on the confined space entry permit, along with the time the tests were performed and the name(s) of the person(s) performing the test.

b. Permit approval/certification of conditions: control all hazards in the confined space before the confined space entry permit is approved. If, with the ventilation equipment running the oxygen content is not 19.5 percent or there are flammable vapors in excess of 0 percent LELILFL, or IDLH atmosphere is detected, the permit will not be approved.

(1) For concentration below the PELs or other recognized limits, respiratory protection and other personal protective equipment may be used as desired for comfort.

(2) For concentrations at or above the established PELs or their recognized limits, PPE, which will fully protect the entrant, is required. If a fault develops in the PPE in use, the affected person(s) must evacuate the confined space immediately.

c. Intermittent testing:

(1) Perform a review of the confined space entry permit at regular intervals, not to exceed 8 hours maximum time lapse, to determine that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are present. This review process includes, but is not limited to, retesting the atmosphere within the confined space.

(2) A standby attendant must be stationed outside of the confined space and must remain at the station at all times during the entry operations. Employees who work as standby attendants must complete the required confined space training qualifications to perform the duties listed below.

d. Monitoring:

(1) Monitor the entry and exit of entrants and continuously maintain an accurate count of all persons in the space. Use the confined space entry log for this purpose, or Attachment E, "Confined Space Permit Sign In/Sign Out Sheet".

(2) Monitor the atmosphere within the confined space. The atmosphere must be manually tested for oxygen concentration, percent LEL/LFL, CO and any contaminant chemical which have the potential for being present. Perform test on a frequency agreed upon by the safety representative and crafts supervisor. If the potential for a hazardous atmosphere exist, use continuous monitors with direct readout and audiovisual alarms for the detection of oxygen concentration, percent LFL, and carbon monoxide. Write the results of each test, the name of the tester, and the time the test was performed on the back of the permit.

f. Communications: Maintain effective and continuous communication with authorized entrants during entrant operations.

g. Evacuation: Order the authorized entrants to evacuate the permit space immediately whenever any of the following occur:

(1) The attendant observes a condition, which is not allowed in the entry permit or detects behaviors of the entrants, which could be attributed to hazard exposures.

(2) The attendant detects a situation outside the permit space or within the permit space which could endanger the entrants.

(3) The attendant must leave the workstation.

7. Authorized personnel:
   a. Rescue:

(1) Activate the emergency rescue plan a soon as it is determined that authorized entrants need to escape from permit space hazards. This includes summoning the rescue service; when a confined space entrant requires rescue assistance in exiting the confined space.

(2) Establish and maintain direct communication capable of summoning emergency rescue responders. If emergency rescue of an entrant(s) required, summon help by requesting:

(a) State building number
(b) State confined space identity (Tank 10, etc.)
(c) State need for request (man down, person trapped, etc.)

(3) DO NOT ENTER the permit space to attempt to rescue of entrants. Properly use any rescue equipment provided and perform any other assigned rescue and emergency duties without entering the permit space.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 HAMILTON LANE
BOSQUE FARMS, NM 87068

ACCIDENT/INCIDENT INVESTIGATION PROCEDURE

I. PURPOSE

A. To state 3B Builders requirements for accident/incident investigation.

II. MAIN POINTS FOR A THROUGH INVESTIGATION

A. The five main points for an accident/incident investigation are:

1. Aid the injured
2. Secure the accident scene
3. Perform a factual investigation
4. Interview witnesses and re-interview (if necessary).
5. Find the factual and root causes and take corrective action.

III. INCIDENT REPORTING PROCEDURE

A. For life-threatening injuries or illnesses, immediately call for medical assistance by Dialing 911

B. Accompany any employee receiving electrical shock for immediate medical Attention to a medical facility during standard work hours, no matter how minor The shock appears. For non-standard work hours, seek medical attention in Off-Site facility. Contact Matthew Budagher immediately after transporting the individual to a Medical facility.

C. 3B Builders employee witnessing or discovering the accident, regardless of the Severity, is to immediately notify the supervising manager and 3B Builders Safety Manager along with the clients emergency number. This must be done for all Accidents/incidents regardless of the severity or if it seems to have already been resolved. The following must be provided:

1. Your name
2. Type of emergency
3. Location (Building/Floor/Pole Number/Bay/Chase)
4. Phone number

5. Other information as requested

STAY ON THE LINE UNTIL DISMISSED

D. Transport personnel with non-life threatening injuries or illnesses that require medical attention to identified medical facilities. Medical care is provided through Presbyterian Medical at these facilities:

9.4.1 Emergency: 1100 Central SE, ABQ, 841-111

9.4.2 Emergency: Presbyterian Kaseman Hospital 8300 Constitution NE, ABQ 291-2121

9.4.3 Occupational Medicine Clinic 5901 Harper NE, ABQ 823-8450

9.4.6 3436 Isleta SW, ABQ 462-7777

C. 3B Builder employees or crew Foreman is then to notify supervising manager and Safety Manager.

D. 3B Builders Supervising Manager or, in his absence the crew Foreman, is to notify the Client/Project Manager.

a. Serious or life-threatening accident or illness: notify Matthew Budagher immediately after taking emergency action.

E. Accident Scene Preservation: Personnel on the site shall make every effort to preserve accident scene until Safety Engineer, arrives on site to assume control of the area.

F. Cooperate with and assist in any investigation/corrective action. Write up all reports that are necessary, i.e., Accident/Incident Investigation Report, (see example next page), etc.

G. Participate in Accident/Incident investigation.

H. Participate in Lessons Learned meeting.

I. Communicate Lessons Learned with others.

IV. EMERGENCY CONTACTS

A. 3B Builders Emergency Contacts:

a. Safety Manager: Matthew Budagher (505) 553-0544

b. Construction Manager: Matthew Budagher (505) 553-0544

c. President of 3B Builders: Jim Bruhn (505) 450-5099

B. Each new project must develop an "Emergency Medical Plan," clearly designating local emergency numbers and locations.

C. Medical and non-medical emergency telephone numbers shall be posted conspicuously at the Project Site. All employees will be aware of medical and non-medical emergency telephone numbers and the process for reporting all incidents.

I. Description of Accident/Incident:

Person(s) Involved in Accident/Incident:

Date/Time of Accident/Incident:

Project:

Type of Accident/Incident:

Location of Accident/Incident:

Investigation Participants:

II. Treatment Given:

III. Nature and Extent of Injury:

IV. Contributing Factors:

V. Root Cause Summary:

VI. Corrective Action Taken:

Signature:_____

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

TOOL SAFETY PROGRAM

I. PURPOSE

A. To establish minimum standards for tool safety.

II. GENERAL

A. It is the intent of 3B Builders that only trained and authorized employees are to operate machinery or equipment at any time. This policy is applicable to both daily operators and those who occasionally have cause to use machinery or equipment. Before work begins each employee must fill out the Tool Safety Checklist (attached).

B. Any extension cords shall be free of cuts and exposed conductors. Cord caps and receptacle replacements shall be made with approved materials rated for conductors. 3B Builders will provide GFCI protection for extension cords, between power source and the employee.

III. PRE-OPERATION PROCEDURES

A. Any machine part, function, or process, which may cause injury, must be guarded. Ensure that all permanent guards are securely attached in good working order and all removable guards are in place on the machine or equipment before starting use. Guards must meet these minimum general requirements:

- Prevent contact -The guard must prevent hands, arms, or any part of your body or clothing from making contact with dangerous moving parts.

- Secure -Guards should not be easy to remove or alter. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the machine.

- Protect from falling objects -The guard should ensure that no objects can fall into moving parts.

B. If a guard is defective, damaged, or in any way does not meet the requirements of these procedures, do not use the machine, but immediately notify your supervisor and the Safety Manager.

C. Ensure that your work area is well-lit, dry, and clean before beginning work. Sawdust, paper, and oily rags are a fire hazard and can damage your machinery and equipment.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

INSPECTIONS/HOUSEKEEPING

I. PURPOSE

A. To establish a plan to achieve and maintain a site environment that meets defined standards for cleanliness, orderliness, painting, ventilation, and lighting. Housekeeping is an important issue on our projects.

II. OBJECTIVES

A. To control environmental, health, safety, and fire hazards.

B. To increase construction efficiency and improve safety and quality.

C. To improve employee morale.

D. To enhance customer and public relations.

III. PROCEDURE

A. A neat, clean job reflects directly on the workmanship of the employees and the contractor. Many times it is the first thing a person will observe on our job. This creates a lasting impression.

B. We are a service-oriented business. If the people we are working for observe that our projects are in disarray, it reflects directly on our ability as a contractor. We cannot afford this.

C. Good housekeeping directly affects safety, quality, and production.

D. It is the responsibilities of every worker on the job to keep his/her work area neat, clean, and organized. When this happens, every employee has a safe area in which to work. Never rely on laborers or others to maintain your work area.

E. Good housekeeping is especially critical in general access areas. Aisles, passageways, stairs, floor perimeters, and entrances to the job must be kept clear of debris and tripping hazards.

F. All floor and roof holes and/or openings must be securely covered and marked.

G. Guardrails systems with toe boards are required on all projects. Some projects may implement use of mesh screen materials incorporated into guardrail systems to control debris.

H. Loose materials should not be thrown off a floor or through an opening. Special precautions and approved methods must be used for moving loose materials. This includes use of trash chutes, skip boxes, barricading off areas, and posting safety monitors.

I. Each subcontractor will be responsible to control and remove any materials or debris created by work performed by their employees.

ENVIRONMENTAL, HEALTH AND SAFETY PROGRAM

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

EXCAVATING AND TRENCHING AND PENETRATION PROCEDURES 19

CFR 1910.15

Excavation Procedures

One of the preventable hazards of construction work is the danger of trench cave-ins. Yet every year in the U.S., there are an estimated 75 to 200 deaths and more than 1,000 lost workdays per year from trenching accidents. Other hazards associated with trenches include contact with numerous underground utilities, hazardous atmospheres, water accumulation, and collapse of adjacent structures. For these reasons, we have written Excavation Procedures for both our daily and occasional excavation workers. It is the policy at 313s to permit only trained and authorized personnel to create or work in excavations.

Administrative Duties

Our Safety Officer is responsible for developing and maintaining the written Excavation Procedures. These procedures are kept at the following location(s): main office/site office.

Our Excavation Procedures are administered under the direction of our competent person. The following employee(s) is considered a competent person(s) for our company: Superintendents/Foremen. Our competent person inspects excavations daily and during poor weather.

Before Excavating

Before any employee or subcontractor of this company begins excavating, follow the steps below:

1. Obtain an excavation permit from the Construction observer prior to start of the following activities:
    a. Digging, saw cutting, drilling, coring, or trenching into soil, concrete sidewalks, or asphalt to a depth greater than twelve inches.

    b. Excavation of soil beneath concrete sidewalks, slabs, or asphalt to a depth greater than 2 inches.

    c. Excavation into subsurface soil in buildings beneath the slab.
    d. Scraping, blading, or excavation of any area previously undisturbed or that appears to be undisturbed, such as areas covered by native vegetation and blading or improvements to previously unimproved roads or paths.

2. Area to be excavated shall be shown on drawing, and identified in the field using white paint. Submit permit requests to the Construction Observer no more than 14 days and no less than 6 days prior to start of excavation.

3. Excavation permit process involves environmental, cultural, and ecological site review to determine if environmental site impacts will occur due to activities related to performance of work.

4. Permits are task-specific. Confine excavation activities to those areas identified on the permit.

5. Contact the utility companies or property owners and ask the companies or owners to find the exact location of the underground installations in the area.

6. If the utility companies or owners do not respond within 24 hours or the period established by law or ordinance, or if they cannot establish the location of the utility lines, the excavation may proceed with caution. In this situation, provide employees with detection equipment or other safe and acceptable means to locate utility installations.

7. Remove or adequately support the following objects (i.e., trees, rocks, and sidewalks) in the excavation area that could create a hazard to employees.

8. Using Appendix A to 29 CFR 1926, Subpart P, classify the type of soil and rock deposits at the site as either stable rock, Type A, Type B, or Type C soil.

9. Have the competent person choose the appropriate method for protective support systems, as necessary. See the Protective Support Systems section for the procedures he/she used for selecting this system.

Protective Support Systems

The company protects each employee in an excavation from cave-ins during an excavation by an adequate protective system designed in accordance with OSHA standards. Protective system options include proper sloping or benching of the sides of the excavation; supporting the sides of the excavation with timber shoring or aluminum hydraulic shoring; or placing a shield between the side of the excavation and the work area. 3B Builders has the following standard operating procedures regarding protective support systems for excavations, in accordance with safe practices and procedures and OSHA excavation regulations:

- If the excavation is made entirely of stable rock, then no protective system is necessary or used.

- If the excavation is less than 5 feet in depth (provided there is no indication of a potential cave-in), then no protective system is necessary or used.

- If the excavation is less than or equal to 20 feet in depth, then *A competent person chooses the most practical design approach (that meets required performance criteria) for the particular circumstance, and/or

*A registered professional engineer designs all protective systems for use in the excavation.

Sloping

When sloping is used to protect against cave-ins, these options can be chosen for designing sloping systems:

1. If a soil classification is not made, then slope the sides of the excavation to an angle not steeper than one and one-half horizontal to one vertical (34 degrees). A slope of this gradation or less is considered safe for any type of soil.

2. Use Appendices A and B of29 CFR 1926, Subpart P to determine the maximum allowable slope and allowable configurations for sloping systems. The soil type must be determined in order to use this option.

3. Use other tabulated data approved by a registered professional engineer.

4. Have an engineer design and approve the system to be used.

The competent person chooses the best option for sloping for the job at hand.

Benching

When benching is used to protect against cave-ins, these options can be chosen for designing benching systems:

*In Type A soil, excavations 20 feet or less with vertically sided lower portions that are supported or shielded shall have a maximum allowable slope of3/4H: IV The support or shield system must extend at least 18 inches above the top of the vertical side.

*In Type B soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of IH: 1V.

*In Type C soil, all excavations 20 feet or less which have vertically sided lower portions shall be shielded or supported to a height at least 18 inches above the top of the vertical side. The excavation shall have a maximum allowable slope of 1-1/2 H: 1V.

*When an excavation contains layers of different types of soils, the general sloping requirements do not apply. The excavation must be sloped according to Appendix B-l.4 of 29 CFR 1926, Subpart P

The competent person chooses the best option for sloping for the job at hand.

Support Systems, Shield Systems, and Other Protective Systems

General Requirements for Excavations

The following rules are to be followed at all times by all employees working on, in, or near excavations, as applicable:

- Employees exposed to public vehicular traffic must wear warning vests or other suitable garments made of reflectorized or high-visibility material.

* The competent person inspects the excavation and the adjacent areas on a daily basis for possible cave-ins, failure of protective systems and equipment, hazardous atmospheres, or other hazardous conditions. Inspections are also required after the occurrence of any natural (such as rain) or man-made events (such as blasting) that could increase the potential for hazards. Employees may not begin work until after being informed by the competent person that these inspections are complete.

*A warning system is used to alert operators of heavy equipment and other employees at the work site of the edge of an excavation.

* Adequate protection is provided to protect employees from falling rock, soil, or other materials and equipment. Protection is provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

* Employees are not permitted under loads that are handled by lifting or digging equipment. Employees are not allowed to work in the excavation above other employees unless the lower level employees are adequately protected.

- While the excavation is open, underground installations are protected, supported, or removed as necessary to safeguard employees. Adjacent structures are supported to prevent possible collapse.

- Employees are not permitted to work in excavations where water has accumulated or is accumulating unless adequate precautions have been taken. Diversion ditches, dikes, or other means are used to prevent surface water from entering an excavation and to provide drainage to the adjacent area.

- Before an employee enters an excavation greater than 4 feet in depth, the competent person must test the atmosphere where oxygen deficiency or a hazardous atmosphere exists or could reasonably exist (i.e., excavations in landfill areas or excavations in areas where hazardous substances are stored nearby). Emergency

rescue equipment is readily available and attended when hazardous atmospheric conditions exist or may develop.

- Sufficient means for exiting excavations 4 feet deep or more are provided and are within 25 feet of lateral travel for employees.

- Guardrails are provided if there are walkways or bridges crossing over an excavation.

Training

Our Safety Officer will identify all new employees in the employee orientation program and make arrangements with management to schedule training. A designated training organization will conduct initial training and evaluation. This instructor has the necessary knowledge, training, and experience to train excavation workers.

During an excavation worker's initial training, the instructor(s) uses classroom instruction that includes these formats: Lecture, discussion, videotape, practical training.

You may contact our Safety Officer for a current copy of the training material and the course outline.

Training Certification

After an employee has completed the training program, our company keeps records certifying that each excavation worker has successfully completed excavation training. The certificate includes the name of the worker, the date(s) of the training, and the signature of the person who did the training. The Safety Officer is responsible for keeping a copy of all training certification records. Under no circumstances shall an employee create or work in an excavation until he/she has successfully completed this company's excavation training program. This includes all new excavation workers regardless of claimed previous experience.

Penetration Permits

1. Obtain a permit from the Construction Observer prior to the start of the following activities:

    a. Penetration into concrete slabs, floors, ceilings, roofs, or walls greater than 2 inches (50mm) in depth (does not include pre-cast concrete).

    b. Penetration into underground concrete duct banks.

    c. Penetrations where a site investigation cannot identify possible hidden hazards.

2. Area to be penetrated shall be shown on drawing. Submit permit requests to the Construction Observer no more than 14 days and no less than 6 days prior to start of penetration.

3. Permits are task-specific. Confine penetrations to those areas identified on the permit.

3B Builders Inc.

Scheduling

SCHEDULING

FOR

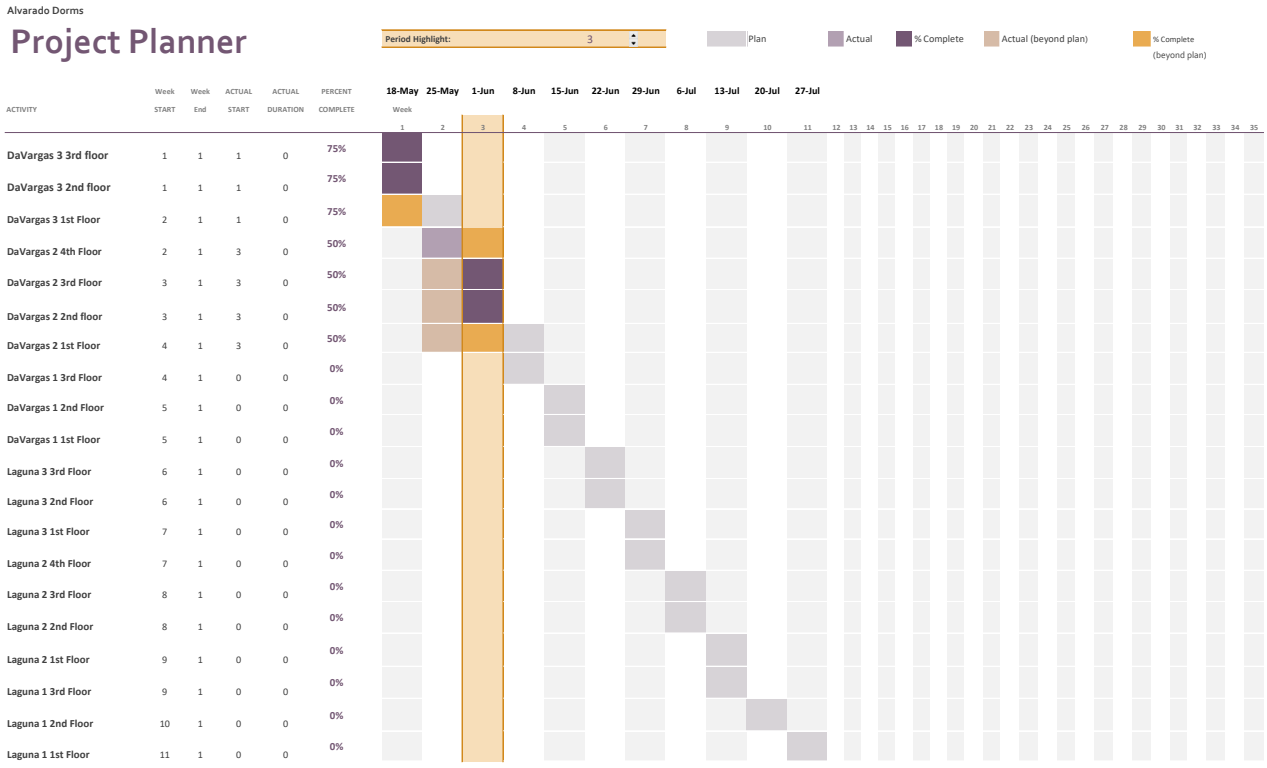
3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

SCHEDULING FORMATS AND RELIABILITIES

SCHEDULING FORMATS

3B Builders has had experience in a variety of successful scheduling formats and is capable of utilizing any of the scheduling formats required. An example of a preferred scheduling format utilized on a current project is primarily used:



*Note: This type of schedule is provided when required. A request of alternative formatting will need to be requested and at that time provided.

RELIABILITY

As a preferred contractor of many different associations, 3B Builders has yet to miss a schedule which scope of work was not altered and in many cases met a schedule where scope of work had been altered. We at 3B Builders try to flex to our customers scheduling needs. We will work outside of regular scheduled working hours to meet our customers' needs as possible. If schedule falls too far behind 3B Builders has worked well with preferred contractors of the same association to complete the needs of the customer. Our employees and staff are committed to our customers and associations goals. We will do everything within our abilities to ensure success on both sides.

3B Builders Inc.

LEED

LEED PROJECT GUIDELINES
FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

LEED Construction Phase Tracking Guidelines

I. General

1) Tracking, documentation and proper approval processes for materials on a project are mandatory procedures required in order to have a successful LEED Project. The following LEED Project organizational structure created by 3B Builders is intended to enhance and simplify the communication paths and documentation processes necessary to attain success. The following key LEED individuals are designated as the primary contacts for all LEED

related responsibilities: [Note: It is assumed in this document that the A/E is also the LEED Administrator.]

i) [A/E]: **(Matthew Budagher 505-553-0544)**
ii) [CM] **(Construction Manager or Lead Contractor): (Jim Bruhn 505-450-5099)**

2) All documentation described below will be distributed via the following channels:

i) [CM] will provide [A/E] with all documentation listed below to distribute.
ii) [A/E] will distribute the appropriate documents to any others required. All review comments will be returned to [A/E] for final review and approval. [A/E] will then transmit these to [CM] for distribution to the construction team.

II. LEED Material Submittals – Establish Acceptance and Formal Submittal Approvals

a) The following is a recommended procedural path for the LEED Submittal Process:

i) ALL LEED Submittals shall be identified as "separate from and in addition to other submittals"; that is, the LEED submittals shall be a separate file within the standard product submittal.

ii) The LEED Submittals should contain ONLY the data that backs up the LEED qualification. [NOTE: This is necessary because of how these items are saved and submitted for GBCI (Green Business Certification Inc.) review.]

iii) The Project Manual shall contain the "Material Content Form" and the "IAQ (Indoor Air Quality) Verification Forms", established by [A/E], and shall be used as the "cover sheets" for the LEED portions of the submittals.

iv) [CM] will distribute all Submittals. The following is a preliminary list of "minimum" distribution participants:

1. [A/E] will review all product submittals. [A/E] shall be responsible for distribution of these product submittals to the Design Team as follows:

a. [A/E] will review LEED submittals for meeting the specifications.
b. [A/E] will review LEED submittals for completeness and accuracy of supporting data

v) **LEED Material Submittals** shall appear on the [CM] Submittal Schedule

1. Discuss options for this item but they need to appear on the master RFI/ Submittal Log that customer reviews weekly.

III. LEED Action Plan

a. In order to avoid confusion regarding what is required for the LEED Action Plan, we propose the following to meet the intent of attaining a successful LEED Project as efficiently as possible. Provide the following to meet the requirements for the LEED Action Plan:

i. LEED Schedule of Values

1. A LEED Schedule of Values (SOV) is required: It is imperative that [CM] supplies this information using budget values to the [A/E] so that the [A/E] and customer have an idea of where the materials points stand. If it does not happen until after construction is completed, anything needed to adjust materials or products to save LEED points will become potential change orders which could be even more problematic. [Note: The failure to keep track of these values is the most common issue with points dropping off project goals over time.]

iii) LEED Contractor Progress Reports

1. There is not a single Progress Report formatted for this purpose, but Reports are required and should be included as part of the Payment Application. [CM] and the Subcontractors to agree on forms

2. **Materials & Resources**: The periodic LEED SOV's will supply the material values [A/E] needs to verify the progress on the LEED MR 4, 5, 6, and 7 credits
3. **Construction Waste and Diversion Reports** (Monthly) are needed for the construction and demolition waste as well as materials diverted in other ways. This shall be [CM] responsibility and goes along with the Payment Application process. [CM] shall present a proposed procedural process for these Reports. Consensus on this procedure must be established before the start of construction / demolition; document diversion in meeting minutes, and submit to the LEED participants on this project.

    a. **Coordination of Demolition and Salvage** within the project LEED boundary
    b. **Coordination of owner-diverted materials** – use the owner provided LEED Diversion Log
    c. [CM] will assemble and report the results of the collective activities

4. **IAQ Management Plan** on which the IAQ Reports are based should be created by [CM] and approved by the above stakeholders so the project can avoid unnecessary additional costs related to this issue.

5. **IAQ Management Reports** are required in the Project Manual and by LEED. [CM] shall insure that the IAQ process is executed as outlined in the Project Manual for Monitoring of the IAQ Plan; reference Section 01 73 20, paragraph XXX.
    a. These go into effect in areas as they become dried-in, but apply to adhesives and coatings used inside the envelope even before the areas are weather tight. The [A/E] shall monitor the IAQ process.

IV. Project Progress Meetings

a**. OAM Meeting** (Owner/Architect/Construction Manager - Job Progress): Include the required LEED Progress Reports in Pay Application discussions; this would include the LEED SOV updates, Construction Waste Reports, IAQ Reports when applicable.

b. **RFI/Submittal Progress Reviews:** LEED Materials Submittals shall be included as line items and prioritized.

c. **Construction Meetings:** [CM] shall include reminders about LEED issues as a bullet point on the standard agenda (similar to reports and reminders about Safety).

3B Builders Inc.

Value Engineering

VALUE ENGINEERING

FOR

3B Builders Inc.

1770 Hamilton Ln
Bosque Farms, NM 87068

What is Value Engineering? And why its important to 3B Builders?

Value Engineering (VE) is an organized/systematic approach directed at analyzing the function of systems, equipment, facilities, services, and supplies for the purpose of achieving their essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, and safety. The implementation of the VE process on a problem typically increases some combination of performance, reliability, quality, safety, durability, effectiveness, or other desirable characteristics.

Because “costs” are measurable, “cost reduction” is often thought of as the sole criterion for a VE application, and indeed, cost reduction is essential for both the bidding process and for any organizations primary goals. However, the real objective of VE is “value improvement,” and that may not result in an immediate cost reduction.

In fundamental terms, VE is an organized way of thinking or looking at an item or a process through a functional approach. It involves an objective appraisal of functions performed by parts, components, products, equipment, procedures, services, etc.— anything that costs money. VE is performed to eliminate or modify any element that significantly contributes to the overall cost without adding commensurate value to the overall function.

VE is not primarily centered on a specific category of the physical sciences; it incorporates available technologies, as well as the principles of economics and business management, into its procedures. When viewed as a management discipline, it uses the total resources available to an organization to achieve broad management objectives. Thus, VE is a systematic and creative approach for attaining a return on investment (ROI) by improving what the product or service does in relation to the money spent on it.

Value Engineering has two distinct components:

• An in-house effort where VE is performed by the organization itself. The organization is going have to be open to selective change for the VE to happen.
• An external effort where VE is performed by 3B Builders Inc.

Value Engineering is always available when you utilize 3B Builders Inc. If there is a tight budget or budget with special needs 3B Builders has been known for their value engineering and enabling customers to meet their project and budget needs.
Our value engineering starts local as it should. We do not stop at local, however, we utilize every avenue possible to help meet your project and organizations budget and goals.

Appendix D – Recycling

Firm Name: 3B Builders Inc.

Sustainability is one of the University's core values. We strive to meet the needs of the present while preserving the well-being of future generations. Recycling helps protect the environment by diverting recyclable materials from landfills and by ensuring that diverted materials are beneficially reused.

A. In the past, have you recycled any of the following materials: broadloom carpet and pad, carpet tile, metal, wood, concrete, cardboard, other.

a. Yes X No _____

B. If yes, provide the following information about each project:

1. **Name of project.**
2. **Materials recycled and quantities.**
3. **Entity that recycled the material (Name and contact information).**

1. **Zimmerman Library**
   Metal, Acoustical Ceiling Tile- no quantities available
   Silver Recycling 505-244-1508
2. **Alvarado Dorms/ Laguna, Da Vargas**
   Metal, aluminum- No quantities available
   Silver Recycling 505-244-1508
3. **Santa Clara Dorms**
   Metal, aluminum No quantities available
   Rudy's downtown Recycling 505-247-4576

CONTRACTOR'S COMMENTS

`

3B Builders will and has always taken the responsibility to use recycling as a tool for all projects involving large quantities of recyclable materials. Steel, copper, aluminum, paper, cardboard, carpet, acoustical ceiling tile.. This has been a great success when the project will allow for recycling. 3B Builders has been involved in multiple LEED projects as well.

Appendix E – Key Personnel
Project Manager

Name: 3B BUILDERS INC.

Name: JIM BRUHN

Title: PRESIDENT / OWNER

# of Years with the Firm: 8

# of Years as a Project Manager with Electrical Construction Services: 8

# of Healthcare Construction Projects Worked On in Past (5) Years: 11

Check All Relevant Experience:

☑ Projects for Higher Education Owners ☑ Laboratory Renovations ☑ Less Complex Non-Residential Projects

☑ General Construction ☑ Roofing Replacement/Repair ☑ Mechanical Upgrades ☑ Electrical Construction

☑ Interior Renovation ☐ Asbestos abatement ☑ Exterior / Interior painting ☐ Boiler Replacement

☑ *Bituminous Paving* ☑ *Concrete* ☑ *Masonry* ☑ *Exterior Facade* ☐ *Security Camera Installation*

☑ Canopy Replacement/Repair ☐ Elevator Repair/Replacement ☐ Escalator Repair/Replacement

☑ Overhead Doors ☑ Glass Installation ☑ Steel Erection ☑ Concrete Floor

☐ Duct bank repair / installation ☑ Outdoor light installation ☐ Fire Suppression System Installation

☑ Landscaping ☑ Fencing ☑ Earthwork / Site Work ☑ Demolition

ATTACH RESUME ☑ Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name SHARON RODGERS **Title** PROJECT MANAGER

Telephone: 505 253 1158 Email Address: Srodgers5@UNM.EDU

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name ERIC SCHWANER **Title** PROJECT MANAGER

Telephone: 505-379-2241 Email Address: elsch@UNM.edu

1770 HAMILTON LN • BOSQUE FARMS, NM 87068
PHONE 505 450 5099 • FAX 505 869 3442 • E-MAIL ROPEY789A@AOL.COM

JIM BRUHN

SUMMARY OF QUALIFICATIONS

JB Builders Inc. — Bosque Farms NM 87068

President / Owner

- President/Project Manager/Estimator

EDUCATION

Montana State University — Bozeman, MT

Bachelor Degree

- Structural Engineering

PROFESSIONAL EXPERIENCE

27 Years Construction Background (5 Years Multi-Story and Residential Construction of all phases from the ground up Including excavation, footings, concrete work, framing, drywall, roofing, scheduling, budget and finance.) (22 Years Commercial and Industrial construction, most of the time as a superintendent for their UNM Branch completing remodels and building new building for UNM and Intel.)

Title- *Superintendent*

- Responsible for several multi million dollar projects- scheduling, budgeting, and providing safety measures.

PROJECT EXPERIENCE

UNM Scholes Hall

UNM Dermatology

UNM Cancer Research Center (PET CT)

UNM Rodey Hall Theatre Renovation

UNM Castetter Hall Renovation

UNM Pope Joy Hall Balcony Removal

UNM Black Box Renovation

UNM Johnson Gym Kitchen Renovation

UNM Ford Utilities Renovation

PROJECT EXPERIENCE CONT'

UNM PPD Remodel Renovation

UNM African American Studies Renovation

UNM Zimmerman Bathrooms Remodel

UNM Zimmerman Library CSP Remodel

UNM Bookstore Ceiling

UNM Bookstore Bathrooms

UNM Zimmerman Bathrooms

UNM Alvarado Dorms Remodel

OBJECTIVE

To Obtain Contract with UNM to further Business goals.

CERTIFIED TRAINING

CPR/First Aid, Life Safety, Forklift, OSHA 10, Shoring, Excavating, Scaffolding, Certified Welder, Aerial Lift, Fall Protection, Powder actuated tools, Structural Engineer, GB-02, GB-98

REFERENCES

Jerry Pilkinton	505-269-8930,	Nash Encinas	505-321-0778,
Shelly Zivkovich	505-277-2153,	Yancy Garcia	505-277-2153,
Rick Ruminski	505-268-3811,	Bob Bishop	619-787-9999
Sharon Rodgers	505-273-1158,	Robert Perez	505-934-7470
Chris Nelson	505-269-8738,	Frank Bonano	505-362-3673

Lead Superintendent

Name: Matthew Budagher

Title: Lead Superintendent

# of Years with the Firm: 15 years

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Electrical ☐ Mechanical ☑ Roofing

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☑ Roofing ☐ Painting

# of Years as a Project Manager for Type of Construction Services Selected Above: 12 years

Check All Relevant Experience:

☑ Projects for Higher Education Owners ☑ Laboratory Renovations ☑ Clinical / Medical Environment

☑ General Construction ☑ Roofing Replacement/Repair ☑ Mechanical Upgrades ☑ Electrical Upgrades

☑ Interior Renovation ☐ Asbestos abatement ☑ Exterior / Interior painting ☑ Boiler Replacement

☑ Bituminous Paving ☑ Concrete ☑ Masonry ☑ Exterior Facade ☑ Security Camera Installation

☑ Canopy Replacement/Repair ☐ Elevator Repair/Replacement ☐ Escalator Repair/Replacement

☑ Overhead Doors ☑ Glass Installation ☑ Steel Erection ☑ Concrete Floor

☐ Duct bank repair / installation ☑ Outdoor light installation ☑ Fire Suppression System Installation

☑ Landscaping ☑ Fencing ☑ Earthwork / Site Work ☑ Demolition ☑ Painting

ATTACH RESUME ☑ Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Brad Meade **Title** Project Manager

Telephone: 1-808-269-3059 Email Address: judahcds@hawaii.rr.com

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Jay Amlong **Title** Director

Telephone: 1-512-492-2076 Email Address: jamlong@kellycorpnm.com

PHONE 505 553 0544 • FAX 505 869 3442 • E-MAIL MBUDAGHER@GMAIL.COM

MATTHEW BUDAGHER

SUMMARY OF QUALIFICATIONS

3B Builders Inc.

Administration/Owner

- Job Lead Superintendant

Sharon Rodgers 505-273-1158, Andrew Cullen 505-220-3275
Annette Jaramillo 505-228-8720, Ben Begaye 505-934-4861
Bill Straba 505-934-5029, Robert Perez 505-934-7470
Carol Campbell 505-385-5598, Chris Nelson 505-269-8738

Appendix G – Key Personnel
Safety Manager

Name: Matthew Budagher

Title: Safety Manager

# of Years with the Firm: 15

# of Years as a Safety Manager: 18

# of Similar Projects Worked On in Past (5) Years: 10

Check All Relevant Experience:

☒ Projects for Higher Education Owners ☒ Laboratory Renovations ☒ Less Complex Non-Residential Projects

☒ General Construction ☒ Roofing Replacement/Repair ☐ Mechanical Upgrades ☐ Electrical Construction

☒ Interior Renovation ☐ Asbestos abatement ☒ Exterior / Interior painting ☐ Boiler Replacement

☒ Bituminous Paving ☒ Concrete ☒ Masonry ☒ Exterior Facade ☐ Security Camera Installation

☒ Canopy Replacement/Repair ☐ Elevator Repair/Replacement ☐ Escalator Repair/Replacement

☒ Overhead Doors ☐ Glass Installation ☒ Steel Erection ☒ Concrete Floor

☐ Duct bank repair / installation ☐ Outdoor light installation ☐ Fire Suppression System Installation

☐ Landscaping ☒ Fencing ☒ Earthwork / Site Work ☒ Demolition

ATTACH RESUME ☒ Yes

Client Reference #1 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Sharon Rodgers **Title** Project Manager

Telephone: .505-273-1158 Email Address: srodgers5@unm.edu

Client Reference #2 for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name Adam Baca **Title** Supervisor For Maintenance Housing

Telephone: 505-239-5897 Email Address: aebaca53@unm.edu

2729 TEXAS DR NE • ALBUQUERQUE NM 87110
PHONE 505 553 0544 • FAX 505 869 3442 • E-MAIL MBUDAGHER@GMAIL.COM

MATTHEW BUDAGHER

SUMMARY OF QUALIFICATIONS

3B Builders Inc.

Administration/Owner

- Job Lead Superintendant

EDUCATION

High School Grad, CPR/First Aid Certified, Powder actuated tool, Arial Lift, OSHA 10, Fall Protection, Communication Specialist (Army Certification), Gen. Contractor Prep. Certified(CNM), GB-2, GB98

PROFESSIONAL EXPERIENCE

15 Years Professional Construction Background (1 Year Single story Residential construction of all phases from the ground up Including concrete work, framing, drywall, roofing) (13 Years commercial construction of all phases)

PROJECT EXPERIENCE

Scholes Hall UNM

UNM Cancer Research Center (PET CT)

UNM Rodey Hall

UNM Pope Joy Hall Balcony removal

UNM Payroll building Renovation

UNM Dermatology

UNM Black Box Renovation

UNM Logan Hall Entry Renovation

UNM Zimmerman Library CSP Renovation

ABQ HP Juan Tabo/ Tramway Renovation

ABQ HP 13701 Encatado Roof Replacement

UNM Bookstore Ceiling Replacement

UNM Bookstore bathrooms Renovation

SECURITY CLEARANCE

Military Security Clearance

REFERENCES

Sharon Rodgers 505-273-1158, Andrew Cullen 505-220-3275

Annette Jaramillo 505-228-8720, Ben Begaye 505-934-4861

Bill Straba 505-934-5029, Robert Perez 505-934-7470

Carol Campbell 505-385-5598, Chris Nelson 505-269-8738

Appendix H – Comparable Construction Experience
Roofing Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: **3B Builders, Inc.**

Agency / Client Name: **UNM**

Project Name: **PPD JOC**

Project Number: _____ **Project Value:** **$12,000,000**

Achieved or Anticipated Final Acceptance after January 1, 2018 ☑ Yes ☐ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☑ On a UNM Campus ☐ Within State of New Mexico

Estimated Self Performance (%): **75%**
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply**.)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☑ Roofing ☐ Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

We acquired this contract with UNM PPD. We worked with Mike Shiplet and Brad Tedesser on this Contract for UNM. We constructed the area 1 Maintenance building on this contract and various restroom Renovations on UNM Campus. We completed this work as a General Contractor and successfully Completed multiple projects and were able to hire sub-contractors to comply with the JOC pricing and Complete these projects on time and within the required pricing according to the Task catalog.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name **Carol Campbell**

Telephone: 1505-385-5598 Email Address: ccampbell@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Appendix H – Comparable Construction Experience
Roofing Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: **3B Builders, Inc.**

Agency / Client Name: **UNM**

Project Name: **UNM PDC On-call Contract**

Project Number: _____ **Project Value:** **$2,000,000**

Achieved or Anticipated Final Acceptance after January 1, 2018 ☑ Yes ☐ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☑ On a UNM Campus ☐ Within State of New Mexico

Estimated Self Performance (%): **75%**
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply**.)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☑ Roofing ☑ Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

This was an On Call Contract for 2 years that was extended for another 2 years for PDC. We completed many projects under this contract successfully. These projects completed under this contract involved all types of trades listed.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name **Sharon Rodgers**

Telephone: 1505-275-1158 Email Address: srodgers5@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Appendix J – Comparable Construction Experience
Roofing Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: **3B Builders, Inc.**

Agency / Client Name: **UNM**

Project Name: **PPD JOC**

Project Number: _____ **Project Value:** **$12,000,000**

Achieved or Anticipated Final Acceptance after January 1, 2018 ☑ Yes ☐ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☑ On a UNM Campus ☐ Within State of New Mexico

Estimated Self Performance (%): **75%**
(Based on actual hours through the working foreperson. **Supervisory hours do NOT apply**.)

Project Type: (The project type should correspond to the applicable Contract the proposal is being submitted for: General Construction, MEP, Roofing)

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☑ Roofing ☐ Painting

Project Scope: (Briefly describe the scope of work and the trades involved. The project scope should correspond to the applicable trade Contract the proposer is submitting for: General Construction, MEP, Roofing)

We acquired this contract with UNM PPD. We worked with Mike Shiplet and Brad Tedesser on this Contract for UNM. We constructed the area 1 Maintenance building on this contract and various restroom Renovations on UNM Campus. We completed this work as a General Contractor and successfully Completed multiple projects and were able to hire sub-contractors to comply with the JOC pricing and Complete these projects on time and within the required pricing according to the Task catalog.

Client Reference for Construction: (It is your responsibility to assure that the contact information listed is correct. If your reference can not be contacted, this project may not be considered.)

Agency's contact: Name **Carol Campbell**

Telephone: 1505-385-5598 Email Address: ccampbell@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Appendix K – Indefinite Quantity Contract Experience

General

1 Agency Name: **3B Builders Inc**

2 Contract #:

Reference Information

3 Reference Name, Position: **Sharon Rodgers**

4 Address: **1 University Blvd NE**

5 City, State Zip Code: **Albuquerque, NM 87106**

6 Phone Number: **505-239-4756**

7 E-mail Address: **srodgers@unm.edu**

Contract Time:

8 Potential Maximum Time:* **2 years**

9 Award Date: **1/13/2016**

10 Expiration / Termination Date (Or Still Active): **1/13/2018**

Contract Amounts:

11 Potential Maximum Amount:** **$2,000,000.00**

12 Total Amount of Work Issued ($): **$1,223,117.01**

13 Total Number of Job Orders Issued (#): **5**

Key Personnel

14 Name and Position: **James Bruhn, President, Project Manager**

15 Name and Position: **Matthew Budagher, Vice President, Superintendent**

16 Name and Position: **Juan Sanchez, Lead supervisor**

17 Name and Position:

18 Yes or No, Did Any of the Key Personnel Proposed for the Naperville Contract Work on this Contract? **No**

19 If Answer to Above Question is "Yes," and if Those Individuals are NOT Listed as a Key Personnel Above, List the Name and Position Below:

* **Potential Maximum Time** shall mean the the entire possible duration of the Contract. The Potential Maximum Time is calculated by adding together the base term plus all possible option terms.

** **Potential Maximum Amount** shall be the sum of the Potential Maximum for the base term and ALL possible option terms. Expressed as a Dollar Amount.

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: 3B Builders, Inc.

For the UNM Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Campus/Contract Type being proposes may result in the bid for that Campus/Contract Type being deemed non-responsive. **The Contractor is to include the administrative fee of 2.98% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Main Campus (Albuquerque)	Normal Working Hours (60%)	1.17		1.17
	Other Than Normal Working Hours (30%)	1.23		1.23
	Non Pre-Priced (10%)	1.2		1.2
	Award Criteria Figure	1.1910	0.0000	1.1910
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Northern New Mexico Branch Campuses	Normal Working Hours (60%)	1.22		1.22
	Other Than Normal Working Hours (30%)	1.28		1.28
	Non Pre-Priced (10%)	1.25		1.25
	Award Criteria Figure	1.2410	0.0000	1.2410
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Southern New Mexico Branch Campuses	Normal Working Hours (60%)	1.22		1.22
	Other Than Normal Working Hours (30%)	1.28		1.28
	Non Pre-Priced (10%)	1.25		1.25
	Award Criteria Figure	1.2410	0.0000	1.2410

For the UNM Cooperative Purchasing Job Order Contracting Program the Offeror shall complete the cells highlighted grey below. Failure to submit all the Adjustment Factors for the Region/Contract Type being propose may result in the bid for that Region/Contract Type being deemed non-responsive. A complete map of the regions can be found in the Purpose of this RFP Document. **The Contractor is to include the administrative fee of 7.50% into their responding adjustment factors.** The Contractor shall perform the Tasks required by each individual Job Order using the following Adjustment Factors:

UNM Cooperative Purchasing Job Order Contracting Program		CONTRACT TYPES		
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #1	Normal Working Hours (60%)	1.22		1.22
	Other Than Normal Working Hours (30%)	1.22		1.22
	Non Pre-Priced (10%)	1.22		1.22
	Award Criteria Figure	1.2200	0.0000	1.2200
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #2	Normal Working Hours (60%)	1.17		1.17
	Other Than Normal Working Hours (30%)	1.17		1.17
	Non Pre-Priced (10%)	1.17		1.17
	Award Criteria Figure	1.1700	0.0000	1.1700
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #3	Normal Working Hours (60%)	1.22		1.22
	Other Than Normal Working Hours (30%)	1.22		1.22
	Non Pre-Priced (10%)	1.22		1.22
	Award Criteria Figure	1.2200	0.0000	1.2200
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #4	Normal Working Hours (60%)	1.22		1.22
	Other Than Normal Working Hours (30%)	1.22		1.22
	Non Pre-Priced (10%)	1.22		1.22
	Award Criteria Figure	1.2200	0.0000	1.2200
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #5	Normal Working Hours (60%)	1.22		1.22
	Other Than Normal Working Hours (30%)	1.22		1.22
	Non Pre-Priced (10%)	1.22		1.22

	Award Criteria Figure	1.2200	0.0000	1.2200

NOTES TO OFFERERS

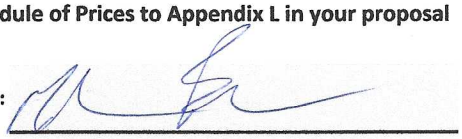
1. **The Other Than Normal Working Hours Adjustment Factors must be greater than or equal to the Normal Working Hours Adjustment Factors.**

2. **The Non Pre-Priced Adjustment Factor must be greater than or equal to 1.000**

3. The weighted multipliers above are for the purpose of calculating an Award Criteria Figure only. No assurances are made by the owner that Work will be ordered under the Contract in a distribution consistent with the weightede persentages abouve. The Award Criteria Figure is only used for the purpose of determing the Bid.

4. When.s ubmitting Job Order Price Proposals related to specific Job Orders, the Bidder shall utilize one or more of the Adjustment Factors applicable to the Work being Performed.

5. Make sure to attach this Part 1: Schedule of Prices to Appendix L in your proposal

By: Authorized Signature: 

By: Same Name and title Printed or typed: Matthew Budagher/ Vice President

Date: 11/16/2022

Insurance Coverage

1. The proposer shall submit evidence of current insurance to cover the following required coverage. Proposers must submit with the proposal a Certificate of Insurance showing current coverage equal to or greater than what is required in this RFP.

    a) Worker's Compensation and Employer's Liability Insurance – In accordance with applicable laws the minimum amount should be the amount required by New Mexico law, but no less than $1,000,000.

    b) Commercial General Bodily Injury and Property Damage Liability – Including automobile (owned, non-owned, and hired) of not less than $3,000,000 for each occurrence and in the aggregate of $5,000,000.

    c) Owner's and Contractor's Protective Liability Insurance - Covering bodily injury to or death of persons and/or loss of or damage to property, in a combined single limit of $3,000,000 per Occurrence and $5,000,000 Aggregate

    d) Builders Risk Insurance - The Contractor shall procure and shall maintain during the life of this contract Builder's Risk insurance as required by applicable State law. The minimum limits shall be for the total amount of the project.

Each certificate of insurance required shall remain in effect for the entire term of the contract and shall not be reduced or canceled without prior written acceptance by UNM. Commercial General Liability and Auto liability policies required hereunder shall name UNM as additional insured. Coverage shall be primary. All insurance required under this section shall be with companies acceptable to UNM. Stated minimums shall not be interpreted as limiting the contractor's insurance coverage.

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT CONTRACTOR CERTIFICATE

Issued to: **3 B BUILDERS, INC.**

DBA: **3 B BUILDERS, INC.**
1770 HAMILTON LN
BOSQUE FARMS, NM 87068

Expires: **08-Sep-2025**

Certificate Number:

L0562310096

Demesia Padilla, CPA, Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE