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: Shad S. James

Title: President & CEO

Phone: 505.345.8591 Fax: 505.345.8598

Email: shad. james@jaynescorp.com

Marketing:

Contact Person: Alicia Flores

Title: Marketing Services Director

Phone: 505.345.8591 Fax: 505.345.8598

Email: alicia.flores@jaynescorp.com

Account Manager/Sales Lead:

Contact Person: Jesus Ortiz

Title: Director of Pre-Construction

Phone: 505.345.8591 Fax: 505.345.8598

Email: jesus.ortiz@jaynescorp.com

Sales Support:

Contact Person: Mike Howell

Title: Chief Estimator

Phone: 505.345.8591 Fax: 505.345.8598

Email: mike.howell@jaynescorp.com

Contract Management (if different than sales lead):

Contact Person: Matt Sanchez

Title: Enterprise Risk Management Director & General Counsel

Phone: 505.345.8591 Fax: 505.345.8598

Email: matt.sanchez@jaynescorp.com

Financial Reporting:

Contact Person: Jennifer Deal

Title: VP - Finance

Phone: 505.345.8591 Fax: 505.345.8598

Email: jennifer.deal@jaynescorp.com

1. Provide an overview of your experience working in projects relating to the Contract being bid – General Construction

ABOUT US

For over seven decades Jaynes Corporation has constructed complex facilities for a broad range of market sectors, while meeting the challenges of time and technology to become a recognized leader in the local construction industry. Our success comes from a set of solid professional ethics – superior customer service, a "hands-on" approach from beginning to end, providing alternative cost-saving solutions and methods that keep project budgets and schedules on target, and our ability to provide quality construction for our clients' facilities.

Resources & Capabilities

- Estimating, value engineering and building systems analysis services
- Self-performed concrete, carpentry, and labor craft capability
- Office Locations in Albuquerque, Farmington, Las Cruces, El Paso and Durango
- 33 Project Managers and Estimators
- 49 experienced Superintendents
- Over 120 full-time highly trained and skilled field craftsmen
- $20 M in company owned construction equipment
- 5,500 square foot custom cabinet and millwork shop
- Warranty Service Program with full-time staff

Effective Management

- Jaynes Quality Assurance/Quality Control Program
- Jaynes Customer Engagement Group - Warranty Service Program
- Certified Construction Management Building Information Modeling
- Comprehensive, Nationally Recognized Safety Program
- Drug-Free Work Environment With Random Employee Testing, Background Testing, and Sex Offenders Prohibited

Financial Integrity

- Completed over 330 projects in the last five years ranging from several thousand dollars to $137.0 M dollars
- Lowest bonding rates offered by C.N.A. Surety
- Single project bonding limits to $150 M
- Aggregate bonding in excess of $500 M

76 YEARS OF EXPERIENCE

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.)

The JOC system is a procurement tool typically implemented to complete small to medium construction projects. JOC is effective because contracts are awarded to multiple bidders, which creates a pool of successful and pre-qualified contractors. JOC also eliminates the costly need to solicit construction projects that can be easily accomplished with the available JOC contractors. These contractors are essentially on call and bound by a catalog of pre-priced line items for generating proposals based upon an agreed upon scope of work produce during the Joint Scope Meeting. The Joint Scope Meeting involves the Owner's representative, General Contractor and important subcontractors, and the Architect if required, or available. It is used through discussion to generate a very accurate scope of work that is incorporated into the respective job order.

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.

Working with subcontractors who have proven experience, a dedicated team, quality craftsmanship and willingness to innovate are the partners we choose. New Mexico is a place of highly capable workers, and we partner with the best by concentrating on key factors:

- Experience on active campuses
- Safety record
- Past experience with Jaynes
- Proven project experience
- Available manpower, performance & capability

Jaynes employs a sequential approach that includes Subcontractor involvement well in advance of their physical presence on-site. Pre-construction meetings bring the different subcontractors together to coordinate schedule and scope of work. It is here where unanticipated issues get resolved prior to the start of a specific task. We will address the subcontractor production rates, quality and cost control expectations. Daily foremen meetings continue the team coordination. A 'Zero Punchlist' attitude is instilled with Jaynes' 'Punch as you go' emphasis to finish the project just as strong as it was started.

Our in-house BIM team has coordinated the virtual model with many subcontractors on projects. We have seen the success of one model used by our on-site personnel as well as subcontracting partners because we are all on the same page.

SELF-PERFORMED EXPERIENCE

CONCRETE

Concrete sets the foundation for what our company is today. We have been growing our knowledge by pairing people and resources to provide an exceptional experience for your project. Self-performing this work means our quality expectations are evident in the earliest stages of construction. In addition to our ability to self-perform concrete, Jaynes offers the unique advantage of providing general oversight and support for concrete scopes regardless of the subcontracting team selected to complete the work. Jaynes began as a concrete company in 1946. The experience we have gained throughout this time self-performing concrete on educational facilities and active campuses creates a bond with our subcontracting partners. We can step in to provide mentorship at any point during a project understanding that we are all working toward a common goal, safe and timely completion.

MILLWORK

Our millwork crew is obsessed with the details. This team is made up of craftsmen who build pieces for offices, schools, hotels, and retail spaces across our region. We are able to start with your vision and make it a reality through our training and resources. Self-performing this work allows us to maintain our quality expectations from beginning to end of your project.

SANTA FE COUNTY ADMINISTRATIVE FACILITY

Concrete & Millwork

SANTA FE HIGH SCHOOL ADMINISTRATION BUILDING

Concrete & Millwork

MANZANO HIGH SCHOOL ATHLETIC COMPLEX

Millwork

INNOVATE ABQ LOBO RAINFOREST

Concrete & Millwork

ARTESIA PUBLIC LIBRARY

Concrete

SANDIA OFFICE COMPLEX

Concrete & Millwork

NM NATIONAL GUARD - LAS CRUCES READINESS CENTER

Millwork

IMPERIAL BUILDING

Concrete & Millwork

ASPEN ELEMENTARY SCHOOL

Concrete & Millwork

ARTESIA PUBLIC SCHOOLS ADMINISTRATION BUILDING

Concrete

ARTESIA AQUATIC CENTER

Concrete

UNM JOHNSON CENTER EXPANSION & RENOVATION

Concrete & Millwork

AMOUNT/TYPE OF SUBCONTRACTING

On average, Jaynes subcontracts approximately 80-85% of the work required on our projects.

ABILITY TO COORDINATE MULTIPLE SUBCONTRACTORS ON MULTIPLE PROJECTS/ LOCATIONS

Our current work history exemplifies perfectly our ability to manage multiple subcontractors on multiple projects at multiple locations. We currently have an excess of 20 active projects throughout New Mexico and Colorado. Our New Mexico project locations include projects in Albuquerque, Northern New Mexico, and Southern New Mexico. Each project provides its own unique challenges in which we have to utilize established relationships with subcontracting partners in these locations. Our management approach and coordination throughout our 76 years in the industry has lead to Jaynes being a leading contractor in the Southwest.

4. Provide a separate list of contemplated subcontractors.

ACOUSTICAL
- Eagle Rock
- New Mexico Acoustics & Specialties
- Lone Sun

ASPHALT PAVING
- Franklins
- Custom Grading
- Cecil Wilson
- Star Paving

ATHLETIC EQUIPMENT
- A K Sales and Consulting
- ADPLemco
- Norcon of New Mexico

BUILDING DEMOLITION
- Coronado
- Groundhog
- C&C Services

BUILDING INSULATION
- ANI
- Millers
- Lone Sun Builders
- Rodriguez

CONCRETE REBAR
- Harris Rebar
- CMC
- PTRS
- Gil Con
- JD STEEL CO

CONCRETE
- Jaynes Structures
- Noel
- Mayan
- Chavez Concrete

DOORS/HARDWARE
- AG Supply
- Stock
- Grant's Steel Sash Door & Hardware
- Fairway Inc.
- Hallgren Co of NM

DRYWALL
- Empire Builders
- Lone Sun Builders
- Rodriguez Plastering

EARTHWORK/SITE DEMOLITION/SURVEYING
- Custom Grading
- Aztec
- Rodgers Excavating
- Franklins
- Star Paving
- Universal

ELECTRICAL
- Service Electric
- McDade-Woodcock
- Northridge
- DKD Electric
- Corbins Electric

FENCING AND GATES
- Valley Fence
- Scott's Fencing
- Triwest Fence

FIBERGLASS SANDWICH PANELS
- Southwest Glass & Glazing
- Storefront Specialties & Glazing
- Metropolitan Glass (Denver)

FIRE PROTECTION
- Alliance Fire Protection
- Western States
- Valley Fire Protection
- SAFE Fire Protection
- Premier Fire Protection

FLOORING
- Business Environments
- Ray's Flooring
- Mesa Floor Coverings
- Harrison

GLASS/STOREFRONT MTL PANELS
- Southwest Glass & Glazing
- Storefront Specialties & Glazing
- Western Glass

KITCHEN HOODS/EQUIPMENT
- McComas
- National Restaurant Supply
- Standard
- Ed's Refrigeration
- Banner Sales & Contracting

LANDSCAPING/SITE FURNISHINGS
- Heads Up
- The Groundskeeper
- Leescapes
- Hilltop

MASONRY
- Beaty Construction
- Precision Masonry
- Stone Cold Masonry
- Dependable Masonry

Contemplated subcontractors list cont'd.

PAVEMENT MARKING/BUMPERS
- Accustripe
- Custom Grading

PLASTERING
- Empire Builders
- Firebird Structures
- Lone Sun Builders
- Rodriguez Plastering

PLUMBING & MECHANICAL
- Hanna P&H
- KDC Mechancial
- Miller Bonded
- National Heating & Ventilating
- Yearout Mechancial

OVERHEAD/ COILING DOOR
- Windsor Door
- Preferred Door
- Overhead Door
- ABC Door

PAINTING
- City Painting
- F&R Painting
- Advanced Painting

ROOFING
- Commercial
- Progressive
- DKG & Associates
- National Roofing

SEALANTS/FIRESTOPPING/ WATERPROOFING
- ANI
- Majestic
- Sealant Specialists
- Seal-Co

SITE UTILITIES/SURVEY
- AUI
- Franklins
- Miller Bonded
- TCL

SPECIALTIES
- Inca Enterprises
- Corb Specialties
- Builders Specialties
- Albuquerque Partition and Accessories
- A K Sales and Consulting Div 10 Malts

STEEL MATL FOB
- Beaty Construction
- Precision Masonry
- Stone Cold Masonry
- Dependable Masonry

STEEL ERECTION
- STR Services
- Moniger

SURVEYING
- SMA
- Precision Masonry
- Cartesian
- High Mesa
- Albuquerque Survey

TRANSPORTATION
- AUI
- Mountain States

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.

VALUE ENGINEERING

Jaynes brings decades of experience to a project when it comes to cost engineering and budget management strategies. Our construction professionals have spent countless hours evaluating project scopes in search of any opportunity to better serve our clients by increasing a project's value without increasing cost. Our industry recognizes this practice as "value engineering" and we at Jaynes, pride ourselves on being experts in this practice. Over the years, we have had the fortune of serving many different types of clients whose focus is always to procure the absolute best construction product they can for the best value. Quite frequently, our services have included many weeks of cost evaluation efforts during pre-construction and/or design in order to make these decisions the best they can be for the Owner, the design team, and for Jaynes.

01 Identify Opportunities

- Obtain highest possible degree of understanding of Owner's requirements.
- Itemization of overall project budget to develop greatest level of detail possible in the cost estimate.
- Thorough understanding of specific scope packages.
- Specifically and accurately target viable VE opportunities.
- Avoid aggressively soliciting individual bids to locate the lowest price, and the lowest price only.

02 Develop Alternatives

- First, measure and quantify the level of VE required.
- Working closely with subcontract partners and design team to develop an extensive list of VE opportunities.
- Begin with major equipment specification where alternate manufacturer may find savings while adhering to project specifications and needs.
- Find possible alternate systems, products, or installation methods.
- Alternatives should not compromise or sacrifice performance or quality.

03 Evaluate Alternatives

Jaynes' in-house QA/QC Department actively participates in the VE process and reviews potential changes. This serves to:

- Ensure wise budget decisions.
- Alleviate potential performance issues down the line due to quality compromises.

04 Select & Implement

- Many times focus is put on the project's MEP systems, building enclosures, or any scope feature that will be subject to moisture/thermal change or repeated freeze/thaw cycles that may offer long-term cost savings.
- VE opportunity should provide Owner with greater efficiencies, longevity, and cost savings.

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.

Jaynes has extensive experience in bringing a complete project solution to an owner through the Design-Build process. We partner to truly understand the needs of the end user and any existing conditions that we are working with to help ensure more accurate budgeting and project performance.

We feel that JOC procurement methods fold well into the Design-Build process largely because of the level of transparency that is added to an already good project delivery method. With a Design-Build team on board and the implementation of a JOC system, a team can provide the highest level of accuracy on budgeting numbers.

We lead the integrated design/construction meetings to ensure that the overall goals and budget for the project are on track. We provide continuity of the Design-Build team from the start of design through the completion of construction.

In Design-Build, we work together with the Architect, from the beginning of the project. Design-Build fosters collaboration, and as a team, we will provide unified recommendations to fit your schedule and budget. We understand that the culture of collaboration is paramount in Design-Build. Below is a list of projects we've successfully delivered, utilizing the Design-Build delivery method.

- LANL TA-03
- LANL TA-50
- Dzilth-Na-O-Dith-Hle Community School
- SJC School of Energy
- Sandia Casino - Three Level Expansion
- Santa Fe County Administrative Complex & Historic Renovation
- Mountain & Valley Regional Health
- Sandia Office Complex
- URENCO
- Mack Energy
- Holly Frontier Energy
- Holly Frontier Training Center - Artesia
- Central Valley Electric
- Los Alamos Municipal
- Las Cruces City Hall
- Albuquerque Studios

Appendix B – Contractor's Statement of Qualification

1. ORGANIZATION

Name: Jaynes Corporation Address:

Principal Office: 2906 Broadway Blvd NE, Albuquerque, NM 87107

[✓] Corporation [ ] Partnership [ ] Sole Proprietorship [ ] Joint Venture
[ ] Other

a. How many years has your organization been in business as a contractor? 76

b. How many years has your organization been in business under its present business name?
55

c. Under what other or former names has your organization operated? _____
George T. Jaynes Inc. (1946 - 1967)

d. Department of Work Force Solutions Contracting Registration # 0185652011514
Effective Dates: 5/2/22 to 6/3/24

e. Submit FEIN and Dunn & Bradstreet report.
Please see section F. Clarifications and explanations for our Dunn & Bradstreet report.
FEIN: 85-0172050 | Dunn & Bradstreet: 00-711-2253

f. Describe any present or past litigation, bankruptcy or reorganization involving supplier.
Please see section F. Clarifications and explanations for items f, g, and h.

g. Felony Conviction Notice: Indicate if the supplier
- is a publicly held corporation and this reporting requirement is not applicable;
- is not owned or operated by anyone who has been convicted of a felony; or
- is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

h. Describe any debarment or suspension actions taken against supplier

2. LICENSING

a. Name of license holder (or qualifying party) exactly as on file with the State of New Mexico Construction Industries Division:
Jaynes Corporation

b. License Classification: GA03, GB98 License Code: _____

c. License Number: 4866

d. Issue Date: 07/01/1997 Expiration Date: 03/31/2023

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?
[✓] Yes [ ] No (attach explanation)

f. Does your firm hold all applicable business licenses required by state and local law? Yes.

- License Number: 0185652011514 Jurisdiction: New Mexico

  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  Jaynes Corporation | Department of Work Force Solutions Contractor Registration

  Issue Date: 5/2/2022 Expiration Date: 6/3/2024

- License Number: 4866 Jurisdiction: New Mexico

  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  Jaynes Corporation | State of New Mexico Regulation and Licensing Department

  Issue Date: 07/01/1997 Expiration Date: 03/31/2023

- License Number: L0801341104 Jurisdiction: New Mexico

  Name of License Holder, exactly as it appears on file with jurisdictional authorities.
  Jaynes Corporation | Resident Contractor Certificate

  Issue Date: 11/20/2020 Expiration Date: 11/19/2023

g. Is your firm registered with the State of New Mexico's Purchasing Department with a Resident Preference Number? [✓] Yes [ ] No

Resident Preference Number: L0801341104 Issue Date: 07/01/1997

Name of number holder, exactly as it appears on file with State Purchasing.
Jaynes Corporation

h. Is your firm free from formal debarment from public works, federal, state or local jurisdictions?
[✓] Yes [ ] No (attach explanation*)

3. CAPACITY AND CAPABILITY TO PERFORM THE WORK

a. Resources.

(1) Total number of current employees: 275
Project Managers 24
Estimators 9

Superintendents	49
Foremen	18
Tradesmen	96
Administration	23
Others	56

(2) Does your firm have the immediate capacity to perform the work required for this project?

[✓] Yes [ ] No

(3) What is the number and location of support centers, if applicable, and location of corporate offices?

Corporate Office: Albuquerque, NM | Number of Support Centers: 4

Locations: Farmington, NM; Durango, CO; Las Cruces, NM; El Paso, TX

(4) What was your annual construction volume over the last three (3) fiscal years?

2021: $211,574,088 | 2020: $194,000,948 | 2019: $222,869,063

(5) What are your overall public sector sales, excluding Federal Government, for last three (3) years?

2022: $125,000,000 | 2021: $87,000,000 | 2020: $67,000,000

(6) What is your strategy to increase market share in the public sector?

In order to increase market share, Jaynes has built a division dedicated specifically to this type of work (federal and public). Our increased resources in this division will enhance our abilities to serve the public sector and grow in market share.

(7) What differentiates your company from competitors in the public sector?

Please see the following pages.

(8) Describe any green or environmental initiatives or policies.

Please see the following pages.

(9) Provide any necessary detail as it relates to standard ordering methods and payment terms.

Jaynes uses an internet-based, construction payment management system called Textura. Textura streamlines our payment processes and is accessible virtually anywhere. This has opened a direct line of communication between our Owners, Subcontractors, and Jaynes. Should any issues arise, we are able to address them immediately. Using Textura allows us to get funds from the Owner promptly which then allows us to pay our Subcontractors on-time.

BENEFITS
- Less paperwork
- Trackable documents
- Prompt payments
- Direct payments
- Payment approval status updates
- Lien Waivers automatically handled
- Fully integrated with Jaynes' change order system

(10) If Contractor requires additional agreements with Participating Public Agencies, provide a copy of the proposed agreement herein.

Jaynes does not require additional agreements with Participating Public Agencies.

7) JAYNES' DIFFERENTIATORS IN THE PUBLIC SECTOR

OUR ADVANTAGES

01 SPECIALIZED FEDERAL AND PUBLIC SECTOR TEAMS

Over the years we have noticed a growing need for project teams concentrated on specific project delivery. Jaynes' Federal Projects Group is a team dedicated to federal and public work. Through opportunities such as the UNMH JOC, we have developed a pool of Project Managers and Superintendents that not only work on public sector projects, but also understand working with in the JOC type of work.

02 SAFETY

Safety has been and will remain a cornerstone of our project focus. Whether we are building a new facility or renovating an old space in the middle of downtown, we have a commitment to our team and yours to be proactive. Our commitment to you, our employees and every subcontractor is to make sure they go home to their families. That is why safety is a cornerstone to our operations. We take safety very seriously and make sure every activity performed on our jobsites is started with intentional pre-planning, ensuring no one is hurt doing their job.

03 QUALITY

We have a designated focus on quality from the moment we start working with our clients. Our team has developed a quality program centered around a project's most sensitive areas. We stand behind the work we do with a comprehensive warranty program and building follow-up reviews with our Client Engagement Group. Quality is never an accident, it is the result of intelligent effort at Jaynes.

04 TECHNOLOGY

Technology is changing how buildings, infrastructure, and utilities are planned, designed, built and managed. With online document management systems, drones, and Virtual Design Construction, information is turned into insight to deliver business value at every step of the process. The systems we use allow for early identification of potential issues, which directly impacts your project's bottom line.

05 SELF PERFORMANCE

With our concrete and millwork teams on a project, we have distinct schedule and quality advantages throughout construction. Our concrete team's early project involvement sets the pace for the project while establishing a strong foundation to support your facility. The millwork team wraps up a project with an attention to detail on finishes that will remain evident for years to come.

8) GREEN/ENVIRONMENTAL INITIATIVES OR POLICIES

Jaynes has a history of proven, measurable environmental and socially conscious practices going back nearly 75 years. At Jaynes, "sustainability" means far more than "green thinking". Rather, it is embedded in our deep-seated value of stewardship – not only of our environment, but stewardship of everything we do.

Our teams have completed projects that have achieved the following:

5 PROJECTS

Clovis Community College

19 PROJECTS

UNM Castetter Hall

23 PROJECTS

Fort Lewis College Sitter Family Hall

1 PROJECT

UNM College of Education

Jaynes Stewardship & Sustainability Program

The purpose of this program is to define our corporate standard of sustainability, highlight its key strategies, and to hold our employees accountable for following it. Below are some key highlights of how the Jaynes Stewardship and Sustainability Program is shaping our company.

Sustainability in the Office

Recycling Containers: All of our offices include appropriate refuse containers for materials that can be recycled.

Paper Reduction Techniques: We encourage using digital processes for all internal communications. When we do print, all our printers are set to black/white, double-sided as the default setting.

Environmental Controls: Our HVAC system is well maintained, our buildings are well insulated, and we use cost-effective climate control techniques to minimize our energy consumption.

Sustainably Focused Fleet Management: We invest in our own shop and maintenance facility to make sure our fleet vehicles and construction equipment are in good working order and in compliance with local emissions regulations.

Sustainable Tissue Paper: All of our tissue paper products are sourced from companies who are curbing deforestation with their products.

Sustainability on Site

LEAN Construction: For nearly a decade Jaynes has embraced LEAN construction principles. LEAN is a method of production aimed at reducing waste (time, material, and energy) and maximizing output. At its core, it is the sustainability ethic reflected in every construction process.

BIM: We utilize Building Information Modeling to find problems in virtual space before they become a reality. By digitally constructing our buildings before a single beam or pipe is placed, we shrink our footprint by eliminating an enormous amount of wasted resources.

Digital Processes (ProCore): 100% of our projects are hosted, managed, and shared in the cloud. By committing to a digital environment we have saved (literally) tons of paper products that are traditionally used to construct buildings.

Prefabrication: Prefabrication is not only good for business, it helps the environment as well. Some studies show that prefabrication reduces construction waste by 40%, CO2 emissions by 35%, and is 50% more energy efficient. Our mill shop is a leader in casework prefabrication and we encourage our trade partners to prefabricate as much as possible.

SWPPP/SWMP: Jaynes was one of the first and only contractors in New Mexico to provide a comprehensive education and certification to all its operations-level employees on best practices for storm water management on its projects to prevent runoff into our local waterways.

Future Goals, Initiatives, and Innovations:

Green America Certified Business: Jaynes is actively seeking its "Green America Certified Business" seal. Green America certifies businesses that adopt principles, policies and practices that improve the quality of life for their customers, employees, communities, and the planet.

EC3 Calculator: We are testing a software produced by Autodesk that measures the amount of embodied carbon for a particular design. This software will help inform sustainable decisions on material selections and processes.

Sustainable Partnerships: Jaynes is creating a sustainability peer group among regional trade firms to share ideas, inspirations, and accountability.

Fleet Management: Jaynes is working on transitioning 50% of our fleet vehicles to electric within the next 15 years.

Steel & Concrete Production Management: Research indicates the production of concrete and steel are the two highest contributors to the carbon footprint in building development. We are initiating discussions with local suppliers and fabricators to bring the latest sustainable technology to these common building components.

Energy Star Appliances: All of our offices are equipped with energy star rated appliances.

Our corporate sustainability plan is available upon request and includes our commitments to improving our environment, measuring and managing our carbon signature, and investing in the overall health and wellness of our communities and its citizens.

4. SURETY

a. Firm's current surety company: USI Southwest, Inc.
Will this surety be used for the construction contract for this project?
[✓] Yes
[ ] No (attach explanation*)

Contact Agent: Sam Conlee Telephone: 505.219.0271

Years utilizing this surety: 46 Maximum capacity: $500,000,000

Aggregate Total of current surety in force: $191,000,000

b. Is the surety company to be used on this project licensed to do business in the State of New Mexico?
[✓] 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?
[✓] 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.

Please see Attachment A.

5. SAFETY

a. Does your firm have a written safety program compliant with current state regulations?
[✓] 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: 0.00

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?
[✓] Yes [ ] No (attach explanation*)

d. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

Safety Record: As of 11/16/2022 - 731 Consecutive Days without Work Loss Incidents
Safety Ratings: Dart - 0 | Total OSHA Recordable Cases - 0
EMR: 2022 - 0.77
Workers Compensation Rate: 0

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?
[ ] Yes [✓] No (attach explanation*)

Please see Attachment F.

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?

[✓] Yes [ ] No (attach explanation*)

c. Does your firm have the ability to provide the required insurance in the limit stated in the project documents?
[✓] Yes [ ] No (attach explanation*)

d. ***Complete Attachment B*** by providing a letter from an insurance carrier stating that the firm is able to obtain insurance in the limits required in the RFP.

Please see Attachment B.

7. QUALITY ASSURANCE

a. Does your firm have a written Quality Assurance Program?

[✓] Yes [ ] No (attach explanation*)

b. ***Complete Attachment C*** by providing a copy of the written Quality Assurance Program.

Please see Attachment C.

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 [ ] No

If yes, please explain

- Project 1 Name: Springhill Suites by Marriott

  Reason for Delay: Extraordinary weather conditions, COVID-19 impacts, final completion schedule coordinated and mutually agreed with the Owner.

- 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 [✓] 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?
[✓] Yes [ ] No (attach explanation*)

b. ***Complete Attachment D*** by providing requested affidavit of non-violation of labor codes. Please see Attachment D.

c. Is the firm free of all sub-contractor Fair Practices Act violations for the past five (5) years?
[✓] 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. ***Complete Attachment E*** by describing your firm's value system and note how you would demonstrate such practices on this project? Please see Attachment E.

11. CONTRACTOR'S COMMENTS

a. ****Complete Attachment F*** if you have selected any answers in the qualification statement that require further explanation. Note the question number and proceed with the explanation. This 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. ***Complete Attachment G*** if you would like to provide additional information about your firm and/or proposal.

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 Shad S. James

Title President & CEO

Date 11/17/2022

Company name Jaynes Corporation

Address 2906 Broadway Blvd. NE

City/State/Zip Albuquerque, NM 87107

Telephone 505.345.8591 Fax 505.345.8598

Email shad.james@jaynescorp.com

ATTACHMENTS INCLUDED - 12

Please check all attachments included in the proposal

- [✓] A Notarized Declaration of Surety
- [✓] 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 ---------

A. DECLARATION OF SURETY

USI UNDERSTAND. SERVICE. INNOVATE.

USI Southwest, Inc.
4100 Osuna NE
Suite 2-203
Albuquerque, NM 87109
www.usi.biz
Phone: 505.262.2621
Fax: 855.512.3881

November 8, 2022

University of New Mexico
1700 Lomas Blvd. NE
Albuquerque, NM 87106

RE: JAYNES CORPORATION
UNM JOC Contract

To Whom It May Concern,

Jaynes Corporation, a Jaynes Company, has been a valued account of the CNA family of companies including Continental Casualty Company and Western Surety Company, both a part of the CNA Insurance Companies and their predecessor companies since 1976. We have enjoyed a very successful relationship with them and all work has been completed on a timely and very professional basis. Continental Casualty Company has an A. M. Best rating of A, an FSC capacity of XV and is listed in the July 1, 2022 Department of the Treasury's Listing of Approved Sureties (Department Circular 570) with a limit of $786,901,000.

The CNA Surety will favorably consider providing single bonds up to $150,000,000 and aggregate Work on Hand limits up to $500,000,000 for the Jaynes Companies. Provided there are no substantial changes in the present conditions, we will favorably consider granting surety credit within those parameters. Final approval on any bid or performance and payment bonds requested in the future will be contingent on the conditions existing at the time of the request, including but not limited to, bond forms and contract documents acceptable to the surety.

This letter is being provided as a reference only and is not intended to be any guarantee of, or guarantee to issue any bid, proposal, performance, payment or similar type obligation for this company but as an indication of our past experience and confidence in this firm.

If you should need anything further in this regard, please feel free to contact me using the information listed above.

Sincerely yours,

USI Southwest, Inc.

Carl S. Conlee, III

State of New Mexico

County of Bernalillo

Before me personally appeared Carl S. Conlee, III

Personally known to me to be the person whose name is subscribed to the attached document.

WITNESS my hand and official seal this 8th day of November, 2022.

Notary public

STATE OF NEW MEXICO
NOTARY PUBLIC
Muriel Bray
Commission Number 1034690
My Commission Expires December 22, 2024

My Commission expires: 12/22/24

B. PROOF OF INSURANCE

Client#: 1142343 JAYNECOR3

ACORD™ **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 11/10/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Sam Conlee / Jenny Coughlin
USI Southwest Inc. NM - CL 4100 Osuna Road NE Suite 2-203 Albuquerque, NM 87109 505 262-2621	PHONE (A/C, No, Ext): 505 262-2621 FAX (A/C, No): 855-512-3881 E-MAIL ADDRESS: Jenny.Coughlin@usi.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Jaynes Corporation PO Box 26841 Albuquerque, NM 87125-6841	INSURER A : American Contractors Ins Co RRG	12300
	INSURER B : ACIG Insurance Company	19984
	INSURER C : Westchester Surplus Lines Insurance Co	10172
	INSURER D : Continental Insurance Company	35289
	INSURER E : ACUITY A Mutual Insurance Company	14184
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	GL22A00022	06/01/2022	06/01/2023	EACH OCCURRENCE	$10,000,000
A	CLAIMS-MADE X OCCUR	X	X	GL22B00022(GLXS)	06/01/2022	06/01/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
A		X	X	GL22C00022(GLXS)	06/01/2022	06/01/2023	MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$10,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$10,000,000
	OTHER:							$
E	AUTOMOBILE LIABILITY	X	X	Z73089	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident)	$5,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	UMBRELLA LIAB X OCCUR	X	X	G46644189006	06/01/2022	06/01/2023	EACH OCCURRENCE	$25,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$25,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N		X	WCA000006622	06/01/2022	06/01/2023	X PER STATUTE OTH-ER	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N / A	X	WCA000016622	06/01/2022	06/01/2023	E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Excess GL & AL	X	X	7014991654	06/01/2022	06/01/2023	Ea Occ $10,000,000 Agg $10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: UNM JOC

The Regents of the University of New Mexico, The University of New Mexico, its agents, servants and employees are held as additional insured.

The General Liability and Auto policies include an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract or written

(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
University of New Mexico Purchasing Department 700 Lomas Blvd NE #2600 MSC01 1740 Albuquerque, NM 87131-0001	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

JLCHR

UNM Job Order Contracting (JOC) RFP-2379-23 JAYNES

DESCRIPTIONS (Continued from Page 1)

agreement between the named insured and the certificate holder and with regard to work performed on behalf of the named insured.
The General Liability and Auto policies have Primary and Noncontributory wording, when required by written contract.
The General Liability, Auto and Workers Compensation policies provide a Blanket Waiver of Subrogation in favor of the Certificate Holder, when required by written contract.
The General Liability and Workers Compensation policies include an endorsement providing that 60 days notice of cancellation for reasons other than nonpayment of premium and 10 days notice of cancellation for nonpayment of premium will be given to the Certificate Holder by the insurance carrier.
The Excess Liability is following form of underlying General Liability, Automobile Liability and Workers Compensation policies.
Excess GL & AL: Insurer issues an Excess Liability policy that follows Commercial General Liability and Auto Liability for $10M Each Occurrence/$10M Aggregate.

THE WAY UP

Client#: 1142343 JAYNECOR3

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/10/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Sam Conlee / Jenny Coughlin	
USI Southwest Constr Proj Spec 4100 Osuna Road NE Suite 2-203 Albuquerque, NM 87109 505 262-2621	PHONE (A/C, No, Ext): 505 262-2621	FAX (A/C, No): 855-512-3881
	E-MAIL ADDRESS: Jenny.Coughlin@usi.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Jaynes Corporation PO Box 26841 Albuquerque, NM 87125-6841	INSURER A : Continental Casualty Company	20443
	INSURER B :	
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
A	Builder's Risk Difference in Conditions (DIC)			2084816745	09/01/2021	09/01/2023	$50,000,000 $25,000 - Deductible Included Above	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: UNM JOC.

Supplemental Name
Owner, Contractor and Subs of All Tiers
--Sublimits: $3,000,000 Wood-Frame and $10,000,000 Joisted Masonry;
(See Attached Descriptions)

CERTIFICATE HOLDER

University of New Mexico
Purchasing Department
700 Lomas Blvd NE #2600
MSC01 1740
Albuquerque, NM 87131-0001

CANCELLATION

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

JLCHR

UNM Job Order Contracting (JOC) RFP-2379-23 JAYNES

lood $25,000,000 Low Hazard Area Deductible $25,000; $1,000,000 Moderate to High Hazard Deductible 100,000;
arthquake Low Hazard $25,000,000 Deductible $100,000; Moderate to High Hazard $2,500,000 Deductible 100,000 Min or 5%
xisting Building Limit of $2,500,000 Available Per Report.
ll coverage subject to the terms, conditions, provisions and exclusions of the Master Builders Risk eporting policy.

C. QUALITY ASSURANCE PROGRAM

Please see the following for our complete Quality Assurance Program.

QUALITY ASSURANCE PLAN©

TABLE OF CONTENTS

QUALITY MINDSET = QUALITY PROJECT

CORE VALUES

1

YOUR PROJECT FIRST

Throughout the life of your project, our focus is to be responsive to your needs. We are here to collaborate with you throughout design when needed, pre-construction, construction, closeout and warranty.

2

COACHING ATTITUDE

We will be there to coach you through your project just like an athletic coach would be there for their team. Sharing lessons learned from similar projects and keeping Owners engaged throughout the life of their projects leads to successful project execution.

3

FOCUS ON FUNDAMENTALS

By focusing on the fundamentals (ie. ensuring our teams understand Jaynes' expectations for quality execution, training, pre-construction, and construction quality activities), we're able to ensure that quality is ingrained in our teams well before we step foot on site.

MISSION

OUR MISSION IS TO BE IN FRONT OF:

1

Our people with training

2

Our trade partners with accountability

3

Our design team with education

4

Our Owners with engagement

Quality Assurance Plan

1. GENERAL PROGRAM ADMINISTRATION

1.0 PURPOSE

1. To effectively guard against defects and deficiencies. To ensure all work complies with all contract documents, manufacturer requirements, specifications, and code requirements. To complete the project in the highest workmanship level possible.
2. Drawings and specifications are thoroughly reviewed for accuracy, constructability, and code compliance.
3. Methods and materials for each definable feature of work are reviewed for compatibility and compliance with manufacturer's code requirement standards and regulations for the building they are specified for.
4. Testing requirements are evaluated for compliance with all regulations and manufacturer requirements.

1.1 PROJECT TEAM

1. Team is assembled to meet the needs of each project, ensure that projects are well managed to accomplish the goals effectively for a complete Quality Management Plan and well executed project.
2. Project Manager - Responsible for budget, contracts, perform long-term planning, identify future roadblocks and pitfalls, and develop solutions to these problems before the project is adversely impacted.
3. Project Superintendent - Responsible for supervision/management, budgeting, contracting, purchasing, material management, procurement and invoicing, coordination of construction activities with the project owner, subcontractors and suppliers; quality control, scheduling, and safety both on and adjacent to the project site.
4. Project Engineer - Responsible for providing critical support and technical attention to all components of the project. Initial focus will be immediate. Project Engineer will be involved in procurement of all materials and equipment necessary to facilitate timely completion. Upon mobilization, primary tasks will include support of the ongoing constructability effort, systems coordination and verification of all on site material and equipment.
5. Quality Champion - Responsible for ensuring on site quality is being performed as identified in the Jaynes Quality Assurance Plan and Site-Specific Quality Plan.

1.2 SUPPORT TEAM

1. Project Management Director - Responsible for overseeing budget and contract support.
2. General Superintendent - Responsible for overseeing field operation support, schedule, sequencing.
3. Quality Coordinator - Responsible for project quality oversight, code interpretation, constructability, quality compliance tracking.

1.3 PROJECT MANAGEMENT PROCESS

1. Jaynes uses Procore for project management, this is a cloud-based software which makes communication, workflow and documentation easy to share with the Owner and all subcontractors to ensure complete management of all systems. Quality will be fully managed and tracked with Procore.
2. QA/QC streamlined processes all built in to management software so all parts of the project can be managed from various electronic devices and information can be shared and tracked continuously in real time.

1.4 PLANNING

1. Jaynes will participate when required in weekly design meetings with the design team to make sure all design, architectural, and engineering processes are documented. Jaynes verifies design and requirements are being met for the project.
2. Daily Huddle - Meeting to discuss scope of work for each day.
3. Quality Department meeting held weekly to discuss quality scope and work plan for QA/QC.
4. Scheduling meeting - Weekly meeting reviewing each scope of work by each subcontractor, maintaining a process for completion of work without sacrificing quality.
   a. Lean process is used to communicate the schedule to all subcontractors.
   b. The schedule is shared each week with the owner.

2. TRAINING AND QUALIFICATIONS

2.0 PURPOSE

1. Maintain a high level of qualified project team members and staff and to form a highly competent team that is focused on consistent quality.
2. All copies of training/certification are kept on file.
3. All training is tracked for each project team member.

2.1 JAYNES CONTINUOUS TRAINING

1. Involves all field teams which make up the core of our projects. Integral part of quality execution and building consistency for all team members.
2. Continuous in one or more of the following:
   a. Submittal - A minimum of annual training for submittal process.
   b. Project Manager - Facilitates a monthly meeting discussing workflow, process, expectations.
   c. Project Engineer - Training is combined with the project manager training.
   d. Quality Onboarding - Introduction to quality for new employees.
   e. Procore - Procore offers certification training for various processes in Procore.
   f. Quality Program - Project Managers, Superintendents, Project Engineers are required to attend quality training, which goes over the entire quality process at Jaynes and the Jaynes Quality Assurance Plan.
   g. Subcontractors - Will be trained on quality process expectations for each project.

2.2 QUALIFICATIONS

1. All work being performed on the projects is completed by qualified and certified personnel.
   a. Team will verify certifications and qualifications for all material and systems being installed.

3. PRE-CONSTRUCTION PROCESS

3.0 PURPOSE

1. Set up each project for success with a QA/QC process which delivers effective results for maintaining goals and objectives that deliver a zero-defect quality project.

3.1 QUALITY DEPARTMENT REVIEW

1. Quality Department Constructability Review - Plans, specification examination, reviews code compliance, life safety code design, enclosure component review, material compatibility, transitions between materials, structural design of components, HVAC (Heating Ventilation, Air Conditioning) design and components, Electrical design, Plumbing design, Civil design, water intrusion, dimensioning conflicts, incomplete details, fire walls, fire stopping requirements.

3.2 SITE SPECIFIC QUALITY PLAN (SSQP)

1. Generate custom plan built by the Quality Department for each project based on the scope of work.
2. Jaynes uses a matrix so teams can follow and manage the quality process for each Defineable Feature of Work (DFW).

3.3 QUALITY KICKOFF MEETING

1. Set quality expectations for the project.
2. Discuss testing requirements for the project.
3. Discuss constructability comments from Quality Department Constructability review.
4. Discuss all quality processes as required by the Jaynes Quality Assurance Plan and those that are specific to each project.
   a. Water Intrusion - Prevention measures discussed during all phases of construction.

3.4 SCHEDULE

1. The Project Superintendent will develop a schedule which conforms with the project start and finish date.
2. Scheduling consultants are hired based on the size and type of project with weekly team collaboration.

3.5 PROJECT TURNOVER MEETING

1. Project team presents the project to management and support team members. Discussion of all aspects of the project scope to fully keep Safety, Quality and Production in the forefront.
   a. Recommendations are made so that every Quality, Safety, and Production piece is implemented for every system in the building.

3.6 NEW PROPOSED BUILDING SITE REVIEW

1. Project team conducts a site review of the proposed building. A complete evaluation is conducted for proposed construction.
   a. Safety is evaluated with the Safety Department for working in and around the site.
   b. QA/QC is evaluated for working in the proposed site, equipment, correct material storage, deliveries, utilities and working around adjacent properties.

3.7 SUBMITTALS AND REVIEW

1. Submittal completeness is an integral process for the Jaynes QA/QC Program. Submittals are at the center for material procurement and quality assurance for the building systems and components.
2. Submittals contain the following information and additional information based on the specifications or owner requirements.
   a. Material installation instructions.
   b. Code requirements.
   c. Installer certifications.
   d. Testing and inspection requirements.
   e. Mock-up requirements.
   f. Delegated design procedures.
   g. Sustainable design requirements.
   h. Shop drawings and coordination drawings.
   i. Calculations.
   j. Welding requirements.
   k. Product certificates.
   l. Storage requirements.
   m. Warranty information.
3. Review of submittals for accuracy and completeness.
   a. Produce a submittal register to make sure all materials are properly identified in each subcontractor scope of work.
   b. Verify procurement times with building schedule.

4. QUALITY PROCESS DURING CONSTRUCTION

4.1 QUALITY DEPARTMENT AND PROJECT TEAM CONSTRUCTABILITY REVIEW

1. This process is explained in Section 3.1. It is used during construction to maintain Quality compliance for constructability.

4.2 THREE-PHASES OF CONTROL

1. A process consisting of a pre-install meeting (also known as preparatory phase), first work-in-place inspection, and a follow-up inspection. The 3-Phases of Control are the core of the Jaynes Quality Management System. They focus on understanding how each system and DFW is required to be installed and managing the installation as 100% correct.

4.3 PRE-INSTALL MEETING

1. First Phase - This meeting is specific to one system or DFW identified in the SSQP. Meeting held prior to the work commencing. It is a Quality Management requirement that each system is installed per plans, specifications, code and manufacturer requirements. This meeting agenda will make certain that is accomplished.
   a. Verify all testing requirements for each scope of work.
   b. Verify all mock-up requirements for each scope of work.
2. Pre-install meeting Attendees - All or some of the following people may be required to attend for a collaborative approval of part or the whole DFW: Jaynes Quality Department, Owner's Representative, Design Team, Subcontractor Team, Manufacturer's Representative, Third Party Inspector, Code Inspector (depending on the scope of work this particular DFW).
   a. Complete pre-install checklist and meeting (See Appendix A-1).

4.4 FIRST WORK-IN-PLACE INSPECTION

1. Second Phase - An inspection performed by the project team to verify the materials and systems are being installed correctly per the plans, specifications, code requirements, standards, and the manufacturer.
   a. Complete first work-in-place checklist. (See Appendix A-2)
   b. When the inspection reveals an incorrect installation or workmanship noncompliance, create a non-conformance observation (See more in 4.13)
2. First Work-in-Place Attendees - All or some of the following people may be required to attend for a collaborative approval of part or the whole DFW: Jaynes Quality Department, Owner's Representative, Design Team, Subcontractor Team, Manufacturer's Representative, Third Party Inspector, Code Inspector (depending on the scope of work this particular DFW).

4.6 FOLLOW-UP INSPECTION

1. Third Phase - Continuation of First Work-in-Place inspection, verification and continued compliance with all requirements. Review all documentation prior to inspection to verify compliance. Complete follow up checklist. (See Appendix A-3)
2. Follow up in place attendees- all or some of the following people may be required to attend for a collaborative approval of part or the whole DFW, Jaynes Quality Department, Owner's Representative, Design Team, Subcontractor Team, Manufacture's Representative, Third Party Inspector, Code Inspector; depending on the scope of work this particular DFW.

4.7 MATERIAL VERIFICATION

1. 100% material verification for all material that is part of construction of the building will be verified as correct per plans, specifications, submittals, and Owner design requirements.
2. All material will be verified per manufacturer storage requirements. Material will be verified that it is free from damage and defects. The material verification checklist verifies this requirement. (See Appendix A-4)

4.8 WATER INTRUSION PREVENTION

1. Continuous planning to ensure 100% water intrusion prevention during construction. Continuous inspections and checks to ensure buildings are protected during construction of the project.
   a. Team produces a water intrusion plan that addresses all phases of construction.
2. Water intrusion checklists are filled out during different phases of the project. (See appendix A-5)

4.9 QUALITY DEPARTMENT INSPECTIONS

1. Quality Department inspections are conducted at different phases of project construction to verify workmanship and material installation compliance.
   a. Non-compliant constructability, workmanship, and deficiencies are documented and tracked for correction and completion.
2. Quality Department audits are performed on a regular basis. Quality processes are reviewed for completion according to the quality contractual requirements and the SSQP.

4.10 THIRD PARTY, JURISDICTION CODE INSPECTIONS

1. All third party, Jurisdiction and code inspections are documented and tracked. (See Chapter 5)
   a. Reports and logs are built to track all inspections.

4.11 PHOTOGRAPHS

1. Continuous photographs are taken throughout every phase of construction.
2. Photos, taken as attachments, are part of every report, observation, checklist, and inspection.

4.12 ENCLOSURE MEETING

1. Meeting discussing exterior transitions between components. Verifying subcontractor scope, to prevent water intrusion into the building for all systems that make up the enclosure of the building. Verify constructability of all systems as discussed with the subcontractors and how each system installation effects the other.
   a. Verify and discuss all code criteria for each system.
   b. Verify all testing requirements for each system.
2. Invitees - All appropriate subcontractors, Architect, Manufacture Representatives, and Owner should be invited. It is mandatory that the Quality Coordinator attend this meeting.

4.13 NON-CONFORMANCE OBSERVATIONS

1. Field team process where every non-conformance is identified, noted, tracked, and corrected for compliance.
2. The project team is required to manage each non-conformance to corrected completion.

4.14 PRE-CLOSURE PROCESS

1. A process where the attic, ceiling space, and wall cavities of every room are checked as complete. Verifying every MEP system is located and installed per code, manufacturer, and contract documents before finish systems are installed.
   a. Worklists are generated using QR codes to easily identify locations, utilizing drawings, and photographs for identification of each item. Tracking of worklist can be easily tracked and managed to completion.

4.15 WORK LIST

1. A continuous process where the project team identifies and manages defects, corrects, and completes them.
2. The QA/QC goal is to identify and ensure everything is 100% correct, before the Owner and Design Team punch list check.

4.16 PUNCH LISTS

1. A formal final review process where every room is checked as complete. This process is part of the final formal design team walk-through before building substantial completion.
2. Finishes are inspected for defects, all MEP, and HVAC systems are reviewed as completed.
   a. Punch lists are generated using QR codes to easily identify locations, utilizing, drawings, and photographs for identification of each identified item. Tracking of punch list can be easily tracked and managed to completion.

5. TESTING AND INSPECTIONS

5.0 PURPOSE

1. Regulatory, manufacturer, code, and contractual testing requirement compliance for each system being installed. Verify all mechanical and electrical systems are installed as required. The project team will ensure each system, that requires testing and inspections, are correctly managed for all regulatory requirements.

5.1 THIRD PARTY, CODE AND STANDARDS TESTING REQUIREMENTS

1. Project teams review scope of work for testing and inspection requirements. The process starts early in the project during the submittal process and during the pre-install meetings.

5.2 CERTIFICATION OF TESTING EQUIPMENT AND THIRD PARTY INSPECTORS

1. All third-party companies will be verified for any certification or qualification to conduct activities for testing and inspections.
2. Any required calibration of testing equipment will be verified.

5.3 TRACKING LOGS FOR INSPECTIONS AND TESTING

1. The project team will track and log each system requiring inspections and testing. Logs will be prepared for each company or jurisdictional authority conducting inspections and testing. This will ensure that all required tests will be performed.
2. An unsatisfactory test or inspection will be recorded and re-inspection will be managed for satisfactory compliance.

6. COMMISSIONING

6.0 PURPOSE

1. To establish a consistent means of managing MEP systems, and required testing. To create a consistent workflow for the installation and operation of all Mechanical, Plumbing and Electrical Systems. To establish a communication process with all subcontractors early in the project for the installation of MEP systems.
2. The process focuses on verifying and documenting that all of the commissioned systems and assemblies are planned, designed, installed, tested, operated, and maintained to meet the Owner's project requirements.

6.1 DESIGN PHASE

1. Confirm that the design, plans, and specifications are consistent with the Owner's requirements, manufacturer, building codes, and operational design.
2. Verify that all systems specified can communicate with each other.
3. Verify lead times for main equipment so installation can stay on schedule.
4. Coordinate BIM modeling for all systems.

6.2 INSTALLATION

1. Verify equipment can be installed per design. Include BIM personnel in meetings for installation.
2. Verify all equipment that make up the complete system is installed correctly and contains all specified components. This process is performed as part of the 3-Phases of Control.
3. Coordinate different subcontractors to make sure installation is complete.
   a. Coordination involving HVAC contractor, electrical contractor, fire/smoke alarm contractor, controls contractor.
4. Project team will ensure that the HVAC system will be sealed during construction and ductwork remains clean during construction.
5. Verify that all systems have been tested and inspected by the local code authority.

6.3 TEST AND BALANCE

1. Coordination of professional testing and balancing contractor if part of the project. If the project does not include a Test and Balance subcontractor, the project team will coordinate the smaller system with the HVAC, and controls subcontractors to make sure the system operates as designed.
2. Test and Balance contractor will be included in commissioning meetings to ensure that all systems will be tested as designed.

6.4 COMMISSIONING MEETINGS

1. Start meetings early in the project schedule. Invite all the right people so that every system is discussed completely. Invite electrical, controls, HVAC, plumbing, and alarm subcontractor as an example.
2. All meetings are required to be documented with a continuous outstanding task list to manage all process points.

6.5 START-UP

1. Verification that all systems are installed correctly.
2. Maintain a clean construction site at time of start-up to avoid contamination of systems.
3. Assure that systems that require sanitation and cleaning are properly prepared before start-up.
4. Assure that HVAC systems have clean filters before start-up.

6.6 TRAINING

1. Training for system invovles video, classroom, or hands-on as required. An integral part of system operation and start-up. Building operators will be fully involved, for continuous successful operation of the system.
2. Training documents will be recorded and submitted as part of the close-out package.

7. POST CONSTRUCTION

7.0 PURPOSE

1. Assure that the owner has all documentation for all systems to properly operate the building systems as designed. The building is turned over in a complete manner as described in contract documents.

7.1 FINAL CLEANING

1. Jaynes employs professional cleaning subcontractors which take care of cleaning all surfaces.

7.2 CLOSE-OUT DOCUMENTS

1. Will contain all required documentation as required and specified.
2. All printed media will be neatly bound and indexed.
3. All digital documentation will be fully organized and free from any malware.

7.3 TRAINING

1. Training will be provided and documented for all systems as required for correct operation of the building as prescribed in the contract documents.
2. When required, classroom and video recording on the operation of specific systems will be provided.
3. Manufacturer representatives will train on complex and other systems as prescribed in the contract documents.
4. The Jaynes QA/QC process requires that functions of the building are properly explained and communicated at building turnover.

7.4 OPERATION AND MAINTENANCE

1. Schedule of maintenance material items will be provided. Stock material will be transmitted to owner at substantial completion.
2. All operation information and maintenance data will be bound and or submitted electronically.
3. Each system, subsystem, and equipment will be documented in a list, which contains all product information and manufacturer information.

7.5 WARRANTY

1. All individual product and system warranties will be neatly bound in a three-ring binder or as prescribed. The binder will be fully identified

APPENDICES

Appendix A-1

Inspection

Preinstall Checklist and Meeting Agenda #1

0/34	0	0	0	0
Items Inspected	Pass	Fail	N/A	Neutral

TYPE:	Quality	**STATUS:**	Open
TRADE:		**LOCATION:**	
SPEC SECTION:		**LINKED DRAWINGS:**	
DESCRIPTION:			
ATTACHMENTS:			

INSPECTION DETAILS

INSPECTION DATE:	7/1/2020	**DUE DATE:**	
ASSIGNEE:	Chris Sisneros	**RESPONSIBLE CONTRACTOR:**	
POINT OF CONTACT:			

Inspection

Administration		
1.1	Is Subcontractor Project Manager in attendance?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.2	Is Subcontractor Foreman in attendance?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.3	Is sign-in sheet for Pre-install meeting attached, or are attendees names typed into the comments?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.4	Discussed overall scope of work for this contractor, as outlined in contract and specifications.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.5	Have plans and specifications been reviewed for scope of work? Example: Mock- up, Part 3 Execution, Etc.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Safety		
2.1	Identify and discuss the 7 high risk safety hazards associated with this scope (Fall, Utility, Hit by, Strain, Sharp, Hazard Contact, Fire).	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Submittial		
3.1	Are Submittals for all definable features of this scope of work approved?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.2	Does Submittal include product data information that is required per plans and specifications?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.3	Does Submittal include installation instructions?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.4	Does Submittal include product storage requirements?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.5	Does discussion of Submittal, prompt additional submittal information, or prompt the need to request an RFI? If yes also create an observation.	**No Response**

Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.6	Does the Jaynes team agree that the submittal contains all materials for this contractors scope of work and a complete system per plans and specifications and manufacturer?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary: 0 Pass | 0 Fail | 0 N/A | 0 Neutral

Material		
4.1	Is Material for scope of work on-site?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.2	Disscussed how material is required to be stored per manufactuer. Protected from moisture, sun, freezing conditions.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.3	Discussed who's responsibility it is to protect stored material. Add responsibility in comments.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.4	Discussed where on site this material will be stored. Add location in comments or add a map with location as an attachment.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.5	Disscussed how material is required to be stored in accordance with temperature limits and who's reponsibility it is to record temperatures. Add in comments.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary: 0 Pass | 0 Fail | 0 N/A | 0 Neutral

Testing		
5.1	Are there testing requirements in the specifications? Review and discuss the requirements.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
5.2	Are there testing requirements in the plans outlined in the structural sheets? Review and discuss the requirements.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
5.3	Is there a manufacturers testing requirement? Review and discuss the requirements.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
5.4	Is there a mock-up testing requirement? Review and discuss the requirements.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

5.5	Who, what, and when testing will occur is discussed. Fill in comments to record all information and disscussion. If there is an action item to manage create an Observation.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
5.6	Has the Jaynes team created a testing log to track and to assure all testing has been properly completed?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Sequencing		
6.1	Discussed this scope of work for schedule to start and complete?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
6.2	Has there been a First Work inplace for existing work that this scope of work may be covering up?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
6.3	Have there been Inspections for any existing work that this scope of work may be covering up?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Construction Plans and Shop Drawings		
7.1	Disscussed Jaynes team constructibility review comments relating to this scope of work. If there is an action item to manage from this discussion create an observation.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
7.2	Disscussed Quality Department constructibility review comments relating to this scope of work. If there is an action item to manage from this discussion create an observation.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
7.3	Disscussed and reviewed Construction Plans and Shop Drawings for constructibility at this meeting. Record all comments related to this discussion. If there is an action item to manage from this discussion create an observation.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

First work-in-place Plan		
8.1	Disscussed the area of building where First work-in-place inspection will take place for this feature of work. Identify in comments where this will occur, post on an attached plan if needed.	**No Response**

Quality Assurance Plan

Inspection

Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
8.2	Disscuss all parts (check points) of this definable feature of work which will require a First work-in-place inspection. List all the check points in the comments.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
8.3	First work-in-place inspection date scheduled. Post date in comments. Add date to Procore job calender.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
8.4	Disccussed the people required to be present at First work-in-place inspection and for what check points. List in the comments.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
8.5	Disscussed the Follow-up inspection frequency? List in the comments.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0	0	0	0
	Pass	**Fail**	**N/A**	**Neutral**

First Work in Place Inspection Checklist #1

0/11	0	0	0	0
Items Inspected	Pass	Fail	N/A	Neutral

TYPE:	Quality	**STATUS:**	Open
TRADE:		**LOCATION:**	
SPEC SECTION:		**LINKED DRAWINGS:**	
DESCRIPTION:			
ATTACHMENTS:			

INSPECTION DETAILS

INSPECTION DATE:	7/1/2020	**DUE DATE:**	
ASSIGNEE:	Chris Sisneros	**RESPONSIBLE CONTRACTOR:**	
POINT OF CONTACT:			

Administration and Safety

1.1	Are the people required to attend from the Preinstall meeting discussion present at this First work-in-place Inspection?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.2	Photos have been taken of this scope of work and saved to attachments. Note: Photos are required for all First work-in-place inspections.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.3	Are all safety protocols in place for this scope of work?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0	0	0	0
	Pass	**Fail**	**N/A**	**Neutral**

Plans, Specifications and Manufacture Compliance

2.1	Is this scope of work being installed correctly per, RFI's, Plans, and Specifications? If no, create an observation to manage a no-compliance issue.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Inspection

2.2	Is this scope of work being installed correctly per manufacture installation instructions?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.3	Is this scope of work being installed with-in the required temperature limits?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Submittials and Workmanship		
3.1	Is scope of work being installed per approved submittal?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.2	Is this scope of work being installed in a quality workmanship like manner?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Testing and Inspections		
4.1	Has testing requirements been completed on the first work in place scope of work?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.2	Has Third party required inspections been performed on this scope of work?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.3	Has AHJ (Authority Having Jurisdiction) inspections been performed for this scope of work?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Follow up Inspection Checklist #1

0/7	0	0	0	0
Items Inspected	Pass	Fail	N/A	Neutral

TYPE:	Quality	**STATUS:**	Open
TRADE:		**LOCATION:**	
SPEC SECTION:		**LINKED DRAWINGS:**	
DESCRIPTION:			
ATTACHMENTS:			

INSPECTION DETAILS

INSPECTION DATE:	7/1/2020	**DUE DATE:**	
ASSIGNEE:	Chris Sisneros	**RESPONSIBLE CONTRACTOR:**	
POINT OF CONTACT:			

Administration		
1.1	Are the people required to attend from the Preinstall meeting discussion present at this First work-in-place Inspection?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.2	Photos have been taken of this scope of work and saved to attachments. Note: Photos are required for all Follow up inspections.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 Pass	0 Fail	0 N/A	0 Neutral

Plans, Specifications and Manufacture Compliance		
2.1	Is this scope of work, continued to be installed correctly per, RFI's, Plans, and Specifications? If no, create an observation to manage a non-compliance issue.	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.2	Is this scope of work being installed correctly per manufacture installation instructions?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Inspection

2.3	Is this scope of work being installed with-in the required temperature limits?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Submittials and Workmanship		
3.1	Is scope of work being installed per approved submittal?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.2	Is this scope of work being installed in a quality workmanship like manner?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Appendix A-4

Inspection

Material Verification #4

0/4	0	0	0	0
Items Inspected	Pass	Fail	N/A	Neutral

TYPE:	Quality	**STATUS:**	Open
TRADE:		**LOCATION:**	
SPEC SECTION:		**LINKED DRAWINGS:**	
DESCRIPTION:			
ATTACHMENTS:			

INSPECTION DETAILS

INSPECTION DATE:	7/1/2020	**DUE DATE:**	
ASSIGNEE:	Chris Sisneros	**RESPONSIBLE CONTRACTOR:**	
POINT OF CONTACT:			

Submittal for Material Approved

1.1	Is this material correct per the approved submittal?	**No Response**

Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations

Summary:	0 Pass	0 Fail	0 N/A	0 Neutral

Notification of Delivery

2.1	Has Superintendent been notified of delivery?	**No Response**

Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations

Summary:	0 Pass	0 Fail	0 N/A	0 Neutral

Quality Assurance Plan

Inspection

Condition of Material		
3.1	Has material been delivered free of defects?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Material Storage		
4.1	Is material being stored with in the manufacture requirements?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Appendix A-5 **Inspection**

Preventative Water Intrusion Checklist #1

0/25	0	0	0	0
Items Inspected	Pass	Fail	N/A	Neutral

TYPE:	Quality	**STATUS:**	Open
TRADE:		**LOCATION:**	
SPEC SECTION:		**LINKED DRAWINGS:**	
DESCRIPTION:			
ATTACHMENTS:			

INSPECTION DETAILS

INSPECTION DATE:	7/1/2020	**DUE DATE:**	
ASSIGNEE:	Chris Sisneros	**RESPONSIBLE CONTRACTOR:**	
POINT OF CONTACT:			

Site Drainage

1.1	Is the site graded to drain water away from the building?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.2	Are site storm drains functional?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
1.3	Are basement or below-grade level mitigated from weather event?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0	0	0	0
	Pass	**Fail**	**N/A**	**Neutral**

Storage of Moisture Sensitive Materials- Protected

2.1	Sheetrock	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.2	Insulation	**No Response**

Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.3	Lumber	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.4	Carpet	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.5	Ductwork	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.6	Flooring Materials	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.7	Ceiling Tiles	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
2.8	Other	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 Pass	0 Fail	0 N/A	0 Neutral

Building Roof		
3.1	Overall roof water tightness?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.2	Roof openings watertight?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.3	Roof drainage (drains, gutters, downspouts etc.)?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.4	Top of parapet?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
3.5	Valleys, crickets are watertight?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 Pass	0 Fail	0 N/A	0 Neutral

Building Façade		
4.1	Weather barrier installed on the building?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Inspection

4.2	Exterior caulking complete?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.3	Sheathing joints watertight?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
4.4	Openings (windows, doors, louvers, vents etc.)?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

Building Foundations		
5.1	Any expansive or sensitive soil areas that may be effected by water event are protected?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
5.2	Any "ready to pour" subgrade protected?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
5.3	Green concrete areas protected?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

HVAC/Plumbing/Fire systems		
6.1	MEP/FP penetrations into building envelope are watertight?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		
6.2	Protection of adjacent assemblies during testing of wet (HVAC/Plumbing/Fire) systems?	**No Response**
Activity: 0 Response Changes, 0 Attachments, 0 Photos, 0 Comments, 0 Observations		

Summary:	0 **Pass**	0 **Fail**	0 **N/A**	0 **Neutral**

D. AFFIDAVIT OF NON-VIOLATION OF LABOR CODES

Attachment D

Affidavit of Non-Violation of Labor Codes

Supplemental to Subcontractor's Statement of Qualifications

Name of Firm: Jaynes Corporation

Address: 2906 Broadway Blvd. NE, Albuquerque, NM 87107

Project: UNM Job Order Contracting (JOC)

Reference: University of New Mexico

Request for Proposal No: 2379-23

Affidavit of Non-violation of Labor Codes

To: The University of New Mexico

The undersigned officer of Jaynes Corporation hereby states that Jaynes Corporation 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

11/17/2022
Date

Shad S. James
Name

President & CEO
Title

NOTARY

State of New Mexico)

)

County of Bernalillo)

Signed or attested before me on 11/17/2022 by Shad S. James

seal

STATE OF NEW MEXICO
NOTARY PUBLIC
KELLI A. SMITH-MACKEY
COMMISSION # 1101370
EXPIRES MARCH 13, 2025

Kelli A Smith-Mackey

My Commission Expires: 03/13/2025

E. VALUE STATEMENT

The Jaynes Way
At Jaynes we communicate our Vision, Mission and Purpose through The Jaynes Way.

Our vision is to see the communities we call home thrive for the long term, and we have made it our purpose to do all we can to raise them up.

Our mission is to build places, lead people, and grow the capabilities that will bring about a prosperous future.

Our strategy is built upon four cornerstones: reaching in (operational excellence), reaching out (client focus), reaching up (redemptive innovation), and reaching down (leadership development), guided by our values of being passionate about our work, keeping our focus on what's important, remaining loyal to our people and processes, being true to what we say, and living humble, authentic lives.

100% Employee Ownership
We are proud of our 100% employee ownership. Our ownership group is made up of more than 120 people of all backgrounds. We have been employee-owned since 1976. This has led to a culture of inclusion and determination. We have a passion for building places, leading people, and growing capabilities that will bring about a prosperous future for all that we come in contact with.

We are committed to this diverse, unique ownership group that will continue to lead Jaynes into the future. We believe this employee-ownership is unique in our Industry and helps position us at a strong leader in our industry for years to come.

Ethics
Jaynes emphasizes ethical dealings with all levels and categories of employees, government agencies, subcontractors, suppliers and members of the general public. The principles of ethical conduct begin with the integrity of our marketing and advertising. They continue in our relationships with owners, developers and architects. The ultimate object of our high standard of ethics is the customer to whom we pledge open disclosure of information pertaining to projects, our technical capabilities and limitations and our scheduling plans for any project.

In keeping with our philosophy of emphasis upon safety as priority number one, we consider that part of our ethical commitment to our employees is our pledge that they will never knowingly be required to work in an unsafe environment or manner.

Our standard of ethics further requires information sharing with all of our employees. The end product of our ethics system is total responsibility for truth in pricing, integrity in quality, loyalty to our employees and accountability to our customers. All employees are expected to uphold the ethical standards of the Company at all times.

Customer Focus

Jaynes' support system in construction includes full service extending beyond the completion of a project. Attention to customer needs beyond occupancy sets us apart from our competition in quality of service delivery. Our Warranty Service Team attends to any problems that may emerge, including return visits on a scheduled basis to ensure complete customer satisfaction.

Every project holds the potential for repeat work which is achieved through hard work, meeting our client's needs and providing first-class service.

Corporate Image

The composite of all the foregoing factors makes up Jaynes' corporate image. Every employee must be sensitive to the fact that everything from our marketing literature and correspondence, to employee dress and conduct, as well as job-site signs, driving etiquette and vehicle appearance, form the images by which we are judged. Significant as these are, the real hallmark of our corporate image is our quality of construction and customer service.

Although more difficult to measure, the company's corporate image is also reflected in our civic support and community involvement. From United Way contributions to civic organization participation, every employee has an opportunity to enhance our corporate image and personal self-esteem by giving back to our community. We believe every employee has an obligation to give back to the communities that support our company and have helped our successes.

F. CLARIFICATIONS AND EXPLANATIONS

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?

[ ] Yes [✓] No (attach explanation*)

Pending litigation:
Winrock Partners, LLC v. Jaynes Corporation, Modulus Architects, Terracon Consultants, Western Technologies, Huitt Zollars, Walla Engineering, Rogers Excavating, and Ferrieri Concrete Structures (2022)
This matter was filed on June 17, 2022. Jaynes Corporation has not been served. This matter is pending.

Arbitration:
T-Dyne Contractors, LLC. v. Jaynes Corporation (2020)
Jaynes' mechanical subcontractor, T-Dyne Contractors, alleged breach of contract against Jaynes related to a dispute regarding T-Dyne's defective subcontractor work. This matter was initiated in court and moved to arbitration. This matter was resolved in mediation.

f. Describe any present or past litigation, bankruptcy or reorganization involving supplier.

Pending Litigation:
Winrock Partners, LLC v. Jaynes Corporation, Modulus Architects, Terracon Consultants, Western Technologies, Huitt Zollars, Walla Engineering, Rogers Excavating, and Ferrieri Concrete Structures (2022)
This matter was filed on June 17, 2022. Jaynes Corporation has not been served. This matter is pending.

Prior Construction Related Litigation:
T-Dyne Contractors, LLC. v. Jaynes Corporation (2020)
Jaynes' mechanical subcontractor, T-Dyne Contractors, alleged breach of contract against Jaynes related to a dispute regarding T-Dyne's defective subcontractor work. This matter was initiated in court and moved to arbitration. This matter was resolved in mediation.

State of New Mexico, Risk Management Division v. Yearout Mechanical & Jaynes Corporation (2019)
Jaynes was named in a breach of contract/vicarious liability lawsuit related to property damaged by a Jaynes subcontractor on a University of New Mexico project in 2016. Lawsuit initiated by Risk Management Division (RMD). This dispute was resolved by settlement between RMD and our subcontractor.

Jaynes Corporation v. Dekker Perich Sabatini, Ltd & Smith Engineering Co (2018)
Jaynes initiated a professional negligence suit against architect and civil engineer alleging design and engineering errors made on a design build project in Artesia, NM. All parties agreed to a stipulated dismissal of the case.

National Heating and Ventilating v. Jacks Mechanical Solutions, Gabriel Martinez & Jaynes Corporation (2016)
Breach of contract complaint against Jaynes Corporation filed by mechanical subcontractor National Heating and Ventilating regarding a dispute over payment of subcontract funds between National Heating and a second-tier subcontractor, Jack's Mechanical Solutions. Claim resolved in 2017 at a multi-party mediation involving Jaynes Corporation, National Heating and Ventilating, and Jack's Mechanical.

CMC Steel Fabricators d/b/a CMC Construction Services v. Hard Rock Builders, et. al. (2013)
Jaynes subcontractor, Hardrock Builders, and its supplier, CMC Construction Services, had a dispute over an amount owed and the supplier sued Jaynes. This matter settled and was dismissed.

Prior Personal Injury Litigation:

Andrew Esquibel v. Jaynes Corporation (2020)
An employee of a second-tier subcontractor filed a lawsuit against his employer, one of Jaynes' subcontractors and Jaynes for personal injuries alleged to be related to a fall through an air handling unit at our Manzano High School project. The employee for the second-tier subcontractor initiated the lawsuit. This matter was resolved in mediation.

Melissa Martinez v. Jaynes Corporation (2019)
Personal injury suit against Jaynes by a bicyclist who alleged injury was caused by gusty winds and a bicycle accident with a construction fence at our University of New Mexico Project. This matter resolved by settlement.

David Powers v. Jaynes Corporation (2017)
An employee of a second-tier subcontractor filed a lawsuit against Jaynes alleging personal injury damages resulting from a slip and fall incident during construction involving a concrete curing blanket on our Farmington High School project. The employee for the second-tier subcontractor initiated the lawsuit. The claim was resolved at a multi-party mediation between Jaynes Corporation, our first-tier subcontractor, and the Plaintiff.

Tina Gonzales v. Jaynes Corporation (2014)
Personal injury lawsuit complaining of dust from a construction project located near her home. This matter settled and was dismissed.

g. Felony Conviction Notice: Indicate if the supplier
   - is a publicly held corporation and this reporting requirement is not applicable;
   - is not owned or operated by anyone who has been convicted of a felony; or
   - is owned or operated by and individual(s) who has been convicted of a felony and provide the names and convictions.

Jaynes Corporation is an employee owned company with over 120 employee owners. None of the officers or directors that operate the company have been convicted of a felony.

h. Describe any debarment or suspension actions taken against supplier

No debarment or suspension actions.

Dunn & Bradstreet Report

Jaynes Corporation

Alerts:

Tradestyle(s): Jaynes Structures

ACTIVE HEADQUARTERS

Address: 2906 Broadway Blvd NE, Albuquerque, NM, 87107, United States

SCORES AND RATINGS

PAYDEX® Score	Delinquency Predictor Percentile	Financial Stress Percentile	Supplier Evaluation Risk Rating
NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
SINCE 2020-06-15	SINCE 2020-06-15	SINCE 2020-06-15	SINCE 2020-06-15

COMPANY PROFILE

D-U-N-S
00-711-2253

Business Form
Corporation

Ownership
Not publicly traded

Mailing Address
PO Box 26841
Albuquerque, NM 87125
United States

Telephone
(505) 345-8591

Website
www.jaynescorp.com

Annual Sales
US$ 125,829,537

Employees
250 (171 here)

Age (Year Started)
57 (1965)

Named Principal
Rick Marquardt, Chief Executive Officer

Line of Business
Nonresidential construction

LEGAL EVENTS

Events	Open Count	Last Filed
Bankruptcies	0	-
Judgments	0	-
Liens	0	-
Suits	0	-
UCC	18	01-23-2020

TRADE PAYMENTS

Highest Past Due

US$ 80,000

Highest Now Owing
US$ 100,000

Total Trade Experiences
80

Largest High Credit
US$ 250,000

Average High Credit
US$ 16,971

G. ADDITIONAL INFORMATION

Jaynes has no additional information.

Appendix C – Quality Control Plan and Safety

Attach a copy of the firm's quality control plan and safety. Per the evaluation criteria set forth in proposal evaluation, the quality control plan shall include the following:

A copy of our Quality Control plan can be found in Appendix B. Please see the end of this document for a full copy of our Safety Plan.

1) Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data.

2) Proposed plan for insuring that the price proposal, submittals, and documents are complete and accurate.

3) Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards and specifications.

4) Explain the firm's approach to safety and procedures that you will follow to insure site safety and accident prevention on all jobs.

5) Please describe your company's approach to recycling. **(Complete Appendix D)**

1. & 2. Propose a mechanism for addressing the preparation, submittal and re-submittal of proposals, transmittals, reports, drawings, and data. Proposed plan for ensuring that the price proposal, submittals, and documents are complete and accurate.

Proposals will be prepared based on the agreed upon scope of work generated during the Joint Scope Meeting in conjunction with any design/plans that are available. The Project Manager and/or Project Superintendent will attend the Joint Scope Meeting to provide constructability input and gather the necessary information to present to the Project Estimator. Completed proposals will be reviewed by the construction team prior to being submitted to ensure accuracy and reduce the need for resubmission of proposals.

Construction documents, such as submittals, daily reports, and transmittals are generated through the management software Primavera P-6. This software is used for generating construction schedules. Jaynes uses Procore technologies as its file management system. Procore is an effective, cloud-based program that serves as a storage hub of project information that can be accessed by multiple users.

The processes mentioned above empower Jaynes to effectively manage the price proposal process and ensure a smooth construction project.

3. Proposed organizational approach for quality control and procedures to ensure that projects are constructed according to the scope of work, standards, and specifications.

Our Quality Assurance/Quality Control program was developed as a response to some of the most prevailing challenges Owners experience in the industry, one of those being building enclosures.

The inside environments we create exist to maintain controllable elements, but building enclosures face uncontrollable elements. Because of this, we have a QA/QC Manager and Building Enclosure Specialist who has the same knowledge as an outside consultant. This role is filled by an individual who has worked with our teams for years and understands how we operate. They perform building enclosure design reviews with the team and key project stakeholders. With an in-house consultant, we have increased project responsiveness and understanding of the project's needs throughout the life of the project.

Throughout construction, we will update you on the status of project quality and programs. Even after the facility is constructed, our quality team is involved to ensure the building is meeting your educational community's needs.

QUALITY

We pride ourselves on being able to deliver the highest quality buildings throughout the Southwest. Our quality program is managed by our project team and acts as a support system for our subcontractors. This ensures that each portion of the building is installed with the highest quality. We focus on a collaborative effort among all stakeholders to achieve the following goals:

1. Ensure team has a thorough understanding of the manufacturer's requirements.
2. Proactively identify and mitigate compatibility issues between building systems.
3. Review opportunities to minimize maintenance and enhance the long-term durability of building systems.
4. Ensure building systems are installed right the first time.

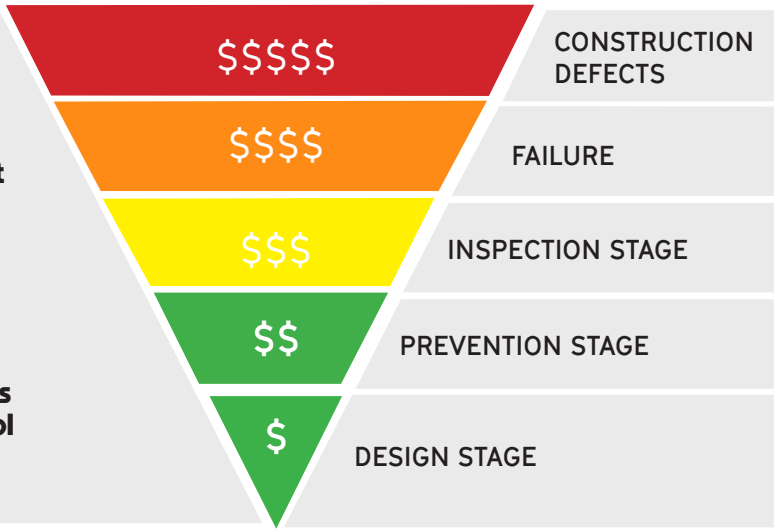
PROACTIVELY MANAGING QUALITY FROM THE INITIAL STAGES OF YOUR PROJECT.

JAYNES OFFERS:

In-House Q/A Department Established in 2007

Two Full-Time Team Members

Q/A Program That Focuses on Three Phases of Control



Our goal is to catch and fix problems at the earliest stage, which costs the least amount to repair.

JAYNES QUALITY METHOD - THREE PHASES OF CONTROL

01. Pre-Install Meeting

- Prior to defined feature of work starting
- Proactively working through potential challenges
- Ensuring all stakeholders are on the same page before work begins

02. First Work-in-Place Inspection

- Immediately after the work starts
- Verifications of items discussed at Pre-install Phase
- Verification of alignment with Design and Owner expectations
- Further opportunity to identify challenges of installing specific work and address accordingly

03. Enclosure Design Review

- Periodical inspection throughout the duration of the project
- Verification of continuing to meet Pre-install and First Work-in-Place expectations

4. Explain the firm's approach to safety and procedures that you will follow to ensure site safety and accident prevention on all jobs.

WORKER SAFETY

"Safety brings you home." is printed on our vests, vehicles, and placed throughout our job sites, but the most important part of our safety program is our cultural commitment. Each and every one of us is empowered to be proactive on job sites and look out for each other.

Here are some key moments during the project where safety comes into play:

PRE-CONSTRUCTION

Pre-construction is a time for us to be proactive and learn about the minute details of the UNM Job Order Contracting campus activity. This includes pedestrian walking patterns, access concerns, and potential construction conflicts.

To learn more about how our safety program can mold to the needs of your campus, we will work with the UNM team to ensure we are not missing logistical details.

CONSTRUCTION

Construction is where the rubber hits the road for our safety program. The safety plan we develop in pre-construction is a combination of the Jaynes safety standards and those of our subcontractors. This comprehensive safety plan forms the Injury and Illness Prevention Plan (IIPP) for the entire project. We adjust the safety plan throughout the project as we see fit.

Here are the ways we focus on safety during construction:

- Weekly Toolbox Talks are held to review a topic about site safety
- Good Catch program rewards individuals who recognize a potential safety hazard
- All Project Superintendents have taken courses to keep them up-to-date on the latest industry safety practices
- Lean construction allows us to see what constraints and safety considerations we must implement ahead of schedule
- Regular visits from the Jaynes Safety Department
- New Jaynes employees are identifiable by their red hardhats while more seasoned team members wear a white hardhat

12 LIFE SAVING SAFETY COMMITMENTS

Our commitment to safety goes beyond our team; we ensure safety for every person in a community. To make sure our teams are there to keep your community safe we've been educating our workers and supervisors about construction safety standards since the early 1970's. Our tradition is founded upon these 12 tenants of safety listed below.

DAILY LIFE-SAVING SAFETY COMMITMENTS

Ensure safe distances are maintained from operating equipment at all times.

Identify/anticipate fall hazards and utilize the most effective protective measure for the situation.

Verify zero energy (test/challenge the control) prior to starting work.

Drive defensively, not aggressively. Be courteous; you are representing yourself and your company.

Always assume that electrical systems, cords, and line are energized.

Continuously evaluate the work area for changing situations and conditions where you could be caught in-between objects and crushed.

Ensure strict cooperation of company policy; proper planning' and communication between operator, rigger, signal person, and workers within proximity to cranes.

Ensure that as work progresses or work locations change, protective measures are in place and continuously evaluated for falling/ dropped object exposure.

Ensure proper locating, exposing, marking, de-energizing, or shielding of utilities prior to commencing work.

Ensure understanding and cooperation of company policy, manufacturer operating instructions, and limitations when operating MEWPs.

Identify, understand, and control fuel and ignition sources that lead to fire and explosions.

Identify all potential hazardous atmospheres in your work area and never enter an area without first verifying it is safe to do so.

FIRE PROTECTION & EMERGENCY MEDICAL RESPONSE

Jaynes will contact the Fire Department Chief to coordinate fire route emergency plans and listen to any recommendations for emergency prevention. Inspections will be coordinated through the Fire Marshal. Approved fire extinguishers will be distributed throughout the construction site per OSHA requirements.

First Aid and Trauma Jump Kits are stored in the job site trailer. All Jaynes Superintendents and foremen are CPR certified and have taken first aid training courses. Additionally, the project team will work with the Fire Department to coordinate the most efficient route to the nearest medical center should an emergency occur.

HAZARDOUS MATERIAL CONTROL

Every project team member is required to attend Hazardous Communication Training which covers specific safety instructions and awareness training on how to avoid or minimize potential dangers associated with the hazardous condition(s). The training covers the following:

- Hazardous Materials Classification Labels
- Hazard Communication
- Chemical Safety

All material must include a HAZMAT label communicating the type of hazard, and Material Safety Data Sheets (MSDS) are located in the job site trailer, color coded by the hazard type for quick reference in handling.

SITE SECURITY

To secure the job site, a safety fence is erected around the perimeter of the construction area. The Jaynes job site trailer is situated near the gate to monitor who enters the job site. We will work closely with UNM to ensure that adequate pedestrian paths are in place to keep the public safe and out of the way of construction activities. We will also continue this approach inside buildings, quarantine construction areas and limit the number of entrance points to keep the public out of harm's way.

THE JAYNES COMPANIES
ENVIRONMENTAL, HEALTH & SAFETY PLAN
TABLE OF CONTENTS

JAYNES CORPORATION SAFETY PHILOSOPHY

Jaynes Corporation is dedicated and committed to provide a safe and healthful work environment for our employees and the employees of our subcontractors, suppliers and customers, as well as protecting the general public from potential hazards that can be created by the construction industry. The very nature of our industry, construction, requires the constant change of the job site and therefore the working environment of all the people involved. We can only enjoy a safe workplace with the diligence; dedication and personal commitment of all involved creating a safe, healthful and productive work environment.

The safety and health of all employees is the top priority of the Jaynes Corporation management team. Therefore, the Safety Director will report directly to the Chairman and CEO and the administration of the safety and health program will be their direct responsibility.

Jaynes Corporation's Safety Director will be directly responsible for the entire safety and health program. Information and training will be provided for employees on all aspects of safety and health. The company budget will include funding necessary for material, training, information and equipment for this commitment. The following are the delegated responsibilities and authority to complete the program.

SAFETY AS A PERSONAL VALUE

It is well known in the construction industry in the Southwest that Jaynes Corporation has been and is continuing at the forefront in advocating safety. We have seen too many otherwise good companies fall by the wayside because their accident rates boosted their workers' compensation experience modification rate beyond survivable limits and put them out of competition for business.

Although Jaynes Corporation is sensitive to this aspect of safety, our primary motive for emphasis upon safety is not the survivability of our business, but the survival of our employees and security for their families. We realize that one accident not only affects the injured worker, but also his or her parents, spouse, children, friends and co-workers. This means that safety has to be more than a high priority -- we all must truly internalize it as a **personal value**. Values are things that we hold close and never compromise. Our belief is that when safety is a personal value to all our employees, our projects will have as much emphasis on safety as on quality, production and cost control.

A key feature of any program is management commitment. In ham and eggs, the chicken is **involved**, but the pig is **committed**. When leadership shows dedication and commitment, individuals within the company feel free to express their concerns about safety.

This nurtures trust and encourages employee commitment beyond involvement. This is why Jaynes Corporation has empowered every employee with the authority to stop any unsafe act he or she may observe. This also is why Jaynes Corporation conducts special training in safety so that all employees can be on the alert for any violation of Jaynes Corporation safety procedures. This is why we have periodic safety meetings to indoctrinate all our employees on safety precautions -- and this is why Jaynes Corporation employs a full time safety director to oversee our safety plan. This plan has the following goals:

- Zero accident / zero tolerance
- High standards for safety
- Drug & alcohol free workplace
- Pre-project planning
- Training for all employees
- Meeting or exceeding regulatory safety requirements

Jaynes Corporation has earned a reputation as a role model for safety in the construction industry because we have grown from safety as a program to safety as a way of life. **Today safety is a Jaynes Corporation value.** We appeal to all employees who value their personal safety and success at Jaynes Corporation to make safety a cherished personal value.

J. Howard Mock
Chairman & CEO

Donald A.M. Power
President & COO

ZERO ACCIDENT / ZERO TOLERANCE

A zero accident / zero tolerance work environment is one in which there are no accidents and not even near misses / near hits. If this sounds naïve or unrealistic, let's reflect upon what's wrong with "just a few accidents." Suppose we were to regard just 1% accidents as an acceptable compromise. The folly of such a statistical approach takes on new meaning in the following examples:

- 1% of flight failures daily would mean 18 airplanes would crash every day.
- 1% of prescriptions filled incorrectly would result in 3,700 prescriptions filled incorrectly every day.
- 1% of newborns dropped would mean 10 newborns would be dropped each day.
- If we accepted a 1% error in surgery. Five hundred operations would be unsuccessful each week.

A zero accident / zero tolerance work environment is important to each employee in avoiding possible pain and suffering with loss of family income. It is also important to the success of the Jaynes Corporation team in all aspects of our business. Efficiency of job performance and the morale of the rest of the team suffer when anyone is involved in an accident.

Three elements are necessary to create and maintain a zero accident / zero tolerance work environment:

- Supportive leadership
- Personal commitment to safety
- Honest and open lines of communication

Unless leaders from the top down are personally committed to a zero accident / zero tolerance work environment as a value, safety will not be a priority for others. Management and supervisory personnel must personally care for the safety of the men and women who work for them. This starts by them being positive role models who "walk their talk" by allocating time, money and personnel resources as a first priority for necessary equipment and training in safety. Leaders who are committed to a zero accident / zero tolerance work environment will provide honest and open communication to address safety concerns.

Personal commitment on the part of each employee to zero accident / zero tolerance values has two basic ingredients: acceptance of **responsibility** for their own safety and that of their fellow co-workers and agreeing to be **accountable** for their actions in support of a zero accident / zero tolerance work environment.

The mortar, which bonds commitment by management and each employee, is **communication**. Employees must feel comfortable in identifying and reporting concerns to management. Management must be responsive with positive feedback on actions to address safety issues. Employees should report not only accidents but also near misses / near hits to initiate preventive measures.

About 80 percent of accidents might be avoided by compliance with company safety practices, OSHA regulations, mandatory training and safety equipment. Only you can eliminate the remaining 20 percent of accidents**!** To achieve our goal of zero accidents, we must focus upon the way we think about safety. This is called a paradigm shift. A paradigm is a pattern or mold, which shapes the way we perceive things. Unfortunately paradigms too often can be described as ruts we get into which capture our thinking in narrow channels. Common unhealthy and untrue paradigms about safety are:

- It will not happen to me.
- Production is more important than safety.
- You can't make everything idiot-proof.
- When push comes to shove, safety comes last.
- Management cares more about insurance rates and legal liabilities than personal safety.
- People are unavoidably careless.

If we "buy into" any of these myths, they become the paradigm which limits our contribution to a zero accident / zero tolerance work environment.

All employees must think of safety as a personal value. Our values and priorities determine our decisions in life. Values don't change easily but priorities are fickle. The winds of changing circumstances may blow our priorities back and forth, but personal values are rooted in principles we cherish. **Safety must become a personal value for each of us!**

Another way of seeing employee participation in avoiding 20 percent of accidents understands how **compliance** and **free choice** affect our behavior. Compliance involves passively following rules set by authorities such as management and OSHA; choice is the active gift, which is unique to us as human beings. Choice is a positive decision of self-determination. **We must choose to be safe!**

By combining the concepts of safety as a personal value and asserting commitment through choice a zero accident / zero tolerance work environment is achievable at Jaynes Corporation.

J. Howard Mock
Chairman & CEO

Donald A.M. Power
President & COO

BEHAVIOR BASED SAFETY

THIS SECTION IS RESERVED FOR FUTURE USE

JAYNES CORPORATION SAFETY RULES

A. Introduction

1. Since 1985, Jaynes Corporation (Jaynes) has been recognized for its continuous safety improvement. Jaynes strictly abides by all Federal and State Occupational Safety and Health Administration, or OSHA, safety rules and regulations. Additionally, Jaynes abides by all local government and industry standard safety rules, regulations and procedures. Jaynes follows all appropriate operating practices that will safeguard individuals, resulting in safe working conditions and efficient operations.
2. It is Jaynes' policy to provide and maintain safe and healthy working conditions and procedures. OSHA rules, regulations and procedures are regarded by Jaynes as minimum standards. Therefore, Jaynes reserves the right to implement and enforce stricter safety standards than those implemented by Federal, State and Local governments.
3. All individuals on Jaynes job sites are required to follow all safety rules, regulations, practices and procedures. Failure to adhere to these rules, regulations, practices and procedures will result in disciplinary action, including removal from job sites. If individuals are unsure about how to safely proceed with a certain task – STOP. Do not proceed with the task until they have asked their supervisor, the Jaynes job site superintendent or Safety Department for guidance and totally understand the proper safety procedures for that task. Each individual is ultimately responsible for their own safety and will never be intimidated in any way for refusing to work in an unsafe condition or perform any function in an unsafe manner.
4. No alcoholic beverages, in either opened or closed containers or illegal drugs will be permitted on Jaynes job sites at any time. Additionally, empty alcoholic beverage containers and packaging not are permitted on Jaynes job sites at any time.
5. The use of personal audio equipment for entertainment purposes (e.g., AM/FM radios, cassette players, CD players) with or without headphones is strictly prohibited on Jaynes job sites except in office trailers and personal vehicles during breaks and lunch.

B. Job Site Offices/Trailers

1. All Jaynes job site offices are required to have the following: Federal, State and local posters, emergency telephone numbers, first aid kit, fire extinguisher and job specific as well as generic Material Safety Data Sheets (MSDS). Individuals are required to become familiar with the location and proper use of these items.

C. Housekeeping

1. Adequate interior as well as exterior housekeeping is essential towards providing a safe and health workplace. Walking and working surfaces must be kept clear of unnecessary tools, equipment, construction materials and electrical cords. Lunch type trash must be immediately disposed of in the proper receptacles. Rolling type materials such as conduit, pipe, all thread and/or welding rod left unattended pose potential slipping and tripping hazards. Cardboard, paper and plastic packaging materials pose potential fire hazards as well. Lunch type trash may pose potential health hazards if not disposed of properly. Protruding nails in scrap boards, planks and timbers must be removed, hammered in, or bent over flush with the wood.

D. Personal Protective Equipment – PPE

1. All individuals must always wear a Hard Hat and Safety Eyewear while on Jaynes job sites and other designated locations. In addition to hard hats and safety eyewear, other personal protective equipment may be necessary, including but not limited to: gloves for hand protection, rubber boots, face protection, hard toed safety shoes, hearing protection, breathing protection and fall protection. At all times, individuals are required to properly wear and maintain this equipment.
2. All individuals on Jaynes job sites must wear appropriate clothing that adequately protects them against extreme conditions of weather, equipment, chemical and other hazards. Appropriate shirts must be worn and buttoned at all times and must have at least a four (4) inch long sleeve that covers and protects the shoulders and upper arms. Appropriate work pants must have full length pant legs and fit properly.
3. When work operations present hazards such as falling objects, pinch points, material handling, or equipment and/or tool operation which may result in injury to the feet approved safety-toed and/or chemical resistant footwear and/or appropriate feet protection devices must be worn. Otherwise, sturdy and durable working boots or shoes, in good repair may be worn. Athletic shoes such as running shoes, tennis shoes, canvas shoes, etc. or sandals or open-toed shoes are NOT acceptable under any circumstances.
4. Any and all jewelry that poses a potential injury hazard by getting caught in tools, equipment, machinery and/or clothing must not be worn while working on Jaynes job sites. Such jewelry includes by is not limited to the following: finger rings, loop type earrings, nose rings, necklaces, chains and bracelets.

E. Fire Protection and Prevention

1. All individuals should become familiar with the location and use of fire extinguishers on the job sites.
2. Only approved metal safety cans shall be used for storage and transportation of flammable and/or combustible liquids in excess of one (1) gallon. Flammable and/or combustible liquid containers in excess of one (1) gallon that are not approved metal safety cans are prohibited on Jaynes job sites.

3. Liquefied petroleum (LP) gas containers are to be kept upright upon firm foundations or otherwise firmly secured and must be stored outside enclosed areas when not in use.

F. Tool Use

1. All electrical tools must be inspected before each use to ensure that they are in proper and safe working order. This includes inspection of the electrical cords and plugs and to make sure any and all protective guards are in place and working properly.
2. Pneumatic power tools and all hose connections must be secured adequately to prevent accidental disconnection.
3. All handled tools such as, but not limited to, sledge hammers, pick axes, hammers, shovels, scrapers and brooms must have handles that are undamaged and free from breaks, cracks and splinters.
4. Only individuals who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool. Minimum personal protective equipment consists of hearing and eye protection. Powder-actuated tools shall not be loaded until just prior to the intended firing time and loaded tools must not be left unattended. Powder actuated shots/loads must be stored properly.

G. Welding and Cutting

1. When transporting, moving and storing compressed gas cylinders valve protection caps must be securely in place. Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators must be removed and valve protection caps put in place before cylinders are moved. All compressed gas cylinders must be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried. Oxygen cylinders in storage must be separated from fuel-gas cylinders or combustible materials a minimum distance of twenty (20) feet.
2. Arc welding, cutting cables and connectors in need of repair must not be used. When electrode holders are to be left unattended, the electrodes must be removed and the holders must be so placed or protected that they cannot make electrical contact with individuals or conducting objects. Minimum personal protective equipment consists of adequate eye and face protection. All arc welding and/or cutting operations must have a valid fire extinguisher nearby.

H. Electrical

1. All temporary electricity in use on the job site must be protected with Ground Fault Circuit Interrupters (GFCI) which must be maintained in proper working order and tripping at the acceptable level.

2. Do not use any electrical outlets that are cracked and/or damaged. Report any cracked and/or damaged electrical outlets or electrical panels with unprotected exposed openings immediately to the Jaynes job site superintendent.
3. Inspect all electrical cords prior to use for external and/or internal insulation damage as well as to ensure that the ground prong is intact. Ensure that electrical cords are protected from damage by being run over.
4. Overhead temporary lighting must be secured and suspended properly and the bulbs must be protected by appropriate covers or cages.
5. Portable temporary light stands must have undamaged electrical cords with ground prongs and the bulbs must be protected.

I. Scaffolding

1. No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons.
2. Scaffolds and their components shall be capable of supporting without failure at least four (4) times the maximum anticipated load. Scaffolds must be properly braced by cross, horizontal, or diagonal braces, or combination of these, to secure vertical members together laterally and the cross braces must be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square, rigid and level. All brace connections must be made secure.
3. Scaffold legs must be set on adjustable bases or plain bases placed on mudsills or other foundations adequate to support the maximum rated loads. Unstable objects such as barrels, boxes, loose brick, or concrete blocks, shall not be used to support scaffolds or planks.
4. Scaffold frames must be placed one on top of the other with coupling or stacking pins to provide vertical alignment of the legs. Where uplift may occur, frames shall be locked together vertically by pins or other equivalent suitable means.
5. Working levels of scaffold work platforms must be fully planked or decked. All planking of platforms must be either overlapped a minimum of 12 inches or secured from movement. Scaffold planks must extend over their end supports not less than 6 inches, unless the planking is manufactured with restraining hooks or equivalent means, nor extend more than 12 inches over their end supports.
6. An access ladder or equivalent safe access must be provided. Where a built-in ladder is part of a scaffold system, it must conform to the requirements for ladders. Climbing of braces and/or handrail systems is prohibited.
7. All wheels and casters on rolling scaffolds must have a positive locking device, securely fastened to the scaffold, to prevent accidental movement. All casters or wheels must be locked when rolling scaffold is in use. The force necessary to move the mobile scaffold must be applied as close to the base as practical, but not more than five (5) feet above the supporting surface.
8. Rolling scaffolds shall be used only on firm, level and clean surfaces. No person shall be allowed to ride on a manually propelled mobile scaffold unless ALL of the following conditions exist: (a) the ground surface is within 3 degrees of level

and free from pits, holes or obstructions; (b) the minimum dimension of the scaffold base, when ready for rolling, is at least one-half of the height and outriggers, if used, are installed on both sides of the scaffold; (c) the wheels are equipped with rubber or similar resilient tires; and (d) all tools and materials are secured or removed from the platform before the scaffold is moved.

9. All individuals on any scaffold more than ten (10) feet above a lower level must be protected from falling to that lower level.

J. Aerial Lifts

1. Only authorized and trained persons shall operate an aerial lift.
2. Individuals must always stand firmly on the floor of the basket and must not sit or climb on the edge of the basket or use planks, ladders or other devices for work platforms. All gates or chains, including mid-rails, must be secured closed whenever persons are in the basket.
3. A full body harness must be worn and a lanyard attached to the basket whenever working from an extendable or articulating boom aerial lift, such as a snorkel lift. It is not required to wear a full body harness when working from an aerial lift such as a scissors lift that only moves directly up and down.

K. Fall Protection

1. Individuals must be protected by standard guardrail, catch platforms, temporary floors, safety nets, personal fall protection devices, or the equivalent, in the following situations: (a) on access-ways, excluding ladders, or work platforms from which they may fall six (6) feet or more; (b) on access-ways or work platforms over water, machinery or dangerous operations; (c) on runways from which they may fall four (4) feet or more.
2. Every stairway and ladder way floor opening must be guarded on all exposed sides, except the entrance opening, by securely anchored standard guardrail; entrance openings must be offset or provided with a gate to prevent anyone walking into the opening.
3. All floor and roof openings into which persons can accidentally walk or fall through must be guarded by a physical barrier or cover. All floor and roof holes through which equipment, materials, or debris can fall shall be covered. Coverings must be of sufficient strength to support any load that may be imposed and shall be secured in place to prevent accidental removal or displacement and must be identified as hole coverings.
4. Wall openings, from which there is a drop of more than four (4) feet and the bottom of the opening is less than three (3) feet above the working surface, shall be guarded with top rail or a top rail and intermediate rail or a standard guardrail.

L. Motor Vehicles & Mechanized Equipment

1. Individuals must operate vehicles and construction equipment at all times within the parameters of all laws pertaining to such while on Jaynes job sites. Speeding will NOT be tolerated and while in operation all vehicle occupants must wear seat belts.
2. Whenever any machinery or equipment is found to be unsafe, or whenever a deficiency which affects the safe operation of equipment is observed, the equipment must be immediately taken out of service and its use prohibited until unsafe conditions have been corrected.
3. Any motor vehicle equipment having an obstructed view to the rear must have a reverse signal alarm audible above the surrounding noise level.
4. Seat belts must be worn on all motor vehicle equipment provided with them. Additional riders are not allowed on any motor vehicle equipment unless it is designed for this use.
5. All hydraulic apparatus on equipment not in use must be either secured or placed in the lowered position.

M. Excavations

1. Individuals in an excavation must be protected from cave-ins by adequate protective system except when excavations are made entirely in stable rock or excavations are less than five (5) feet in depth and a competent person determines no indication of a potential cave-in.
2. A stairway, ladder ramp or other safe means of egress must be located in trench excavations that are four (4) feet or more in depth so as to require no more than twenty five (25) feet of lateral travel for individuals.
3. Individuals must not work in excavations in which there is accumulated water or in which water is accumulating unless the water hazards posed by accumulation is controlled.

N. Concrete & Masonry Construction

1. All protruding reinforcing steel, onto and into which individuals could fall, must be guarded to eliminate the hazard of impalement.
2. No individuals shall be permitted to ride concrete buckets. No individuals shall be permitted to work under concrete buckets while buckets are being elevated or lowered into position.
3. Powered and rotating type concrete troweling machines that are manually guided must be equipped with a control switch that will automatically shut off the power whenever the hands of the operator are removed from the equipment handles.

O. Stairways and Ladder

1. Foot traffic is prohibited on stairways with pan stairs where the treads and/or landings are to be filled in with concrete or other material at a later date, unless the stairs are temporarily filled with wood or other solid material at least to the

top edge of each pan. Unprotected sides and edges of stairways and landings must be provided with a guardrail system.

2. When straight or extension ladders are used for access to an upper landing surface, the ladder side rails must extend at least three (3) feet above the upper landing surface to which the ladder is used to gain access and the top of the ladder must be secured from displacement.
3. All ladders must be used only for the purpose for which they were designed. Type III, household and/or light-duty ladders are prohibited on Jaynes job sites.
4. The area around the top and bottom of ladders must be kept clear.
5. Ladders must not be moved, shifted, or extended while occupied.
6. The top cap or top step of a stepladder must not be used as a step or seat.
7. Cross-bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
8. Ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, must either be immediately marked in a manner that readily identifies them as defective, or be tagged with "DO NOT USE" or similar language and must be withdrawn from service until properly repaired.
9. When ascending or descending a ladder, the user must face the ladder. The user must use at least one hand to grasp the ladder at all times when progressing up and/or down the ladder. Individuals must not carry any object or load that could cause the individual to lose balance and fall or drop the object or load.

P. Accidents & Injuries

1. Jaynes requires that every work-related illness, injury or accident be reported. Jaynes is concerned about the safety and health of individuals and consider no accident or injury too minor. Early preventive action may avert a serious injury or illness and proper investigation of the cause of the accident can prevent it from being repeated.
2. Any work-related injury or illness not properly reported to the Jaynes job site superintendent or Safety Department on the day of occurrence will automatically be considered an alleged injury and will be treated and investigated as such. Any individual who fails to report an accident or injury at the time of the occurrence will be subject to disciplinary action, including dismissal from the job site.
3. Immediately report any and all vehicle accidents to the Jaynes job site superintendent or Safety Department as well as to your supervisor or office. If necessary and possible the Safety Department or other member of management will promptly report to the accident scene or direct you in the proper procedures.
4. Every accident and/or injury must be immediately reported to the Jaynes job site superintendent or Safety Department as well as to your supervisor or office. If necessary and possible the Safety Department or other member of management will promptly report to the accident scene or direct you in the proper procedures.

5. Following medical treatment individuals will be required to assist the Jaynes job site superintendent or Safety Department in the completion of necessary reports and documents.

Q. Enforcement

1. Jaynes considers the safety and health of individuals its top priority. Violations of safety rules, regulations, practices and procedures are extremely serious. Penalties may include suspension or dismissal from Jaynes job sites.

R. Closing Statement

1. If individuals have any questions or comments about anything pertaining to health and safety contact the Jaynes job site superintendent or Safety Department. We want to carry on the Jaynes tradition of excellence in all that we do and that includes being safe.

JAYNES CORPORATION
SAFETY ORIENTATION VIDEO SCRIPT

Introduction from Don Power, President of Jaynes Corporation

Hello, I'm Don Power, President of Jaynes Corporation. This video is intended to familiarize you with our safety program. The objective of these practices is to enhance your personal safety. No amount of profit is worth one life or injury. Many of our long-term employees have maintained accident-free performance throughout their careers with Jaynes.

Jaynes has earned a reputation throughout the construction industry as a pacesetter for a safe, alcohol and drug free workplace. We invite you to participate in our commitment to safety.

Jaynes New Employee Safety Orientation

Since 1985, Jaynes Corporation has been recognized for its continuous safety improvement. Jaynes strictly follows all Federal and State Occupational Safety and Health Administration, or OSHA, safety rules and regulations. Jaynes also abides by all local government and industry standard safety rules, regulations and procedures. Jaynes follows all appropriate operating practices that will safeguard employees, resulting in safe working conditions and efficient operations.

It is Jaynes' policy to provide healthy working conditions by demanding safe work practices. OSHA rules, regulations and procedures are regarded by Jaynes as minimum standards. Therefore, Jaynes Corporation reserves the right to implement and enforce stricter safety standards than those imposed by Federal, State and Local law.

As a Jaynes employee, you are required to follow all safety rules, regulations, practices and procedures. Failure to follow these guidelines will result in disciplinary action. If you are unsure about how to safely proceed with a certain task – STOP. Do not proceed with the task until you have asked your supervisor or the Safety Director for guidance. You must totally understand and follow the proper safety procedures for every task. Each employee is ultimately responsible for their own safety. You will never be intimidated in any way for refusing to work under an unsafe condition or be asked to perform any function in an unsafe manner.

The use of personal audio equipment like radios, tape or CD players, with or without headphones, are prohibited on the job site except in office trailers and personal vehicles during breaks and lunch.

Job Site Offices & Trailers and Housekeeping

All Jaynes Corporation job site offices are required to have Federal, State and Local employment law posters, posted emergency telephone numbers, a first aid kit, fire extinguisher, general Material Safety Data Sheets (or MSDS's) and job specifics. Employees are required to become familiar with the location and proper use of these items.

Adequate interior and exterior housekeeping are key elements in providing a safe and healthy workplace. Walking and working surfaces must be kept clear of unnecessary tools, equipment, construction material and electrical cords. Food and beverage containers must be immediately disposed of in the proper receptacles. Unattended rolling type materials like conduit, pipe, all thread and welding rods pose a potential slipping or tripping hazard. Locate these items in a non-traffic area. Cardboard, paper and plastic packaging must be properly stored as they pose a potential fire hazard. Protruding nails in scrap wood, planks or timbers must be removed, hammered in, or bent flush with the wood.

Personal Protective Equipment – PPE

Hard hats are required on all Jaynes job sites and other hard hat designated areas. Other personal protective equipment may be necessary on the job, including gloves, rubber boots, eye and face protection, hard toed safety shoes, and hearing, breathing and fall protection. Jaynes will provide safety equipment to you as needed. At all times, you will be required to properly wear and maintain this equipment. Safety equipment remains Jaynes property and must be surrendered upon request or upon your discontinued employment.

All shop, yard and field employees must wear appropriate clothing that adequately protects from extremes of weather, equipment, chemicals and other hazards. Appropriate shirts must have at least a four- (4) inch sleeve that covers and protects the shoulders and upper arms. Shirts must be worn and buttoned at all times. Appropriate work pants must have full length pant legs and fit properly.

Work operations may present foot injury hazards from falling objects, material handling, equipment, tool operation and pinch points. You are required to wear only approved and appropriate footwear that might include hard toes and footwear that is chemical resistant. Required on all job sites are sturdy and durable work boots in good condition.

Jobsite Do's and Do Not's

Athletic shoes such as running, tennis, or canvas shoes, or sandals and open-toed shoes are NOT acceptable under any circumstances at any Jaynes construction sites.

Jewelry such as finger rings, loop type earrings, nose rings, necklaces, chains, bracelets, other jewelry, loose clothing and long hair that could get caught in tools, equipment or machinery are prohibited at all job sites.

All employees should become familiar with the location and use of fire extinguishers on the job sites.

Powder actuated tools are only to be operated by employees trained in their safe operation. Hearing and eye protection are minimum personal protective equipment. Never load a powder-actuated tools until use. Loaded tools must never be left unattended. Powder actuated shots and loads must be properly stored.

Do not use cracked or damaged electrical outlets. Report damaged or cracked electrical outlets and electrical panels with unprotected or exposed openings to your supervisor immediately.

Inspect all electrical cords before each use for internal or external insulation damage. All electrical cords must have a ground prong. Relocate or otherwise protect electrical cords from vehicular traffic.

Motor Vehicles and Mechanized Equipment

You may be asked to operate a company vehicle to carry out your duties. The personal use of a company vehicle is prohibited without management approval. You must possess a valid operator's license for the class of vehicle driven. You are responsible for the safe and lawful operation, proper parking and securing of the vehicle and cargo.

You must operate company vehicles and construction equipment within the law at all times. Speeding will NOT be tolerated.

Alcoholic beverage containers and their packaging whether opened, closed or empty, and illegal drugs are not permitted in company vehicles at any time.

Seatbelts must be worn in all motor vehicles or equipment provided with them. Passengers are not allowed on any vehicle or equipment not designed for passengers.

If any machinery or equipment is found unsafe, or if a deficiency affecting the safe operation of the equipment is observed, immediately remove the equipment from service. Its use is prohibited until the unsafe condition has been corrected.

Any motor vehicle or equipment having an obstructed rear view must have a reverse signal alarm audible above the surrounding noise level.

Hydraulic equipment apparatus not in use must be secured or placed in the lowered position.

Accidents & Injuries

Jaynes requires that every work-related illness, injury, or accident be reported to the Safety Director, supervisor or regional office immediately. Jaynes is concerned about your safety and health. Jaynes considers no illness, accident or injury a minor event. Early preventive action could prevent a serious illness or injury.

A work-related accident, injury or illness not reported to the Safety Director on the day of occurrence will be considered an alleged event and will be treated and investigated as such. Failure to report as required can result in disciplinary action, including dismissal.

Immediately report all vehicle accidents to the Safety Director and your supervisor or regional office. The Safety Director or other management member may report to the incident or accident scene or direct you in the proper incident or accident procedures.

If you experience a work-related accident or injury a post accident drug and alcohol screen is required. For minor injuries it is best to take the screen test before medical treatment as you may receive drugs as part of your treatment. For other than minor accidents or injuries seek medical treatment first, and then take the screen test after treatment that day. If there is ever any doubt about an injury's seriousness, seek medical treatment first.

Following medical treatment and screening you are required to assist your supervisor or the Safety Director in completing needed workers' compensation and other forms.

The Jaynes Corporation considers employee safety a top priority. Violations of safety rules, regulations, practices and procedures are considered very serious. Penalties for the violations may include your suspension without pay and possible dismissal.

If you have questions or comments about your health and safety on the job contact your supervisor or the Safety Director. We want you to carry on the Jaynes tradition of excellence in all that we do and that includes being safe on the job.

JAYNES CORPORATION
"SAFETY BRINGS YOU HOME" PROMOTION

In January 1999, Jaynes Corporation's Management Team approved a corporate promotion, jointly produced by the Human Resources and Safety Departments, entitled **"Safety Brings You Home".** The promotion was a two-year project that kicked off in February 1999 and extended through the Year 2000. At the heart of the promotion was a professionally produced safety video bearing the promotion title.

To kick off the promotion, a poster contest was initiated by which Jaynes Corporation employees were encouraged to have their children or grandchildren draw a poster with the theme of **"Safety Brings You Home".** The Safety and Human Resource Departments were pleased to receive a total of 72 posters representing all 3 areas of operation. These areas consisting of Albuquerque and Farmington, NM and Las Vegas, NV. The Jaynes Corporation Quality Leadership Team selected 12 poster contest winners from 4 age groups. The age groups consisted of 1-6 (pre-school), 7-11 (elementary school), 12-14 (middle school) and 15-18 (high school). All posters were displayed in the offices from which the parent or grandparent of the entrant was based and winning posters were specially displayed in all area offices.

All entrants received a participation prize of a gift certificate to Baskin Robbins 31 Flavors Ice Cream Stores, a certificate of participation suitable for framing and a congratulatory letter from Jaynes Corporation's Chairman/CEO, President/COO, Safety Director and Human Resource Director. First Place winners in each age group received $100 cash. Second Place winners in each age group received $50 cash and Third Place winners in each age group received $25 cash. In addition First, Second and Third place winners and their families were featured in the **"Safety Brings You Home"** video and had their posters represented in the Jaynes Corporation Year 2000 calendar.

The 6-minute video features Jaynes Corporation job sites in Albuquerque and Farmington, NM, as well as Las Vegas, NV. The "stars" of the video are Jaynes Corporation employees and their families. The video features an emotionally charged song, also bearing the title of the promotion, running throughout the video.

Jaynes Corporation debuted the completed video at All Employee Meetings in each area office during the month of June 1999. Family members were invited and encouraged to attend these meetings for the first time. Hard hat stickers bearing **"Safety Brings You Home"** were distributed to all employees and their families.

All new employees view the video during their orientation period to be made aware of Jaynes Corporation's goal for "Zero Accidents" rather than just "Zero Lost Time Accidents." Jaynes Corporation hopes that the video will be an emotional depiction of why employees should work safely - so that they can go home each night in the same condition they came to work and enjoy life with those they love and care for. In addition, the Jaynes Corporation Marketing Department uses the video during their presentations to prospective customers to show Jaynes Corporation's sincere commitment to safety.

A copy of the video was provided to the New Mexico Building Branch of Associated General Contractors for their video library. The **"Safety Brings You Home"** promotion was selected as the August 1999 "Safety Idea of the Month" by the AGC Safety, Health and Environment Committee. The **"Safety Brings You Home"** video was also featured at the New Mexico Building Branch of Associated General Contractors' Fall Safety Awards Banquet. It is Jaynes' hope that many general contractors and subcontractors will be moved by the video and join Jaynes Corporation in a serious commitment to safety. In addition, a copy of the video was presented to Carl Heinlein with AGC of America.

Refrigerator magnets, with a "punch-out" center to create a picture frame and a separate magnet reminder bearing the theme of **"Safety Brings You Home"** were distributed to employees and their families in early September 1999. Each new employee receives a refrigerator magnet when they are hired.

Finally, a Jaynes Corporation Year 2000 calendar was created and distributed to employees and their families at All Employee Meetings in each area office during November 1999 with the intention of keeping the theme in the forefront of all employees' minds throughout the first year of the new millennium. Each month of the calendar featured one of the 12 winning **"Safety Brings You Home"** posters from the poster contest. The calendars are available in both English and Spanish. Each new employee hired in the Year 2000 received a calendar.

The participation and support of all employees and their families, as well as the Jaynes Corporation Management Team has produced a safety promotion that was created by the employees themselves. Because of this Jaynes Corporation expects better buy-in and cooperation in providing a safer workplace for all our employees and subcontractors.

RED HARD HAT PROGRAM

It is the policy of Jaynes Corporation that all non-supervisory New Hire Employees will be issued a Red Hard Hat to wear while on their assigned project. This Red Hard Hat Program has been developed to identify and recognize the new and potentially inexperienced employees. Long term employees are expected to assist the new employees on the job site in the awareness of job site hazards, changing conditions and overall safety of this potential long-term employee.

New employees will be issued a Green Hard Hat upon reaching the milestone of 1,000 hours worked accident free. The accumulative hours are determined and accounted for in the Non-Supervisory Field, Shop & Yard Safety Incentive & Recognition Program (see Section 7.2). Therefore, if a new employee is involved in any accident as described in Section 7.2 before reaching 1,000 hours worked accident free they will have the appropriate hours deducted, thus automatically increasing the length of time before receiving a Green Hard Hat.

When the new employee reaches the 1,000 hours worked accident free milestone the Safety Department will issue the employee a Green Hard Hat in addition to the 1,000 hour level award described in Section 7.2 and give special recognition for their success in attaining this milestone with Jaynes Corporation.

In the event an employee leaves the employ of Jaynes Corporation and is rehired within 90 days of termination that employee will be re-issued the same colored hard hat as they had when their employment was terminated and their hours will continue to accumulate as if their employment was uninterrupted. If an employee is rehired more than 90 days after their termination of employment they will be issued a Red Hard Hat and will start over from the beginning with their accumulative hours toward their Green Hard hat.

Statistically New Hire Employees continue to represent a large percentage of accidents, the Red Hard Hat Program is just one way to prevent these accidents. With the help of every Jaynes Corporation employee this program can make a difference.

SAFETY RESPONSIBILITIES
SENIOR MANAGEMENT

I. Scope

Senior management's commitment to the Health & Safety Plan must be absolute. No one in an organization can have a greater impact on employees than the president or CEO of the company. It is often necessary for the senior management to make the statement, "Jaynes Corporation will not tolerate a production-over-safety attitude by supervisory personnel." Loyalty and the desire to survive within the corporate structure, guide employees to adhere to the vision of Jaynes Corporation's leaders. When senior management clearly defines the health and safety requirements and establishes accountabilities, expectations are clear.

II. Senior Management Authorization

Jaynes Corporation senior management personnel must acknowledge the need for, and provide for, the health and safety effort within the organization. The senior management must ensure that the health and safety effort is properly acknowledged throughout Jaynes Corporation.

III. Senior Management Commitment

- Ensures that the health and safety efforts address the specific needs of the company.
- Ensures that the appropriate health and safety personnel have the proper authority to function within the company's organizational structure.
- Provides a certain degree of autonomy to health and safety personnel.
- Supports the establishment of a health and safety committee to review the programs and procedures of the Health & Safety Plan.

IV. Senior Management Resource Support

- Management shall provide for the training of employees, as it is needed.
- Management shall ensure the necessary funding for materials, equipment, personnel, training and information to support health and safety efforts.
- Management shall ensure that procedures are implemented to audit the status of the health and safety efforts.

SAFETY RESPONSIBILITIES
SAFETY DEPARTMENT

I. CORPORATE SAFETY DIRECTOR

A. Safety Program Development and Administration
1. Develop applicable environmental, health and safety standards in accordance with the "Jaynes Corporation Environmental, Health & Safety Plan", government regulations and other applicable safety standards.
2. Identify the hazard control procedures and/or plan.
3. Establish personal protective equipment requirements.
4. Establish the site safety publicity program and order posters, visual aids, signs, etc.
5. Communicate hazard control information to those directly involved, including management.
6. Ensure company compliance with federal, state and local safety regulations, including filing of all required reports.

B. Safety Training
1. Formulate and participate in safety training development.
2. Distribute and publicize safety materials and information.
3. Promote off the job safety for employees and their families; disseminate health and exercise information and educational materials for the family.
4. Participate in continuing education, adequate to remain current on changes in laws, regulations and procedures and modify the "Jaynes Corporation Environmental, Health & Safety Plan" accordingly.
5. Coordinate new employee safety orientation program.
6. Administer a safety training program for newly hired or promoted foremen and/or supervisors.
7. Conduct quarterly safety meetings for all estimators, project mangers and field supervisory personnel.

C. Safety Surveys
1. Establish and evaluate the "Jaynes Corporation Job Site & Facilities Safety Survey Program".
2. Review and evaluate all safety surveys conducted by any source. (i.e., Jaynes Corporation, workers' compensation insurance company, G.L. insurance company & miscellaneous independent safety sources)
3. Make recommendations for corrective action of safety issues detected by surveys.

D. Workers' Compensation
1. Administer workers' compensation program.

2. Review accident investigations conducted by the supervisors or safety officer.
3. Review injured worker's status and records and make personal contact with injured employee on a weekly basis.
4. Track costs and bills paid for injured workers.
5. Encourage employee to return to work as soon as feasible.
6. Coordinate post-accident meeting of management and employees involved in accidents and/or injuries.
7. Review injury information monthly and report status at monthly management meeting.

E. Insurance Other Than Workers' Compensation
1. Work closely with company insurance agent and insurance carrier on all insurance matters.
3. Monitor insurance claims and costs.

F. OSHA & MSHA
1. Handle all OSHA & MSHA matters; be present at job site inspections whenever possible and follow through to the final disposition.

G. Security
1. Monitor security measures and procedures at office locations.

H. Reporting & Recordkeeping
1. Maintain accident records and evaluate effectiveness of hazard control.

II. SAFETY COORDINATOR

A. Safety Training
1. Hold monthly training sessions for safety advisors.
2. Encourage subcontractors and suppliers to attend as well as make presentations at job site meetings.

B. Safety Surveys
1. Monitor job sites and office locations for proper compliance with hazardous substance recognition program (MSDS and hazardous materials lists, labels etc.).
2. Monitor and survey job sites and other company facilities to ensure safe conditions and safe working practices.
3. Make housekeeping and clean-up recommendations.
4. Monitor the fire protection, security measures and procedures at job sites including fencing, alarm and patrol requirements.
5. Monitor the fire protection procedures at office locations.

C. Safety Equipment

1. Supervise procurement and distribution of personal protective equipment (PPE)
2. Ensure proper use of all personal protective equipment (PPE).

D. Fleet Safety
1. Work with auto shop foreman to ensure proper safety requirements are met.
2. Monitor driving waiver listing to ensure that no unauthorized employees operate company vehicles and/or equipment.
3. Suggest special driver's training when necessary.
4. Conduct driver refresher classroom sessions to review laws and safe driving procedures.
6. Monitor vehicle operators' licenses for renewal under the commercial driver's license & conduct training classes per D.O.T. requirements.

E. Safety Incentive
1. Monitor hourly employees and distribute items earned in safety award program (hours worked without a citation, injury or accident).

F. Safety Citation
1. Safety citations for safety violations will be issued to Jaynes Corporation employees whenever a safety procedure or policy has been violated. Safety citations will also be issued to individuals for outstanding safety achievement, safety awareness or procedures. These citations will be recorded and will be a factor in determination of safety awards and/or disciplinary action if needed.

G. Accident Investigation
1. Investigate all accidents.

III. ADMINISTRATIVE ASSISTANT

A. Project Safety Files
1. Prepare new project safety files at the beginning of all projects.
2. Maintain project safety files throughout the duration of all projects.
3. Prepare project specific Crisis Management Plan to distribute at project Turnover Meetings.
4. Prepare project specific drug screen collection site, non-emergency medical and emergency medical location information to distribute at project Turnover Meetings.
5. Prepare end of project safety evaluation report for project Closeout Meetings.

B. Jaynes Corporation Safety Surveys
   1. Maintain safety survey database.
      a. Enter new project information at beginning of project.
      b. Request and enter vendor/subcontractor information at beginning of project.
      c. Update vendor/subcontractor information throughout project.
      d. Enter new survey comments as required.
      e. Enter new vendors/subcontractors as required.
      f. Enter survey report information into database.
   2. Print survey reports, copy, distribute and file appropriately.
   3. File survey reports as they are returned to the safety department.
   4. Prepare reports and/or graphs to disseminate inspection information as requested.

C. Workers' Compensation & General Liability Insurance Surveys
   1. Enter surveys into database.
   2. Make copies and distribute appropriately.
   3. File survey reports as they are returned to the safety department.
   4. Prepare reports and/or graphs to disseminate survey information as requested.

D. Weekly Safety Meetings (Toolbox Talks)
   1. Prepare, copy and distribute Toolbox Talks for each week on a weekly basis.
   2. Collect, grade and file Toolbox Talks on a weekly basis.
   3. Enter Toolbox Talk information into database on a weekly basis.
   4. Maintain Toolbox Talk database.
   5. Prepare reports and/or graphs to disseminate Toolbox Talks information as requested.

E. Safety Incentive Awards Program
   1. Hourly Non-supervisory Field and Yard Safety Incentive Award Program.
      a. Maintain awards database.
      b. Update awards database information and provide new report on a monthly basis.
   2. Field Supervisory Safety Incentive Award Program.
      a. Maintain various computer databases that include information pertaining to the safety incentive award program.
      b. Prepare reports to disseminate safety incentive award program information as requested.

F. OSHA & MSHA Inspections
   1. Maintain OSHA & MSHA inspection database.
      a. Enter new inspection information as required.
   2. Maintain OSHA & MSHA inspection notebook.

3. Prepare reports and/or graphs to disseminate OSHA & MSHA inspection information as requested.

G. Incident Reporting
1. Maintain incident database.
   a. Enter new incident information as required.
2. Maintain incident notebook, which includes all paperwork pertaining to incidents.
3. Prepare reports and/or graphs to disseminate incident information as requested.

H. Vehicle and Property Loss Insurance Claims
1. Report insurance claims to insurance company.
2. Coordinate the completion of all appropriate insurance claim reports and information.
3. Enter insurance claim information into the incident database.
4. Compile and forward all required insurance claim reports and information to the appropriate insurance company representative.
5. Interface with insurance company representative to provide required information and assistance through the conclusion of the claim.
6. Follow up with insurance company representative on a monthly basis through final disposition of the claim.
7. Maintain insurance claims notebook/file, which includes all paperwork pertaining to insurance claims.
8. Prepare reports and/or graphs to disseminate insurance claim information as requested.

I. Workers' Compensation Injuries
1. Maintain a listing of current medical providers.
2. Report injury claim to appropriate workers' compensation insurance representative.
3. Facilitate completion of "First Report of Injury/Illness" and "Supervisor's Accident Investigation" reports.
4. Print "First Report of Injury/Illness" and "Supervisors' Accident Investigation" and distribute appropriately.
5. Maintain injury database.
   a. Enter injury information.
   b. Enter medical visit/appointment information.
6. Maintain injury files, which include all paperwork pertaining to injury claim.
7. File injury reports as they are returned to safety department.
8. Maintain OSHA 200 & 300 Logs.
9. Prepare reports and/or graphs to disseminate injury information as requested.

J. Training Recordkeeping

1. Enter and maintain safety training documentation information in ABRA database system.
2. Maintain copies of safety training documentation certificates in employees' non-confidential personnel file.
3. Coordinate safety-training classes and prepare notices as requested.
4. Prepare reports and/or graphs to disseminate safety training information as requested.

K. Substance Abuse Screening

1. Maintain a listing of current drug screen collection sites.
2. Enter and maintain post-accident drug screen information in drug screen database.
3. Prepare reports and/or graphs to disseminate post-accident drug screen information as requested.

L. Miscellaneous Responsibilities

1. Miscellaneous filing, faxing and mailing.
2. Distribute initial safety equipment to new employees.

SAFETY RESPONSIBILITIES
ESTIMATING

I. PRE-BID / PRE-PROPOSAL

A. Review plans and specifications with an emphasis on Environmental, Health & Safety (EHS) issues and become familiar with them. Following is a sampling of potential EHS issues:

1. Specification and/or contractual requirements such as, but not limited to, project specific EHS plan, onsite safety coordinator and job hazard assessments.
2. Environmental issues (i.e., Storm Water Runoff, Dust Control, Spill Containment)
3. Potentially hazardous chemicals and/or materials
4. Special owner security requirements
5. Special and/or project specific training requirements
6. Owner staff and/or public EHS concerns
7. Scaffolding operations
8. Potential fall exposures
9. Excavation and trenching operations
10. Confined space entry
11. Use of explosives
12. Demolition operations
13. Structural steel erection
14. Tilt-up and/or pre-cast concrete operations
15. Potentially hazardous overhead and/or underground utilities
16. Potential asbestos, lead and/or silica exposures
17. Operations near moving public traffic
18. Lock-out/Tag-out operations
19. Cranes and/or man/material hoist operations
20. New or unfamiliar construction operations

B. Inform appropriate subcontractors and suppliers of identified EHS issues.

C. Ensure adequate monetary resources to successfully complete all phases of construction without compromising health and safety.

II. POST-BID / PRE-CONTRUCTION

A. Health & Safety Pre-planning

1. Review project construction documents for potential health and safety issues prior to Project Turnover Meeting and/or project start-up.
2. Pre-plan the project considering the health and safety of everyone as the top priority.
3. Be familiar with all requirements of the Jaynes Corporation

Environmental, Health & Safety Plan.

4. Have a pre-construction meeting with the Safety Department to review all safety aspects of the project.

SAFETY RESPONSIBILITIES
PROJECT MANAGEMENT & FIELD SUPERVISION

I. PROJECT MANAGER & GENERAL SUPERINTENDENT

Project Managers and General Superintendents have full responsibility for execution of the Jaynes Corporation Environmental, Health & Safety Plan, as well as federal, state and local health and safety regulations and any other safety practices determined to be applicable on the job site. Where an interface of responsibility exists or arises, each Project Manager and General Superintendent involved has the responsibility to ensure that proper and effective action is taken. Any safety matter, which cannot be resolved by the Project Manager and General Superintendent, shall be referred to the Safety Department.

Project Managers and General Superintendents shall be responsible for the health and safety of all employees, subcontractors, suppliers and customers, as well as the general public associated with their project. They are also responsible for damage to company or other property and damage, loss or abuse to vehicles, equipment and tools. **General Superintendents are also responsible for the following:**

A. Health & Safety Pre-planning
   1. Review project construction documents for potential health and safety issues prior to Project Turnover Meeting and/or project start-up.
   2. Pre-plan the project considering the health and safety of everyone as the top priority.
   3. Be familiar with all requirements of the Jaynes Corporation Environmental, Health & Safety Plan.
   4. Have a pre-construction meeting with the Safety Department to review all safety aspects of the project.

B. Job Site Responsibilities
   1. Applicable health and safety standards will be available on the job site for reference by all workers. General Superintendent shall have a working knowledge of all health and safety requirements and will consistently enforce them at all times.
   2. Communicate safety information to the foremen and alert them to potential dangers that may develop from their daily operations.
   3. Assure that all required signs and posters are posted on the project and that bulletin boards are maintained in legible condition.
   4. Implementing an effective housekeeping program that will include assignment of housekeeping duties to specific individuals and daily housekeeping surveys of the project.
   5. Maintain a workable survey schedule of all rigging equipment, ladders, scaffolds, fire extinguishers, first aid kits, major equipment, temporary electrical power, electrical cords and cord/plug connected equipment, personal protective equipment, excavations and trenches.

6. Ensure that weekly job site safety meetings are conducted for all workers on site, including subcontractors and submit documentation to the Safety Department. (See Section 6.4)
7. Have the proper safety equipment on the job for all operations.
8. Have adequate signage, barriers and temporary supports to protect employees and the public from unsafe or hazardous conditions.
9. Insure that all employees assigned to drive or operate company vehicles or equipment have proper training and licenses.
10. Keep employees informed of safe working procedures and techniques.
11. Take immediate corrective action on unsafe condition or hazard.
12. Job trailers must have all required items: emergency phone numbers, fire extinguisher, first aid kit, MSDSs, hazardous substances list and posters.
13. Recommend employees to serve as safety advisors or safety committee members. (See Sections 5.1 and 5.2)
14. Periodically analyze work methods in detail for the purpose of job simplification and for the establishment of safe work methods.
15. Report to the Safety Department all cases of employees who, in their opinions, are not qualified for the work that they have been assigned or who engages in unsafe acts or practices.
16. Continually promote and support Jaynes Corporation accepted safety philosophies (See Section 1.0)
17. Attend and participate in all scheduled safety meetings and training.
18. Instill in all workers by personal action, example and training a sincere attitude toward health and safety and continually strive to attain a better understanding of accident prevention methods.
19. Forward to the Safety Department all requests, suggestions and complaints received, together with comments that are made with regard to safe work conditions and corrective measures that may be necessary or required.

C. Accidents/Injured Employees

1. All accidents or incidents where personal injury or property damage occurs are to be investigated and reported immediately to the Safety Department.
2. Complete required paperwork and transmit it to the Safety Department the same day or no later than 24 hours after accident.
3. Obtain back to work release from injured employee and physician. Review release with Safety Department before allowing employee to return to work whether injured on the job or elsewhere.
4. Review all injuries with the injured party and their supervisor, participate in the investigation of all accidents and ensure corrective action.
5. Ensure that injured employees get the level of first aid or medical attention required.

6. Assist in the rehabilitation and return of injured employees to productive work as outlined in the "Transitional Duty/Return To Work Program". (See Section 18.2.1)
7. Assist in accident investigation and submit a report promptly on required forms.
8. Report all near hit/near miss incidents to the Safety Department.

D. New Employees
1. Review the Project Specific Environmental, Health & Safety Plan with each newly hired employee.
2. Encourage suggestions by employees for improvements to our safety program.
3. Make sure that all employees have an AGC "Basic Safety Rules for Construction" Booklet.
4. Insure that all new hires have received new hire safety indoctrination within one month of hire date.
5. Ensure that employees under their supervision have received an initial safety orientation and a copy of the Safety handbook and have signed an acknowledgment of the receipt of the information.
6. Supervise the instruction and training of new employees either personally or through delegated experienced craftsmen until the new employee satisfactorily demonstrates their ability to perform their work in a safe and efficient manner.

E. Subcontractors and their Employees
1. Inform them of the Jaynes Corporation Environmental, Health & Safety Plan and requirements. Review enforcement policy.
2. Notify all subcontractors upon arrival on the job or at the pre-construction conference of Jaynes Corporation's desire to have a safe project and of Jaynes Corporation's safety regulations.
3. Subcontractors are responsible for their employees' safety. In the event you observe an unsafe act, stop the subcontractor's employees immediately. Notify a management member in the subcontracting company of the unsafe act and require management to correct the situation. If you continue to have a problem, notify the subcontractor in writing and remove subcontractor's employee from the job.

F. OSHA Inspections (See Section 17.2)
1. Do not allow inspection to proceed without authorization or presence of one of the following individuals: safety department, executive vice president, chairman and CEO, or vice president or area manager.
2. Superintendent must accompany OSHA officer on inspection.
3. Superintendent should take notes and photographs during inspection.
4. If one or more safety advisors are on the job site, one advisor should be invited to accompany the inspection team.

5. When possible the Safety Department should participate in OSHA inspections.

G. Security
1. Fencing, gates, and lighting checked at completion of each workday.
2. Tools and materials stored and secured properly each evening.
3. Police department patrol set up as needed.
4. Deliveries coordinated in order to provide proper storage responsibilities and minimum exposure for theft of materials by the end of each workday.
5. Job site security changes reported to Safety Department.
6. All vehicles and equipment on job to be secured, keys removed and doors locked at the end of each workday.

H. Utility/Safety
1. Note proximity of overhead power lines; consult with Safety Department whenever overhead power lines are present before proceeding with the project.
2. Obtain proper phone number for utility company and record the number on job site phone listing. Call utility company for clearance before proceeding. **These procedures are required by law.**

I. Hazardous Substances
1. Obtain MSDS on all day-to day purchases made from the job site.
2. Maintain a complete MSDS notebook on the job site.
3. Back up the Project Manager to insure that MSDS are obtained on materials supplied by subcontractors.
4. Insure that containers of hazardous chemicals are properly labeled (see Section 15.1 Hazardous Substance Recognition & Protection Program "Right to Know").

J. Job Site Safety Surveys
1. Ensure that proper corrective action is taken on safety recommendations detected by surveys.
2. Make routine job site safety surveys, looking only for safety and cleanliness.

K. Excavation
1. All supervisors will receive the competent person training for excavation and trenching.
2. Allowance for safe excavation to be made prior to the start of digging.
3. It is the intent of Jaynes Corporation to conduct excavation and trenching activities in such a manner that eliminates employee exposure to hazard as well as to the general public.

4. General Superintendents shall insure that excavation activities are coordinated, communicated, and conducted in accordance with the provision of this section and other regulatory requirements.

II. GENERAL & CONCRETE FOREMEN

Foremen have direct daily contact with their workers. They are the supervisors from whom employees receive their work assignments on what to do and how to do it. Therefore, the influence of the Foremen with employees will be utilized to the fullest extent to promote health and safety. Foremen of all trades and subcontractors are responsible for enforcement of all safety precautions applicable to the work under their supervision in order to prevent construction accidents.

A. Health & Safety Pre-planning
   1. Review project construction documents for potential health and safety issues prior to Project Turnover Meeting and/or project start-up.
   2. Pre-plan the project considering the health and safety of everyone as the top priority.
   3. Be familiar with all requirements of the Jaynes Corporation Environmental, Health & Safety Plan.
   4. Have a pre-construction meeting with the Safety Department to review all safety aspects of the project.

B. Job Site Responsibilities
   1. Applicable health and safety standards will be available on the job site for reference by all workers. Foremen shall have a working knowledge of all health and safety requirements and will consistently enforce them at all times.
   2. Communicate safety information to their workers and alert them to potential dangers that may develop from their daily operations.
   3. Assure that all required signs and posters are posted on the project and that bulletin boards are maintained in legible condition.
   4. Implementing an effective housekeeping program that will include assignment of housekeeping duties to specific individuals and daily housekeeping surveys of the project.
   5. Maintain a workable survey schedule of all rigging equipment, ladders, scaffolds, fire extinguishers, first aid kits, major equipment, temporary electrical power, electrical cords and cord/plug connected equipment, personal protective equipment, excavations and trenches.
   6. Ensure that weekly job site safety meetings are conducted for all workers on their crew and submit documentation to the Safety Department. (See Section 6.4)
   7. Have the proper safety equipment on the job for all operations.
   8. Have adequate signage, barriers and temporary supports to protect employees and the public from unsafe or hazardous conditions.

9. Insure that all employees assigned to drive or operate company vehicles or equipment have proper training and licenses.
10. Keep employees informed of safe working procedures and techniques
11. Take immediate corrective action on unsafe condition or hazard.
12. Job trailers must have all required items: emergency phone numbers, fire extinguisher, first aid kit, MSDSs, hazardous substances list and posters.
13. Recommend employees to serve as safety advisors or safety committee members. (See Sections 5.1 and 5.2)
14. Periodically analyze work methods in detail for the purpose of job simplification and for the establishment of safe work methods.
15. Report to the Safety Department all cases of employees who, in their opinions, are not qualified for the work that they have been assigned or who engages in unsafe acts or practices.
16. Continually promote and support Jaynes Corporation accepted safety philosophies (See Section 1.0)
17. Attend and participate in all scheduled safety meetings and training.
18. Instill in all workers by personal action, example and training a sincere attitude toward health and safety and continually strive to attain a better understanding of accident prevention methods.
19. Forward to the Safety Department all requests, suggestions and complaints received, together with comments that are made with regard to safe work conditions and corrective measures that may be necessary or required.
20. Notify the General Superintendent concerning work areas where they believe protective devices are required. (i.e. machine guards, approved personal protective equipment, barricades, guardrails, etc.)
21. Notify the General Superintendent all case where employees lack sufficient room or space for performance of their work or where lighting, sanitation or other facilities are inadequate.

C. Accidents/Injured Employees

1. All accidents or incidents where personal injury or property damage occurs are to be investigated and reported immediately to the Safety Department.
2. Complete required paperwork and transmit it to the Safety Department the same day or no later than 24 hours after accident.
3. Obtain back to work release from injured employee and physician. Review release with Safety Department before allowing employee to return to work whether injured on the job or elsewhere.
4. Review all injuries with the injured party and the General Superintendent, participate in the investigation of all accidents and ensure corrective action.
5. Ensure that injured employees get the level of first aid or medical attention required.

6. Assist in the rehabilitation and return of injured employees to productive work as outlined in the "Transitional Duty/Return To Work Program". (See Section 18.2.1)
7. Assist in accident investigation and submit a report promptly on required forms.
8. Report all near hit/near miss incidents to the Safety Department.

D. New Employees
1. Review the Project Specific Environmental, Health & Safety Plan with each newly hired employee.
2. Encourage suggestions by employees for improvements to our safety program.
3. Make sure that all employees have an AGC "Basic Safety Rules for Construction" Booklet
4. Insure that all new hires have received new hire safety indoctrination within one month of hire date.
5. Ensure that employees under their supervision have received an initial safety orientation and a copy of the Safety handbook and have signed an acknowledgment of the receipt of the information.
6. Supervise the instruction and training of new employees either personally or through delegated experienced craftsmen until the new employee satisfactorily demonstrates their ability to perform their work in a safe and efficient manner.

E. Subcontractors and their Employees
1. Inform them of the Jaynes Corporation Environmental, Health & Safety Plan and requirements. Review enforcement policy.
2. Notify all subcontractors upon arrival on the job or at the pre-construction conference of Jaynes Corporation's desire to have a safe project and of Jaynes Corporation's safety regulations.
3. Subcontractors are responsible for their employees' safety. In the event you observe an unsafe act, stop the subcontractor's employees immediately. Notify a management member in the subcontracting company of the unsafe act and require management to correct the situation. If you continue to have a problem, notify the subcontractor in writing and remove subcontractor's employee from the job.

F. OSHA Inspections (See Section 17.2)
1. Do not allow inspection to proceed without authorization or presence of one of the following individuals: safety department, executive vice president, chairman and CEO, or vice president or area manager
2. Foremen must accompany OSHA officer on inspection.
3. Foremen should take notes and photographs during inspection.
4. If one or more safety advisors are on the job site, one advisor should be invited to accompany the inspection team.

5. When possible the Safety Department should participate in OSHA inspections.

G. Security
1. Fencing, gates, and lighting checked at completion of each workday.
2. Tools and materials stored and secured properly each evening.
3. Police department patrol set up as needed.
4. Deliveries coordinated in order to provide proper storage responsibilities and minimum exposure for theft of materials by the end of each workday.
5. Job site security changes reported to Safety Department.
6. All vehicles and equipment on job to be secured, keys removed and doors locked at the end of each workday.

H. Utility/Safety
1. Note proximity of overhead power lines; consult with Safety Department whenever overhead power lines are present before proceeding with the project.
2. Obtain proper phone number for utility company and record the number on job site phone listing. Call utility company for clearance before proceeding. **These procedures are required by law.**

I. Hazardous Substances
1. Obtain MSDS on all day-to day purchases made from the job site.
2. Maintain a complete MSDS notebook on the job site.
3. Back up the Project Manager to insure that MSDS are obtained on materials supplied by subcontractors.
4. Insure that containers of hazardous chemicals are properly labeled (see Section 15.1 Hazardous Substance Recognition & Protection Program "Right to Know").

J. Job Site Safety Surveys
1. Ensure that proper corrective action is taken on safety recommendations detected by surveys.
2. Make routine job site safety surveys, looking only for safety and cleanliness.

K. Excavation
1. All supervisors will receive the competent person training for excavation and trenching.
2. Allowance for safe excavation to be made prior to the start of digging.
3. It is the intent of Jaynes Corporation to conduct excavation and trenching activities in such a manner that eliminates employee exposure to hazard as well as to the general public.

4. Foremen shall insure that excavation activities are coordinated, communicated, and conducted in accordance with the provision of this section and other regulatory requirements.

SAFETY RESPONSIBILITIES
EMPLOYEE

A. INSTRUCTIONS AND INFORMATION

1) Each employee will sign an **"Acknowledgment of Receipt"** of the following information that will be kept in the employee's personnel file.

2) Please feel free to contact the safety department at the Jaynes Albuquerque office at any time if you have questions pertaining to safety or if you wish to report any unsafe job site conditions. If the safety director is not in the office when you call, please inform the secretarial staff or a receptionist that you need to contact the safety director or another member of management.

B. SAFETY POLICY

1) Jaynes endeavors to have an effective safety program through the following practices and requirements.

2) Due to the very nature of our business, the construction of buildings, you are subjected to certain potential hazards. Some of these are changing job site conditions, changing weather conditions, and many geographical location factors such as mountainous terrain, high elevation, etc. It is your duty to be aware of any and all hazardous or potentially unsafe conditions that naturally exist, or will exist due to process of the construction. You are responsible for your own safety, thus you will never be intimidated in any way for refusing to work in an unsafe condition or perform any function in an unsafe manner.

C. BASIC SAFETY RULES AND REQUIREMENTS

1) OSHA Requirements - You are responsible for reviewing AGC "BASIC SAFETY RULES FOR CONSTRUCTION" booklet. You must have a working knowledge of all OSHA requirements and safe procedures pertaining to your operation or activity and you must adhere to such requirements and procedures. If you have any questions regarding the safe procedure for an operation, STOP.
Contact your supervisor or the Jaynes safety department before proceeding. Planning ahead will eliminate most questions and delays.

2) Hard Hats and Safety Eyewear must be worn at all times while on all job sites or other designated locations. Lunch is the only exception and then only if you are out of the hazardous area.

3) Protective Clothing, in addition to hard hats and safety eyewear, will be used when appropriate, such as, but not limited to: gloves, rubber boots, hard toe shoes, ear protection, and breathing protection.

4) Be Aware of conditions encountered during various stages of construction that pose safety hazards such as, but not limited to: excavating and trenching, scaffolding, planking, floor openings, overhead work, heavy equipment working in the area, and crane operations.

5) Multi-Craft Operations on job sites present hazards to everyone on the project such as but not limited to welding and cutting. You are responsible for your own protection when you are in this environment. Any such operations being performed by Jaynes employees or subcontractors in an unsafe manner or without proper protection are to be immediately reported to the project superintendent. The superintendent will take immediate action to correct the problem.

6) Vehicles - You must operate any vehicle in a safe manner and in conformance with the law. Speeding will not be tolerated. You must have a valid, current Driver's License with proper classification for the vehicle you may be operating. All occupants of vehicles must wear seat belts while in operation.

7) Accidents, whether requiring medical attention or not, are to be reported immediately to the supervisor and safety department, who will in turn report it to the office. This is necessary in order to comply with OSHA and insurance company requirements. Unless informed otherwise by the safety department, you and your supervisor will file a Report of Accident with the safety department.

8) A First Aid Kit And Fire Extinguisher must be properly located in each job site trailer. You must familiarize yourself with the location of these emergency items and their proper use.

9) Horseplay on company projects, any job site, yard or office premises will not be tolerated.

10) Good Housekeeping is required on each job site. On a daily basis, each Jaynes crew and subcontractor crew is expected to clean up after their own work and maintain orderly storage of materials for safe working conditions.

11) Alcoholic Beverages and/or Illegal Drugs - The use or being under the influence of alcoholic beverages and/or illegal drugs of any type will not be tolerated while you are at work or in the process of operating any construction equipment or Jaynes vehicle. It is the responsibility of the driver assigned to the vehicle to enforce this policy. Violation of this will be considered cause for dismissal.

12) OSHA Regulations - The job site superintendent must insure that all OSHA regulations are followed and that safe working conditions and procedures exist on Jaynes job sites.

Superintendents and/or foremen are responsible and authorized to remove any person from the job site who appears to be unfit for work, whether under the influence of alcohol or drugs or not properly dressed or equipped to perform the work. This applies to both Jaynes employees and subcontractor or supplier employees.

13) Safety Meetings - You must attend Employee Meetings as scheduled by the safety director. Notice of such periodic meetings will be furnished in paycheck envelopes in advance of the meeting.

14) Toolbox Safety Talks (Weekly Safety Meetings) are held by job site superintendents and foremen on a weekly basis. All field employees must attend the meeting at their job site and sign attendance records. Subcontractor employees will be encouraged to attend, and a record of their attendance will be forwarded to their employer upon written request.

15) Drug Screen Authorization - A drug screen will be administered prior to employment, at the time of any accident or injury and in the event you are involved in, or causing an accident. Random drug screenings may be held at any time. In addition, a drug screen may be administered at any time your work performance or appearance suggests that you may be under the influence of alcohol or drugs.

16) Training - Specific training, whether required by law or in order to maintain safe working environments, will be provided by Jaynes or other acceptable training facilitators. **ATTENDANCE IS MANDATORY**.

    a) Jaynes is required by Title 29, Part 1910.1200 of the Code of Federal Regulations (CFR) to ensure all applicable employees have received instruction in precautions for the handling of hazardous substances. In order to insure compliance, you may be required to produce evidence of current completion of a general course in "Hazardous Substances - Recognition and Protection", or attend the next available class as determined by Jaynes. Further, you will be required to attend retraining from time to time. Failure to do so will be cause for termination of employment.

D. SAFETY VIOLATION S & CITATIONS

1) The following procedures will be followed when a violation is observed:

First Warning – The first time an employee is observed violating any safety rule, the employee shall be given a first warning. The first warning will be an oral warning given to the employee.

The oral warning should be specific and explain exactly what the employee did or didn't do and why it shouldn't be repeated. Whoever is giving the warning, such as a supervisor, should stress that the statements "constitute an oral warning" and that they "don't want to have this conversation again." If the supervisor treats the oral warning

seriously, the employee is likely to take it seriously too. In addition, to have a record of the oral warning, the supervisor shall note the warning in their logbook or on the daily work sheets.

Second Warning – The second time an employee is observed violating any safety rule, the employee shall be given a second warning. The second warning will be an oral warning accompanied by a written safety violation notice and a 2-day suspension without pay. A copy of the written safety violation notice will be given to the employee and to the Safety Department. The original notice will be placed in the employee's personnel file. The employee will be required to speak with a member of the Safety Department for counseling.

Third Warning – The third time an employee is observed violating any safety rule, the employee shall be given a third warning. The third warning will be an oral warning accompanied by a written safety violation notice and a 1-week/5-day suspension without pay. A copy of the written notice will be given to the employee and to the Safety Department. The original notice will be placed in the employee's personnel file. A meeting with the employee, supervisor, safety department and senior management will be held to determine why the employee does not comply with the company's safety rules.

Fourth Warning – The fourth time an employee is observed violating any safety rule, the employee shall be given a fourth warning. A fourth warning will be an oral warning accompanied by a written safety violation notice. A copy of the written notice will be given to the employee and to the Safety Department. The original notice will be placed in the employee's personnel file. Employees, who do not follow safety rules, especially after being warned several times, are a threat to themselves and their co-workers. Therefore, employees who receive a fourth warning may, at senior management's discretion, be terminated from employment or be subject to other disciplinary action deemed appropriate by senior management.

E. STANDARD PERSONAL PROTECTIVE EQUIPMENT

1) Jaynes is dedicated to provide a safe and healthful working environment to all its employees. For this reason, Jaynes issues standard Personal Protective Equipment (PPE) to appropriate employees. PPE shall be regulated by the following policies and procedures:

2) Personal Protective Equipment Usage And Maintenance:
   a) All PPE shall meet or exceed applicable Federal, State and Jaynes standards.
   b) All PPE shall be used and maintained in accordance with product data and manufacturer's recommendations.
   c) Hard hats and safety eyewear shall be worn at all times while on job sites and other designated locations.

d) Hearing protection shall be carried on your person, or otherwise readily accessible at all times while on job sites and other designated locations, and shall be worn whenever operations present potential hazards to hearing.

3) Personal Protective Equipment Replacement Policy:
   a) You are required to immediately contact the safety department and replace PPE that may be lost, stolen, damaged or improperly functioning due to misuse or neglect, at your own cost.
   b) If the PPE becomes damaged or impaired through normal use or deterioration, Jaynes will replace it at no cost to you, upon return of the item to the safety director.

4) Personal Protective Equipment Return Policy:
   a) Hard hats, safety glasses and other designated PPE shall be returned to the safety department upon termination of employment, prior to receipt of your final paycheck. If any item is not returned, the cost of such item will be deducted from your final paycheck.
   b) Earplugs are not required to be returned upon termination of employment.

5) Personal Protective Equipment Substitutions:
   a) Employees may substitute any Jaynes PPE, other than hard hats, with their own equipment at their own expense. However, such equipment shall meet or exceed applicable Federal, State and Jaynes standards.
   b) If you are unable to use the provided PPE, you may request a substitution from the safety department.
   c) You must notify the safety department if you require prescription safety glasses. Prescription safety glasses must be equipped with side shields whenever operations present potential hazards to the eyes. Jaynes will reimburse you for the value of the Jaynes safety glasses upon proper verification.

6) Miscellaneous Personal Protective Equipment:
   a) Jaynes shall provide additional PPE as required, such as, but not limited to: face, hand, respiratory, foot and fall protection. Contact your supervisor or the safety department for any personal PPE that you believe may be required to prevent injury and/or occupational illnesses.
   b) Back support belts are available. Contact the safety department if you wish to obtain this item.

7) Enforcement
   a) Employees who fail to comply with this policy shall be considered to have violated a health and safety procedure and shall be subject to disciplinary action as outlined in Section D of this document.
   b) If you fail to comply with this policy you shall be required to leave the job site, without pay, until compliance is achieved. Such leaves will be considered unexcused absences.

EMPLOYEE AGREEMENT
and ACKNOWLEDGEMENT OF RECEIPT

I _____ have read and understand the
(Please Print Name)
Jaynes Corporation Safety Instructions and Information. I hereby agree to abide by the intent and rules set forth therein while I am in the employ of Jaynes Corporation.

I have received the Personal Protective Equipment (PPE) listed below free of charge from Jaynes Corporation.

_____ Hard Hat
_____ Safety Eyewear with clear lens
_____ Safety Eyewear with darkened lens
_____ Re-useable ear plugs with cord and case.
_____ _____ Other

I have completed a general course in Hazardous Substances - Recognition and Protection (attach proof of current completion), or I will attend the next available class on _____, or as otherwise instructed.
Date of Next Class

Signed: _____ Date: _____

SS#: _____

SAFETY RESPONSIBILITIES
SUBCONTRACTOR & SUPPLIER

A. Introduction

1. Since 1985, Jaynes Corporation (Jaynes) has been recognized for its continuous safety improvement. Jaynes strictly abides by all Federal and State Occupational Safety and Health Administration, or OSHA, safety rules and regulations. Additionally, Jaynes abides by all local government and industry standard safety rules, regulations and procedures. Jaynes follows all appropriate operating practices that will safeguard individuals, resulting in safe working conditions and efficient operations.
2. It is Jaynes' policy to provide and maintain safe and healthy working conditions and procedures. OSHA rules, regulations and procedures are regarded by Jaynes as minimum standards. Therefore, Jaynes reserves the right to implement and enforce stricter safety standards than those implemented by Federal, State and Local governments.
3. All individuals on Jaynes job sites are required to follow all safety rules, regulations, practices and procedures. Failure to adhere to these rules, regulations, practices and procedures will result in disciplinary action, including removal from job sites. If individuals are unsure about how to safely proceed with a certain task – STOP. Do not proceed with the task until they have asked their supervisor, the Jaynes job site superintendent or Safety Department for guidance and totally understand the proper safety procedures for that task. Each individual is ultimately responsible for their own safety and will never be intimidated in any way for refusing to work in an unsafe condition or perform any function in an unsafe manner.
4. No alcoholic beverages, in either opened or closed containers or illegal drugs will be permitted on Jaynes job sites at any time. Additionally, empty alcoholic beverage containers and packaging not are permitted on Jaynes job sites at any time.
5. The use of personal audio equipment for entertainment purposes (e.g., AM/FM radios, cassette players, CD players) with or without headphones is strictly prohibited on Jaynes job sites except in office trailers and personal vehicles during breaks and lunch.

B. Job Site Offices/Trailers

1. All Jaynes job site offices are required to have the following: Federal, State and local posters, emergency telephone numbers, first aid kit, fire extinguisher and job specific as well as generic Material Safety Data Sheets (MSDS). Individuals are required to become familiar with the location and proper use of these items.

C. Housekeeping

1. Adequate interior as well as exterior housekeeping is essential towards providing a safe and health workplace. Walking and working surfaces must be kept clear of unnecessary tools, equipment, construction materials and electrical cords. Lunch type trash must be immediately disposed of in the proper receptacles. Rolling type materials such as conduit, pipe, all thread and/or welding rod left unattended pose potential slipping and tripping hazards. Cardboard, paper and plastic packaging materials pose potential fire hazards as well. Lunch type trash may pose potential health hazards if not disposed of properly. Protruding nails in scrap boards, planks and timbers must be removed, hammered in, or bent over flush with the wood.

D. Personal Protective Equipment – PPE

1. All individuals must always wear a Hard Hat and Safety Eyewear while on Jaynes job sites and other designated locations. In addition to hard hats and safety eyewear, other personal protective equipment may be necessary, including but not limited to: gloves for hand protection, rubber boots, face protection, hard toed safety shoes, hearing protection, breathing protection and fall protection. At all times, individuals are required to properly wear and maintain this equipment.
2. All individuals on Jaynes job sites must wear appropriate clothing that adequately protects them against extreme conditions of weather, equipment, chemical and other hazards. Appropriate shirts must be worn and buttoned at all times and must have at least a four (4) inch long sleeve that covers and protects the shoulders and upper arms. Appropriate work pants must have full length pant legs and fit properly.
3. When work operations present hazards such as falling objects, pinch points, material handling, or equipment and/or tool operation which may result in injury to the feet approved safety-toed and/or chemical resistant footwear and/or appropriate feet protection devices must be worn. Otherwise, sturdy and durable working boots or shoes, in good repair may be worn. Athletic shoes such as running shoes, tennis shoes, canvas shoes, etc. or sandals or open-toed shoes are NOT acceptable under any circumstances.
4. Any and all jewelry that poses a potential injury hazard by getting caught in tools, equipment, machinery and/or clothing must not be worn while working on Jaynes job sites. Such jewelry includes by is not limited to the following: finger rings, loop type earrings, nose rings, necklaces, chains and bracelets.

E. Fire Protection and Prevention

1. All individuals should become familiar with the location and use of fire extinguishers on the job sites.
2. Only approved metal safety cans shall be used for storage and transportation of flammable and/or combustible liquids in excess of one (1) gallon. Flammable and/or combustible liquid containers in excess of one (1) gallon that are not approved metal safety cans are prohibited on Jaynes job sites.

3. Liquefied petroleum (LP) gas containers are to be kept upright upon firm foundations or otherwise firmly secured and must be stored outside enclosed areas when not in use.

F. Tool Use

1. All electrical tools must be inspected before each use to ensure that they are in proper and safe working order. This includes inspection of the electrical cords and plugs and to make sure any and all protective guards are in place and working properly.
2. Pneumatic power tools and all hose connections must be secured adequately to prevent accidental disconnection.
3. All handled tools such as, but not limited to, sledge hammers, pick axes, hammers, shovels, scrapers and brooms must have handles that are undamaged and free from breaks, cracks and splinters.
4. Only individuals who have been trained in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool. Minimum personal protective equipment consists of hearing and eye protection. Powder-actuated tools shall not be loaded until just prior to the intended firing time and loaded tools must not be left unattended. Powder actuated shots/loads must be stored properly.

G. Welding and Cutting

1. When transporting, moving and storing compressed gas cylinders valve protection caps must be securely in place. Valve protection caps shall not be used for lifting cylinders from one vertical position to another. Unless cylinders are firmly secured on a special carrier intended for this purpose, regulators must be removed and valve protection caps put in place before cylinders are moved. All compressed gas cylinders must be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried. Oxygen cylinders in storage must be separated from fuel-gas cylinders or combustible materials a minimum distance of twenty (20) feet.
2. Arc welding, cutting cables and connectors in need of repair must not be used. When electrode holders are to be left unattended, the electrodes must be removed and the holders must be so placed or protected that they cannot make electrical contact with individuals or conducting objects. Minimum personal protective equipment consists of adequate eye and face protection. All arc welding and/or cutting operations must have a valid fire extinguisher nearby.

H. Electrical

1. All temporary electricity in use on the job site must be protected with Ground Fault Circuit Interrupters (GFCI) which must be maintained in proper working order and tripping at the acceptable level.

2. Do not use any electrical outlets that are cracked and/or damaged. Report any cracked and/or damaged electrical outlets or electrical panels with unprotected exposed openings immediately to the Jaynes job site superintendent.
3. Inspect all electrical cords prior to use for external and/or internal insulation damage as well as to ensure that the ground prong is intact. Ensure that electrical cords are protected from damage by being run over.
4. Overhead temporary lighting must be secured and suspended properly and the bulbs must be protected by appropriate covers or cages.
5. Portable temporary light stands must have undamaged electrical cords with ground prongs and the bulbs must be protected.

I. Scaffolding

1. No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons.
2. Scaffolds and their components shall be capable of supporting without failure at least four (4) times the maximum anticipated load. Scaffolds must be properly braced by cross, horizontal, or diagonal braces, or combination of these, to secure vertical members together laterally and the cross braces must be of such length as will automatically square and align vertical members so that the erected scaffold is always plumb, square, rigid and level. All brace connections must be made secure.
3. Scaffold legs must be set on adjustable bases or plain bases placed on mudsills or other foundations adequate to support the maximum rated loads. Unstable objects such as barrels, boxes, loose brick, or concrete blocks, shall not be used to support scaffolds or planks.
4. Scaffold frames must be placed one on top of the other with coupling or stacking pins to provide vertical alignment of the legs. Where uplift may occur, frames shall be locked together vertically by pins or other equivalent suitable means.
5. Working levels of scaffold work platforms must be fully planked or decked. All planking of platforms must be either overlapped a minimum of 12 inches or secured from movement. Scaffold planks must extend over their end supports not less than 6 inches, unless the planking is manufactured with restraining hooks or equivalent means, nor extend more than 12 inches over their end supports.
6. An access ladder or equivalent safe access must be provided. Where a built-in ladder is part of a scaffold system, it must conform to the requirements for ladders. Climbing of braces and/or handrail systems is prohibited.
7. All wheels and casters on rolling scaffolds must have a positive locking device, securely fastened to the scaffold, to prevent accidental movement. All casters or wheels must be locked when rolling scaffold is in use. The force necessary to move the mobile scaffold must be applied as close to the base as practical, but not more than five (5) feet above the supporting surface.
8. Rolling scaffolds shall be used only on firm, level and clean surfaces. No person shall be allowed to ride on a manually propelled mobile scaffold unless ALL of the following conditions exist: (a) the ground surface is within 3 degrees of level

and free from pits, holes or obstructions; (b) the minimum dimension of the scaffold base, when ready for rolling, is at least one-half of the height and outriggers, if used, are installed on both sides of the scaffold; (c) the wheels are equipped with rubber or similar resilient tires; and (d) all tools and materials are secured or removed from the platform before the scaffold is moved.

9. All individuals on any scaffold more than ten (10) feet above a lower level must be protected from falling to that lower level.

J. Aerial Lifts

1. Only authorized and trained persons shall operate an aerial lift.
2. Individuals must always stand firmly on the floor of the basket and must not sit or climb on the edge of the basket or use planks, ladders or other devices for work platforms. All gates or chains, including mid-rails, must be secured closed whenever persons are in the basket.
3. A full body harness must be worn and a lanyard attached to the basket whenever working from an extendable or articulating boom aerial lift, such as a snorkel lift. It is not required to wear a full body harness when working from an aerial lift such as a scissors lift that only moves directly up and down.

K. Fall Protection

1. Individuals must be protected by standard guardrail, catch platforms, temporary floors, safety nets, personal fall protection devices, or the equivalent, in the following situations: (a) on access-ways, excluding ladders, or work platforms from which they may fall six (6) feet or more; (b) on access-ways or work platforms over water, machinery or dangerous operations; (c) on runways from which they may fall four (4) feet or more.
2. Every stairway and ladder way floor opening must be guarded on all exposed sides, except the entrance opening, by securely anchored standard guardrail; entrance openings must be offset or provided with a gate to prevent anyone walking into the opening.
3. All floor and roof openings into which persons can accidentally walk or fall through must be guarded by a physical barrier or cover. All floor and roof holes through which equipment, materials, or debris can fall shall be covered. Coverings must be of sufficient strength to support any load that may be imposed and shall be secured in place to prevent accidental removal or displacement and must be identified as hole coverings.
4. Wall openings, from which there is a drop of more than four (4) feet and the bottom of the opening is less than three (3) feet above the working surface, shall be guarded with top rail or a top rail and intermediate rail or a standard guardrail.

L. Motor Vehicles & Mechanized Equipment

1. Individuals must operate vehicles and construction equipment at all times within the parameters of all laws pertaining to such while on Jaynes job sites. Speeding will NOT be tolerated and while in operation all vehicle occupants must wear seat belts.
2. Whenever any machinery or equipment is found to be unsafe, or whenever a deficiency which affects the safe operation of equipment is observed, the equipment must be immediately taken out of service and its use prohibited until unsafe conditions have been corrected.
3. Any motor vehicle equipment having an obstructed view to the rear must have a reverse signal alarm audible above the surrounding noise level.
4. Seat belts must be worn on all motor vehicle equipment provided with them. Additional riders are not allowed on any motor vehicle equipment unless it is designed for this use.
5. All hydraulic apparatus on equipment not in use must be either secured or placed in the lowered position.

M. Excavations

1. Individuals in an excavation must be protected from cave-ins by adequate protective system except when excavations are made entirely in stable rock or excavations are less than five (5) feet in depth and a competent person determines no indication of a potential cave-in.
2. A stairway, ladder ramp or other safe means of egress must be located in trench excavations that are four (4) feet or more in depth so as to require no more than twenty five (25) feet of lateral travel for individuals.
3. Individuals must not work in excavations in which there is accumulated water or in which water is accumulating unless the water hazards posed by accumulation is controlled.

N. Concrete & Masonry Construction

1. All protruding reinforcing steel, onto and into which individuals could fall, must be guarded to eliminate the hazard of impalement.
2. No individuals shall be permitted to ride concrete buckets. No individuals shall be permitted to work under concrete buckets while buckets are being elevated or lowered into position.
3. Powered and rotating type concrete troweling machines that are manually guided must be equipped with a control switch that will automatically shut off the power whenever the hands of the operator are removed from the equipment handles.

O. Stairways and Ladders

1. Foot traffic is prohibited on stairways with pan stairs where the treads and/or landings are to be filled in with concrete or other material at a later date, unless the stairs are temporarily filled with wood or other solid material at least to the

top edge of each pan. Unprotected sides and edges of stairways and landings must be provided with a guardrail system.

2. When straight or extension ladders are used for access to an upper landing surface, the ladder side rails must extend at least three (3) feet above the upper landing surface to which the ladder is used to gain access and the top of the ladder must be secured from displacement.
3. All ladders must be used only for the purpose for which they were designed. Type III, household and/or light-duty ladders are prohibited on Jaynes job sites.
4. The area around the top and bottom of ladders must be kept clear.
5. Ladders must not be moved, shifted, or extended while occupied.
6. The top cap or top step of a stepladder must not be used as a step or seat.
7. Cross-bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
8. Ladders with structural defects, such as, but not limited to, broken or missing rungs, cleats, or steps, broken or split rails, corroded components, or other faulty or defective components, must either be immediately marked in a manner that readily identifies them as defective, or be tagged with "DO NOT USE" or similar language and must be withdrawn from service until properly repaired.
9. When ascending or descending a ladder, the user must face the ladder. The user must use at least one hand to grasp the ladder at all times when progressing up and/or down the ladder. Individuals must not carry any object or load that could cause the individual to lose balance and fall or drop the object or load.

P. Accidents & Injuries

1. Jaynes requires that every work-related illness, injury or accident be reported. Jaynes is concerned about the safety and health of individuals and consider no accident or injury too minor. Early preventive action may avert a serious injury or illness and proper investigation of the cause of the accident can prevent it from being repeated.
2. Any work-related injury or illness not properly reported to the Jaynes job site superintendent or Safety Department on the day of occurrence will automatically be considered an alleged injury and will be treated and investigated as such. Any individual who fails to report an accident or injury at the time of the occurrence will be subject to disciplinary action, including dismissal from the job site.
3. Immediately report any and all vehicle accidents to the Jaynes job site superintendent or Safety Department as well as to your supervisor or office. If necessary and possible the Safety Department or other member of management will promptly report to the accident scene or direct you in the proper procedures.
4. Every accident and/or injury must be immediately reported to the Jaynes job site superintendent or Safety Department as well as to your supervisor or office. If necessary and possible the Safety Department or other member of management will promptly report to the accident scene or direct you in the proper procedures.

5. Following medical treatment individuals will be required to assist the Jaynes job site superintendent or Safety Department in the completion of necessary reports and documents.

Q. Enforcement

1. Jaynes considers the safety and health of individuals its top priority. Violations of safety rules, regulations, practices and procedures are extremely serious. Penalties may include suspension or dismissal from Jaynes job sites.

R. Closing Statement

1. If individuals have any questions or comments about anything pertaining to health and safety contact the Jaynes job site superintendent or Safety Department. We want to carry on the Jaynes tradition of excellence in all that we do and that includes being safe.

JAYNES CORPORATION EMPLOYEES
MINIMUM SAFETY TRAINING REQUIREMENTS

I. MANAGEMENT

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Substance Abuse Recognition
5. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures)
6. Crisis Management
7. *Other Training as Required*

II. SAFETY DEPARTMENT

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Substance Abuse Recognition
5. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures)
6. Crisis Management
7. Adult CPR
8. First Aid
9. Bloodborne Pathogens
10. Confined Space Entry (Competent Person)
11. Excavation & Trenching (Competent Person)
12. Fall Protection (Competent Person)
13. Scaffolding (Competent Person)
14. OSHA 30-Hour
15. Aerial Lifts
16. Powered Industrial Truck (Forklift) Operator
17. Crane Safety
18. Ladder Safety
19. Lock-Out/Tag-Out
20. Powder-Actuated Tool Operator
21. Personal Protective Equipment (PPE)
22. *Other Training as Required*

III. ESTIMATING DEPARTMENT

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Excavation & Trenching (Competent Person)
5. Fall Protection (Competent Person)
6. Scaffolding (Competent Person)

7. OSHA 10-Hour
8. Personal Protective Equipment (PPE)
9. Asbestos Recognition & Awareness
10. Lead Recognition & Awareness
11. Silica Recognition & Awareness
12. *Other Training as Required*

IV. PROJECT MANAGEMENT

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Substance Abuse Recognition
5. Excavation & Trenching (Competent Person)
6. Fall Protection (Competent Person)
7. Scaffolding (Competent Person)
8. OSHA 10-Hour
9. Personal Protective Equipment (PPE)
10. Asbestos Recognition & Awareness
11. Confined Space Entry (Competent Person)
12. Ladder Safety
13. Lock-Out/Tag-Out
14. *Other Training as Required*

V. SUPERVISORY FIELD PERSONNEL & SAFETY ADVISORS

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Substance Abuse Recognition
5. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures)
6. Crisis Management
7. Adult CPR
8. First Aid
9. Bloodborne Pathogens
10. Confined Space Entry (Competent Person)
11. Excavation & Trenching (Competent Person)
12. Fall Protection (Competent Person)
13. Scaffolding (Competent Person)
14. OSHA 10-Hour
15. Aerial Lifts
16. Powered Industrial Truck (Forklift) Operator
17. Crane Safety
18. Ladder Safety
19. Lock-Out/Tag-Out
20. Powder-Actuated Tool Operator

21. Personal Protective Equipment (PPE)
22. Other Training as Required

VI. NON-SUPERVISORY FIELD PERSONNEL

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures)
5. Excavation & Trenching (Competent Person) – Equipment Operators
6. Fall Protection Awareness
7. OSHA 10-Hour
8. Aerial Lifts
9. Powered Industrial Truck (Forklift) Operator
10. Ladder Safety
11. Powder-Actuated Tool Operator - Carpenters
13. Personal Protective Equipment (PPE)
14. Other Training as Required

VII. SHOP & YARD PERSONNEL

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures)
5. Adult CPR
6. First Aid
7. Bloodborne Pathogens
8. Fall Protection Awareness
9. OSHA 10-Hour
10. Powered Industrial Truck (Forklift) Operator
11. Ladder Safety
12. Lock-Out/Tag-Out
13. Personal Protective Equipment (PPE)
14. Other Training as Required

VIII. MISCELLANEOUS OFFICE PERSONNEL

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Vehicle Safety (i.e., Defensive Driving)
4. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures
5. Bloodborne Pathogens
6. Personal Protective Equipment (PPE)
7. Other Training as Required

SUBCONTRACTOR & SUPPLIER EMPLOYEES MINIMUM SAFETY TRAINING REQUIREMENTS

I. GENERAL REQUIREMENTS

A. Prior to commencing work, subcontractors and suppliers shall ensure that all hazard specific Environmental, Health & Safety (EHS) training requirements are documented by job classification as part of their EHS Plan. Specific training requirements by Jaynes Corporation will be articulated in an attached addendum (if applicable) or found in the Project Specific EHS Plan.

B. All applicable OSHA, State, local and/or site required EHS training (if applicable) shall be provided and conducted by the subcontractors and suppliers prior to an employee performing that type of work on site.

C. Upon request from Jaynes Corporation and/or its designated representative, subcontractors and suppliers shall provide the curriculum and written verification of the aforementioned training.

D. Jaynes Corporation and/or its designated representative reserve the right to audit training records and field competencies at any time.

E. Subcontractors and suppliers using subsequent tier subcontractors are required to have written training records available onsite for all tier subcontractor employees.

II. MINIMUM REQUIREMENTS

1. Hazard Recognition & Awareness
2. Hazardous Substances – Recognition & Protection
3. Fire Protection (i.e., Fire Extinguisher Use, Evacuation Procedures)
4. OSHA 10-Hour
5. Personal Protective Equipment (PPE)
6. Ladder Safety
7. *Other Training as Required*

III. ADDITIONAL MINIMUM REQUIREMENTS WHEN APPLICABLE

1. Excavation & Trenching (Competent Person)
2. Fall Protection (Competent Person)
3. Scaffolding (Competent Person)
4. Asbestos Recognition & Awareness
5. Lead Recognition & Awareness
6. Silica Recognition & Awareness
7. Adult CPR
8. First Aid
9. Bloodborne Pathogens

10. Confined Space Entry (Competent Person)
11. Aerial Lifts
12. Powered Industrial Truck (Forklift) Operator
13. Crane Operator Certification and/or License
14. Lock-Out/Tag-Out
15. Powder-Actuated Tool Operator
16. *Other Training as Required*

"SPIRIT OF SAFETY" LIFEGUARD PROGRAM

A. Program Goal

The elimination of potential worker injuries by promoting and improving The Jaynes Companies (Jaynes) Environmental, Health & Safety Plan through the continual efforts of properly trained, motivated and dedicated non-supervisory Jaynes employees.

B. Safety Lifeguard Selection Process

1. Solicited Volunteers
2. Referred by one of the following:
   a. Field Supervisory Personnel
   b. Personnel Enrichment & Employee Relations (PEER) Group
   c. Safety Department Personnel
   d. Management Personnel
   e. Current or Former Safety Lifeguard
   f. Current or Former EH&S Committee Member
3. Have a personal interview with safety department personnel to assess qualifications to be a Safety Lifeguard.

C. Safety Lifeguard Minimum Selection Requirements

1. Must be a Jaynes employee for one year or more.
2. Must not have been involved in an accident, incident or received a safety violation citation in the twelve months prior to becoming a Safety Lifeguard.
3. Must be a non-supervisory Jaynes employee.
4. Attend initial two-hour training course and pass a test with a score above 80%.
5. Must have a positive attitude regarding Environmental, Health and Safety (EH&S).
6. Must be authorized to operate Jaynes vehicles and equipment.
7. Must be able to read, write, speak and understand English.

D. Safety Lifeguard Responsibilities

1. Observe actions of all people on the job site pertaining to environmental, health and safety with emphasis on Jaynes employees.
2. Upon observation of any unsafe action or condition involving a Jaynes employee, the Safety Lifeguard is to immediately identify themselves as a Safety Lifeguard, discuss the situation and advise the individuals involved on a solution to the problem. If the problem is solved at that time, the Safety Lifeguard is required to inform the project superintendent and/or foreman of the situation and action taken before the end of that workday.
3. If the Safety Lifeguard is unable to solve the problem immediately, for any reason, they are to stop work, find the project superintendent and/or foreman to report the problem and determine immediate corrective action needed with that supervisor.
4. If the Safety Lifeguard observes any subcontractor's or supplier's employee or visitor to the job site involved in an unsafe act or condition, they are to stop them

if they are in immediate danger and report this action to the project superintendent and/or foreman immediately. If not an immediate danger, report the action to a superintendent and/or foreman for them to correct the situation with the subcontractor, supplier or visitor.

5. At the time of any OSHA inspection, one Safety Lifeguard shall accompany the inspection team at the discretion of the safety department and/or project superintendent.
6. Review job site safety surveys to keep informed of incidents and to help recognize unsafe acts and/or conditions.
7. Conduct a daily job site walk-through looking for possible health and safety hazards and provide documentation of such a survey. (See Exhibit 16.3-A "Spirit Of Safety" Lifeguard Safety Survey Checklist)
8. Complete a weekly occurrence report documenting any actions taken as a Safety Lifeguard to provide feedback to safety department and management about the program. (See Exhibit 16.3-B "Spirit Of Safety" Lifeguard Weekly Occurrence Report")

E. Safety Lifeguard Authority

1. Safety Lifeguards are authorized to temporarily cease their task or duties at any time they observe or are informed of an unsafe act or condition and proceed to investigate the claim.
2. Safety Lifeguards are authorized to advise Jaynes employees to stop unsafe acts or correct unsafe conditions.
3. If the Jaynes employees fail to take corrective action in the above situation, the Safety Lifeguard is authorized to take the necessary action to notify the superintendent, foreman, safety department and/or a management person of the situation.
4. Safety Lifeguards are authorized to take the necessary action to inform the superintendent and/or foreman of any unsafe act or condition pertaining to any subcontractor, supplier, visitor or the general public.
5. Safety Lifeguards are authorized to take the time to conduct the daily job site walk-through, complete a weekly occurrence report and attend all scheduled meetings and training sessions.
6. Safety Lifeguards will be given a hard hat sticker that acknowledges their authority.

F. Safety Lifeguard Commitments

1. Attend monthly scheduled training sessions and/or meetings on company and/or unpaid time.
2. Attend semi-annual All Employee Meetings.
3. Willing to attend additional specialized training sessions at the discretion of the safety department.
4. Conduct or facilitate weekly job site safety meetings at the request of the superintendent, foreman and safety department and/or management personnel.
5. Willing to participate in the safety presentation at semi-annual All Employee Meetings at the discretion of the safety department.

G. Safety Lifeguard Recognition & Rewards

1. Personal satisfaction of knowing they are part of the team to promote health and safety of fellow employees as well as their own.
2. Knowledge gained by this training can be valuable to the Safety Lifeguard on future projects or jobs.
3. This training and experience will be a positive factor in future employment by Jaynes, but in no way constitutes a contract or guarantee of employment.
4. An annual dinner party will be held for Safety Lifeguards and a guest.
5 Annual award program for top Safety Lifeguard based on meeting attendance, daily safety walk-through, occurrence reporting and active participation as a Safety Lifeguard will consist of a one hundred dollar ($100) incentive.
6. A letter of recognition for safety will be written and provided to Safety Lifeguards for use with various collective bargaining safety incentive programs, if applicable.
7. The below listed graduated pay scale will be used. The listed pay rate increase will be added to each active Safety Lifeguard's regular rate of pay upon receipt of proper documentation of successful completion of the following safety related training.

a.	Jaynes Safety Orientation (Minimum Employment Requirement)	= N/A
b.	Hazardous Substances Recognition & Protection (Minimum Employment Requirement)	= N/A
c.	OSHA 10 Hour (Minimum Employment Requirement)	= N/A
d.	OSHA 30 or 40 Hour Hazard Recognition	= $0.10/hr
e.	Excavation & Trenching - Competent Person Training	= $0.10/hr
f.	Scaffolding - Competent Person Training	= $0.10/hr
g.	Confined Space Entry - Competent Person Training	= $0.10/hr
h.	Fall Protect Awareness - Competent Person Training	= $0.10/hr
i.	Completion of all Jaynes Safety Academy Courses	= $0.50/hr

The accumulative total would result in a $1.00/hr increase in regular pay while an active Safety Lifeguard. If a Safety Lifeguard fails to remain current with the above listed training the listed pay rate increase will be immediately withdrawn.

Jaynes will pay for the cost of all safety-related training. Any training held during normal working hours, Monday - Friday from 7:00 a.m. - 3:30 p.m. would be on company time. Jaynes will endeavor to schedule training during this time frame. Any training held outside of the normal working hours previously listed will be unpaid time.

H. Safety Lifeguard Accountability

1. Any Safety Lifeguard receiving a safety violation citation will automatically be removed as an active Safety Lifeguard for a period of six months.
2. The safety department will investigate any accident and/or incident involving a Safety Lifeguard and it will be left to the discretion of the Senior EH&S

Committee if the Safety Lifeguard shall be removed as an active Safety Lifeguard for any period of time.

3. The safety department will investigate any Safety Lifeguard in violation of the requirement portion of the program and it will be left to the discretion of the Senior EH&S Committee if the Safety Lifeguard shall be removed as an active Safety Lifeguard for any period of time.

I. Miscellaneous

1. Mobile craft persons, such as operators and finishers, may be assigned to assist on multiple job sites.
2. Safety Lifeguards will not be held responsible or liable for any accident that might happen on their job sites unless they are directly involved.
3. Jaynes reserves the right to revise or discontinue all or any part of this program at any time for any reason.

"AGC CONSTRUCTION JOBSITE SAFETY SPECIALIST"

Introduction

The "AGC Construction Jobsite Safety Specialist" program was started by the New Mexico Building Branch, AGC, as a way of recognizing individuals who have completed designated safety classes, take a leadership position in safety with their companies and receive favorable recommendation from their employers.

The requirements are these:

1. Current completion card in "Hazardous Substances Recognition & Protection / Right to Know" (required annually by New Mexico "Right to Know " law;
2. Current completion cards in First Aid and CPR;
3. Completion cards demonstrating that worker has completed an OSHA 10-hour, 30-hour or 40-hour class at least once during the two-year period for which the designation is being sought;
4. Completion cards or certificates demonstrating that thew worker has completed at least two "Competent Person" class in each year of the two-year period for which the designation is being sought;
5. At least two elective courses must be completed during the two-year period. These classes can include, but are not limited to, the following:
    a. Ladders
    b. Lock-out/Tag-out
    c. Electrical Safety
    d. Preventing Back Injuries
    e. Lead Exposure
6. A letter from the worker's employer must be sent to the AGC Safety, Health and Environment Committee by the end of the second year of the two-year period for which the designation is being sought;
7. A worker must also participate in company-sponsored safety programs, either as an instructor or facilitator. This participation can include conducting toolbox talks, facilitating company safety programs and/or serving as a safety mentor for new employees. The employee's effort can be documented in the employer's letter, which is noted in item #6.

The time frame for completion of all these requirements is two years. After a worker receives their "AGC Construction Jobsite Safety Specialist" designation, they must re-certify every three years.

APPLICATION FOR "AGC CONSTRUCTION JOBSITE SAFETY SPECIALIST"

Date: _____

Name of Company: _____

Name of Person Filling Out Form: _____

Name of Individual Being Nominated: _____

Craft / Occupation / Title: _____

Classes Completed:

1. "Right to Know" ……Date of Most Current Card: _____

   Sponsoring Entity: _____
   (If other than AGC, please attach copy of card)

2. First Aid/CPR/Bloodborne Pathogens ……..Date of Most Current Card: _____

   Sponsoring Entity: _____
   (If other than AGC, please attach copy of card)

3. OSHA 10-Hour, 30 or 40-Hour Course ……Date of Most Current Card: _____

   Sponsoring Entity: _____
   (If other than AGC, please attach copy of card)

4. "Competent Person" / Qualified Person" Classes (If sponsored by entities other than AGC, please attach copies of completion certificate):

   Topic: _____ Date of Completion: _____

   Sponsoring Entity: _____

   Topic: _____ Date of Completion: _____

   Sponsoring Entity: _____

   Topic: _____ Date of Completion: _____

   Sponsoring Entity: _____

   Topic: _____ Date of Completion: _____

5. Other Specialized Classes (If sponsored by entities other than AGC, please attach copies of completion card or certificate):

   Topic: _____ Date of Completion: _____

   Sponsoring Entity: _____

   Topic: _____ Date of Completion: _____

   Sponsoring Entity: _____

6. Please document through narrative below or separate letter the employee's active concern and diligence for safety in work activities affecting themselves and others:

7. Please document employee's participation in company-sponsored safety programs either as an instructor or facilitator. This participation can include conducting "toolbox talks", facilitating company safety programs and/or serving as a safety mentor for new employees. This information can be conveyed in a single letter, which included information required in item #6.

Return Completed Application to:

New Mexico Building Branch, AGC
1615 University Blvd. NE
Albuquerque, NM 87102
Attn.: Dennis Roberts

Telephone: (505) 842-1462
FAX: (505) 842-1980

SAFETY & HEALTH COMMITTEE

A. Purpose

To promote and continually improve the Jaynes Corporation Health & Safety Plan through properly trained, motivated and dedicated employees.

B. Responsibilities

1. Continually review and evaluate effectiveness of Health & Safety Plan.
2. Identify, evaluate and control new and existing hazardous conditions.
3. Determine effective solutions to hazardous situations.
4. Ensure company compliance with federal, state and local safety regulations.
5. Promote off the job safety for employees and their families.
6. Participate in continuing safety education.
7. Review and evaluate accident and injury information.
8. Review and evaluate job site safety inspections and surveys.
9. Review and evaluate safety advisor walk-through checklists and occurrence reports.
10. Review and evaluate subcontractor and supplier safety performance.
11. Review and evaluate safety suggestions and ideas for possible implementation.
12. Attend and actively participate in regularly scheduled safety committee meetings.

C. Authority

1. Safety committee members are authorized to advise Jaynes Corporation employees to stop unsafe acts or correct unsafe conditions.
2. If the Jaynes Corporation employees fail to take corrective action in the above situation, the safety committee member is authorized to take the necessary action to notify the superintendent, foreman, safety department and/or a management person of the situation.
3. Safety committee members are authorized to take the necessary action to inform the superintendent and/or foreman of any unsafe act or condition pertaining to any subcontractor, supplier, visitor or the general public.
4. Safety committee members will be given a hard hat sticker that identifies them as being a member of the safety committee.

D. Selection of Jaynes Corporation Safety Committee Team

1. Referred by one of the following:
   a. Field Supervisory Personnel
   b. Quality Leadership Team (QLT)
   c. Safety Department
   d. Management Personnel
   e. Current or Former Safety Advisor
   f. Current or Former Safety Committee Member
2. Have a personal interview with safety department to assess qualifications to be a safety committee member.

3. Each area office operation will have it's own independent safety committee.
4. Each area office safety committee will consist of at least one (1) supervisory field employee, one (1) non-supervisory field employee and one (1) non-field office employee. (Exhibit 5.2-A)
5. Each area office safety committee will have a chairperson determined by the safety committee team for that office.
6. Committee team members will serve on the committee for a period of one (1) year.

E. Minimum Requirements to be a Safety Committee Member

1. Must be a Jaynes Corporation employee for six months or more.
2. Must have a positive attitude regarding health and safety.

F. Requirements of Safety Committee Member

1. Attend regularly scheduled training sessions or meetings on company time.
2. Willing to attend additional specialized training sessions at the discretion of the safety department.
3. Willing to conduct or facilitate weekly job site safety meetings at the request of the superintendent, foreman, and safety department and/or management personnel.
4. Willing to speak about a safety topic at quarterly safety meetings at the discretion of the safety department.

G. Safety Committee Meetings

1. Meetings will be held on a monthly basis.
2. Meetings will be held on company time.
3. Meetings will be held at the area office unless determined otherwise.
4. The committee chairperson will prepare an agenda and facilitate the meeting.
5. An attendance sign-in sheet will be completed for each meeting.
6. Meeting minutes will be taken and prepared by committee chairperson, unless determined otherwise.
7. Guess speakers will be welcomed and encouraged to participate.
8. Original records of meetings, including agenda, attendance sheet and meeting minutes will be kept at each corresponding area office.
9. Copies of all meeting records must be forwarded to the safety department within one-week following the meeting.
10. Safety Director will attend area office safety committee meetings on a quarterly basis.

H. Rewards

1. Jaynes Corporation will pay for the cost of all safety-related training. Any training held during normal working hours, Monday - Friday from 7:00 a.m. - 3:30 p.m. would be on company time. Jaynes Corporation will endeavor to schedule training during this time frame.
2. Personal satisfaction of knowing they are part of the team to promote health and safety of fellow employees as well as their own.

3. Knowledge gained by this training can be valuable to the safety committee member on future projects or job positions.
4. This training and experience will be a positive factor in future employment by Jaynes Corporation, but in no way constitutes a contract or guarantee of employment.
5. An annual dinner party will be held in each area office for safety committee members and a guest.
6. Annual award program for the top point earner in each area office operation will consist of a one hundred dollar ($100) incentive. Points will be based on meeting attendance and active participation as a safety committee member.
7. A letter of recognition for safety will be written and provided to safety committee member, upon request for use with various collective bargaining safety incentive programs, if applicable.

H. Enforcement

1. The safety department will investigate any safety committee member in violation of the requirement portion of the program and it will be left to its discretion if the safety committee member shall be removed as an active member for any period of time.

I. Miscellaneous

1. Jaynes Corporation reserves the right to revise or discontinue all or any part of this program at any time for any reason.

SAFETY & HEALTH COMMITTEE MEMBER ROSTER

A. Albuquerque, NM Area Operations

B. Farmington, NM Area Operations

C. Las Vegas, NV Area Operations

SAFETY & HEALTH COMMITTEE MEETING ATTENDANCE SHEET

Area Office: _____ Date: _____

	Print Name	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Comments:

PERSONAL ENRICHMENT EMPLOYEE RELATIONS (PEER) GROUP

The Jaynes Companies has organized a Personal Enrichment Employee Relations (PEER) Group with the primary goal of facilitating communication among the various departments in the organization, and between labor, crafts persons, support and professional staff, and management. The PEER considers employee suggestions for improving **safety**, quality and productivity and profitability. The PEER also concentrates on ideas for creating a work environment that is challenging, rewarding and personally satisfying to all employees.

PEER is comprised of volunteers from each department within the company. All employees are encouraged to make suggestions for improvement of morale, policy and procedure, **safety**, quality, cost control, productivity and profitability. Employee suggestion forms, and the depository for the completed forms, are available at the reception desk in the corporate, regional and Albuquerque field offices. In addition, you may relay your verbal comments directly to any PEER member.

ACCIDENT REVIEW COMMITTEE (ARC)

I. POLICY AND PROCEDURES

A. Responsibility

This group is responsible for investigating the circumstances of vehicle accidents and will determine whether an accident is preventable or non-preventable.

B. Purpose and Objectives

The primary purpose of the Accident Review Committee (ARC) will be to determine "preventability" of vehicle accidents and to recommend corrective action to eliminate future occurrence of similar types of accidents. Recommended corrective action for specific types of accidents can be used effectively in driver Safety meetings.

C. Organization

The ARC will be composed of four members and an advisor. Membership will include two driver representatives and two management representatives. The Safety Director or Safety Department representative will meet with the ARC to serve as an advisor.

D. Driver Representatives

1. To be eligible to serve on the ARC, a driver must accumulate and maintain a minimum of three consecutive years of safe driving time with the company, verified by the records of the Safety Department. Driver representatives on the ARC will be elected from eligible drivers at each area office base of operation by a majority vote of the group.
2. Area office base of operations will elect drivers to serve on the ARC on a rotating basis. In the formation of the ARC, three driver representatives will be elected. Two of the these drivers will serve as active members, one for a six month term and the other for a one year term. The third driver will be elected for a period of one and one-half years and during the first six months will be an inactive member, observing ARC meetings. Thereafter, the third driver representative will be an active member of the ARC. After the formation of the original ARC, a new driver representative will be elected every six months for a term of one and one-half years, the first six months as an observer to ARC functions and the last twelve months as an active member of the ARC. If for any reason an active member is absent from a meeting of the ARC, the observer will take their place.
3. Any representative on the ARC who is involved in an accident will abstain from voting when their accident is reviewed. If the ARC deems the accident to have been preventable, the driver involved will

not be allowed to continue their term on the ARC. When more than four months remain in the representative's term, a replacement will be elected from the eligible drivers at the same area office base of operation. The replacement representative will serve the unexpired portion of the original representative's term on the ARC, except that the replacement representative will act as an observer during the first ARC meeting following their election.

E. Management Representatives

The two management representatives will be chosen by management and will vary at the different area office locations.

F. Accident Review Procedure

The ARC will meet once every two months or as necessary for the purpose of reviewing all vehicle accidents occurring during that time. The facts gathered in connection with each accident under review will be presented by the Safety Department representative to the members of the ARC to determine if our driver could have avoided the accident by employing professional defensive driving techniques. In addition, the ARC will recommend corrective measures to eliminate the occurrence of future similar accidents.

G. Defensive Driving Techniques

A defensive driver is one who makes allowances for the lack of skill and lack of knowledge on the part of the other drivers. They recognize that they have no control over the unpredictable actions of the other drivers and pedestrians, nor over weather and road conditions, and who, therefore, develops a defense against all these hazards. They concede the right-of-way and makes other concessions to avoid a collision, they are careful to commit no driving errors themselves, and they are defensively alert to avoid the accident traps and hazards created by weather, roads, pedestrians and other drivers.

H. Reportable Accidents

It is necessary that **each** and **every** accident be reported to the Safety Department regardless of the facts surrounding the accident. A reportable accident to the ARC shall be any accident in which a company owned or operated vehicle is involved (unless properly parked) where such accident results in death, personal injury or property damage. An accident is reportable regardless of who is hurt, what property was damaged, or to what extent, when it occurred, or who was at fault.

I. Properly Parked Vehicle

A vehicle shall be considered properly parked when completely stopped on a street or highway or off the highway where it is legal and in accordance with company rules. A vehicle stopped in traffic for a signal or police is not considered parked.

J. Preventable Accident

A preventable accident is any occurrence involving a company owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every possible precaution to prevent the occurrence.

K. Sufficient Accident Information

Accurate and complete information for each accident must be compiled before an intelligent decision can be reached concerning preventability. The facts of each accident as presented to the ARC members will come from one or more of the following sources:

1. Driver's report of the accident
2. Police Investigation Report
3. Statements of witnesses
4. Facts in company files

The driver's report of the accident shall be written, not verbal, in order to present all facts as impartially as possible.

L. The Driver's Report

All drivers should be encouraged to be very thorough in their accident reporting, since this is the only manner in which they will present their version of the accident to the ARC. Important information that should be in the driver's report in detail is as follows:

1. Exact time and location of the accident.
2. Type of accident.
3. Driver and vehicle identification.
4. Names and addresses of injured persons and if possible where they were taken.
5. Names and addresses and occupation of all witnesses.
6. Condition of involved drivers, vehicles, weather, etc.
7. Description of vehicle movement.
8. Factors which contributed to the accident.
9. Diagram of the accident.
10. Concise description of what actually happened.

A driver who is presently serving on the ARC and becomes involved in a vehicle accident will not be permitted to "sit in" on the discussion and decision making in connection with their accident. In such case, the driver serving as an observer will "sit in" to participate in discussion and voting procedures to determine preventability.

M. Determining Preventable Accidents

1. The only accidents not preventable are those in which the company vehicle was legally parked.
2. All others may be preventable and will be analyzed to determine if there was anything our driver could have done to prevent the accident.

3. The four members (two management representatives and two driver representatives) serving on the ARC each have a vote in determining whether the accident was preventable. All votes are to be cast secretly. In case of a tie vote, the Safety Department representative will cast a vote.

N. Committee Decisions

The decisions of the ARC will be sent to the involved company driver by letter. This letter will state whether the accident was preventable or non-preventable.

In every case, the involved driver will have the right to appeal the committee's decision. Should a driver feel that an unjust decision has been handed down, they should first discuss the decision with their immediate supervisor, who will explain the decision. After such discussion, if the driver still is not satisfied with the decision, they should write in detail their reasons for believing the decision to be unjust. This written appeal must be complete and in the hands of the supervisor within thirty (30) days of the date shown on the letter from the ARC.

The accident will then be considered again at the next committee meeting. If, however, the driver fails to submit his appeal in writing within the thirty-day time limit, the original decision will stand as final and shall become a part of the driver's record. When appeals are made within the specified time limit and the ARC reviews the accident a second time, that decision will be final.

II. GUIDELINES TO DETERMINE ACCIDENT PREVENTABILITY

A. Properly Parked Vehicles

A vehicle is considered to be properly parked when the following precautions have been complied with:

1. A vehicle must be parked parallel to the curb unless angle parking is authorized by city ordinance.
2. A vehicle's wheel on the curbside must be within eighteen (18) inches of the curb.
3. The parking brake of the unattended vehicle must be set and if the vehicle is stooped headed downhill, the front wheel must be cut toward thew curb or side of the roadway. If the vehicle is stopped headed uphill, the front wheels must be cut away from the curb or side of the roadway. A vehicle should never be purposely parked on top of a hill.
4. The vehicle's engine must be stopped if the vehicle is left unattended. As a safeguard against theft, the keys should always be removed when the vehicle is left unattended.
5. A vehicle must not be parked in an intersection and must be parked at least twenty (20) feet from a crosswalk.

6. A vehicle must be parked at least thirty (30) feet (on the approach side) from any traffic control signal or stop sign located at the side of the roadway.
7. A vehicle must not be parked on a sidewalk, a crosswalk, in front of a public or private driveway, in a roadway, within fifty (50) feet of a railroad crossing, on a bridge, or in a tunnel, within fifteen (15) feet of a fire hydrant, opposite a street excavation, in a block where fire trucks are working, or at any other place where official signs prohibit stopping.
8. A vehicle must be parked completely off the pavement on a rural highway.
9. A vehicle must be parked on the right side of the street where two-way traffic is allowed. Parking on the left side of a one-way is permissible when absolutely necessary, providing all the above requirements are complied with.

An accident will be considered preventable if all these precautions were not complied with.

B. Personal Vehicles

Accidents involving drivers operating their own vehicles during off-duty hours will not be presented to the ARC. However, if during working hours a driver uses their personal vehicle for company business and has an accident, then it should be reported to the Safety Department and, if applicable, be presented to the ARC.

C. Accident Involving More Than One Company Driver

When two or more company vehicles are involved in an accident, each driver could have contributed to it in some manner; therefore, such an occurrence will be considered as two separate accidents.

D. Witness Statements

Each driver involved in an accident usually contributes to it in some manner. If the "other driver" admits they were at fault, normally it only means that they see how they contributed to the situation. Admission of being at fault by the "other driver", a record of the "other driver" being cited for a traffic violation and witness or police statements of exoneration for the company driver are not, in themselves, conclusive evidence to judge an accident as non-preventable. It is likely that the company driver did actually contribute to the accident in some manner.

Statements of exoneration are generally based on legal responsibility without respect to the definition of preventability. Consequently, a careful study must be made of the accident to determine if the company driver contributed to the accident in any manner.

Unless thorough investigation indicated that the company driver in question could not have avoided the accident by reasonable defensive driving practices, then accident of the following types will be regarded as preventable.

E. Intersections

It is the responsibility of the professional drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections or failure of the "other driver" to conform to law or traffic control devices will not automatically discharge an accident as non-preventable. Intersection accidents are preventable even though the professional driver has not violated traffic regulations. Their failures to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a professional driver crosses an intersection and the actions of the "other driver" indicate possible involvement either by reason or their excessive speed, crossing their lane in turning or coming from behind a blind spot, the decision based on such situations should be considered preventable.

F. Backing

Practically all backing accidents are preventable. A driver is not relieved of their responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for themselves.

G. Front-End Collision

Regardless of the abrupt or unexpected stop of the vehicle ahead, maintaining a safe following distance at all times can prevent accidents of this nature. This includes being prepared for possible obstructions on the streets and highways, either in plain view or hidden by the crest of a hill or curve of a roadway. Over-driving headlights at night is a common cause of front-end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

H. Rear-End Collisions

Investigation will often disclose that a driver risked being struck from behind by failing to maintain a margin of safety in their own following distance. Rear-end collisions preceded by a roll back, an abrupt stop at a grade crossing, when a traffic signal light changes or when the company driver fails to signal a turn at an intersection will be considered preventable.

An example of a rear-end collision that should be ruled non-preventable would result when the company vehicle has been stopped for a short period of time at a stop sign or traffic light and is suddenly struck from behind.

I. Passing

Failure to pass safely indicates faulty judgement and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and therefore, must be the responsibility of the driver.

J. Being Passed

Sideswipes and cut-offs involving a professional driver while he is being passed are preventable when they fail to yield to the passing vehicle by slowing down and/or moving to the right where possible.

K. Lane Changing

A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic.

Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Squeeze plays causing involvement with parked cars and any other road structures can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road. This shall include those vehicles approaching a company vehicle from any direction.

L. Railroad Crossing

Collisions with fixed rail vehicles, such as trains, occurring at rail crossings, regardless of where the crossing might be located, are the responsibility of the professional driver to prevent. When a vehicle is parked on or in the immediate vicinity of a rail siding, the driver must stand by in case conditions change by the movement of rail cars during the parked interval.

M. Opposing Vehicles

It is extremely important to check the action of the company driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle enters your lane of traffic, it may be possible to avoid the collision. For example, if the opposing vehicle was in a passing maneuver and you fail to slow down, stop or move to the right to allow the vehicle to re-enter their own lane, you have failed to take action to prevent the occurrence. Failing to signal the opposing driver by flicking the headlights or sounding the horn should also be taken into account.

N. Turning

Turning movements, like passing maneuvers, require the most exacting care by the professional driver. Squeeze plays at left or right turns involving other vehicles, scooters, tricycles or pedestrians are the responsibility of the driver making the turn. Failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, to check pedestrian lanes or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. It might be that the company driver failed to take precautionary action from tip-offs from the other vehicle immediately preceding the accident. U-turns by the company drivers that result in a collision are preventable.

O. Pedestrians

Traffic regulations and court decisions generally favor the pedestrian hit by a motor vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Where speed limits and/or warning signs are posted, speed too fast for conditions may be involved. School zones, shopping areas, residential areas and other areas with special pedestrian traffic must be traveled at reduced speeds equal to a particular situation.

P. Weather

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet or icy roadways have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions or to discontinue driving when necessary, will be cause for deciding an accident as preventable.

Q. Alleys, Driveways and Entrances

Accidents involving traffic coming from alleys, driveways, entrances and other special intersection locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrence. Failure to slow down, sound a warning or to yield to the other driver will be considered cause to judge such an accident preventable.

R. Fixed Objects

Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances.

S. Private Property

Prior to entering private property, the area should be checked for possible damage. This includes concrete drives, septic tanks and underground piping (location should be determined), fences, shrubbery, lawn and other objects subject to damage. If damage is likely, it should be discussed with the appropriate person. In such cases, a signed release should be obtained prior to driving onto private property. Failure to do so will be considered cause to

judge an accident preventable. Accidents that occur while a guide is assisting drivers are preventable. It is the responsibility of the driver to get a reliable guide and to make certain they understand the signals and hazards involved.

T. Mechanical Failure

Any accident caused by mechanical failure that reasonably could have been detected by the company driver, but was not will be judged preventable. It is the driver's responsibility to report unsafe vehicle conditions for repairs and to advise the Safety Department when immediate repairs should be made when continued operation might result in an accident. When mechanical difficulties occur unexpectedly during a trip and a driver, upon discovery, fails to check with the company for emergency instructions prior to an accident, then the accident is considered preventable. An accident caused by mechanical failure that results from abusive driving would be considered preventable.

U. Non-Collision

Many accidents, such as turning over, jackknifing or running off the road, may result from emergency action by the driver to prevent being involved in a collision. Examination of his driving practices prior to the incident may reveal speed too fast for conditions or in addition, possible errors or lack of defensive driving practices might be discovered.

V. Others

Damage or injury caused by stones or gravel thrown by vehicle wheels during the normal course of operations shall not be considered preventable unless the mud flaps, if applicable, are improperly positioned. For example, a driver ties the mud flaps up while backing to avoid their becoming entangled in the wheels, then fails to lower them when they are ready to leave. During the process of driving, stone or gravel is thrown from between the wheels, causing property damage or personal injury. This damage most likely would not have resulted had the mud flaps been lowered to their normal position; therefore, this would be a preventable accident.

Objects falling from vehicles and resulting in damage to property or personal injury is preventable if the company driver fails to take all possible measures to avoid such instances. For example, if a driver fails to place the tailgate of a truck in the proper position and something falls out of the truck bed causing property damage or personal injury it would be considered a preventable accident. Also, if because of improper driving practices, an object is thrown off of a vehicle or out of a toolbox and property damage or personal injury results, this also would be considered a preventable accident.

PROJECT TURNOVER MEETINGS

I. SCOPE

Pre-planning for the smooth transition and successful completion of a construction project involves evaluating all phases of the overall project at the earliest possible opportunity.

II. PURPOSE

The purpose of project turnover meetings is to take the opportunity to incorporate the knowledge and experience of appropriate Jaynes Corporation personnel involved in all phases of the overall successful completion of the particular project.

III. PARTICIPANTS

The participants in the project turnover meeting generally include the following Jaynes Corporation personnel; the project estimator, project manager, project engineer, general superintendent, building and site concrete foremen, safety department representatives, as well as appropriate area or department managers and/or vice presidents.

IV. PROCEDURES

The project turnover meeting is conducted after successful award of the project and in most instances prior to commencement of actual construction activities. Whenever possible, the project turnover meeting should be scheduled to allow adequate time for appropriate Jaynes Corporation personnel to identify and evaluate issues pertaining to their particular areas of responsibility.

These areas of responsibility include, but are not limited to; owner and architect relations and contractual requirements, estimate and contract review, subcontractor and scope of work identification and subcontract review, construction schedule and phasing review, construction procedures, as well as a project specific environmental, health and safety review and evaluation.

Planning for job site environmental, health and safety issues on a construction project involves evaluating the overall project to identify potential exposures that will or may be encountered and determining the measures needed to eliminate or control the exposures (See Exhibit 6.1-A "Pre-Construction Safety Evaluation Checklist"). This type of advance planning allows Jaynes Corporation to take a proactive approach to job site environmental, health and safety issues.

PRE-CONSTRUCTION SAFETY EVALUATION CHECKLIST

Project Name: _____ Job # _____

Person Completing Checklist: _____ Date: _____

		Yes	No	Comments
A.	**Preparatory Operations**			
1.	Does the contract require a project specific EHS plan?	___	___	_____
2.	Does the contract require an onsite safety coordinator?	___	___	_____
3.	Does the contract require written job hazard assessments for each operation outlining exposures associated with each operation & controls to be implemented to eliminate or control the exposures?	___	___	_____
4.	Does the contract & construction schedule allow adequate time to build the project without compromising safety?	___	___	_____
B.	**General Site Information**			
1.	Will there be a Jaynes Corporation project sign erected on site?	___	___	_____
2.	Will there be a project office trailer on site?	___	___	_____
3.	Will there be storage trailers or storage yard on site?	___	___	_____
4.	Does this project require a Storm Water Runoff Prevention plan?	___	___	_____
C.	**Security Issues**			
1.	Does the contract require any special security measures? If so, what are they? _____ _____	___	___	_____
2.	Has an evaluation of the site location & crime trends been done to determine any special security measures with respect to the site? If so, what are they? _____ _____	___	___	_____
3.	Is there any staff or public security exposures? If so, what are they? _____ _____	___	___	_____
4.	Will the entire job site be fenced?	___	___	_____

		Yes	No	Comments
5.	Will any specific areas of the project be fenced? Which areas? _____ _____	___	___	_____
6.	Has project access been evaluated & determined?	___	___	_____
7.	Has an employee-parking area been evaluated & determined?	___	___	_____
8.	Will local law enforcement agency be contacted to include the job site on patrol patterns?	___	___	_____
9.	Has a high-value storage area been designated with adequate protection?	___	___	_____

D. Potential Hazards

1.	Are there any potential staff or public health & safety concerns? If so, what are they? _____ _____ _____	___	___	_____
2.	Will temporary electricity be used vs. permanent electrical power? If so, what will be used & who is responsible? _____ _____	___	___	_____
3.	Will lock-out/tag-out procedures be required? If so, by whom? _____ _____	___	___	_____
4.	Will stationary scaffolding be utilized on this project? If so, by whom? _____ _____	___	___	_____
5.	Will there be any scaffold erected greater than 125 feet in height? If so, by whom & where? _____ _____	___	___	_____
	Has a registered professional engineer designed it? If so, whom? _____	___	___	_____
6.	Will mobile scaffolding be utilized on this project? If so, by whom? _____ _____ _____	___	___	_____

		Yes	No	Comments
7.	Are there fall protection concerns on this project? If so, what are they? _____ _____ _____ Where & what are the highest heights that workers will be exposed? _____ _____	___	___	_____
8.	Will cranes or man/material hoists be utilized on this project? If so, by whom? _____ _____	___	___	_____
9.	Will there be excavations that are greater than 5 feet, but less than 20 feet in depth? If so, by whom & what are the maximum depths? _____ _____ _____	___	___	_____
10.	Is there room to slope excavations adequately as required? If not, what methods will be used? _____ _____	___	___	_____
11.	Will there be excavations that are greater than 20 feet in depth? If so, by whom & where? _____ _____ Has a registered professional engineer designed and/or approved the protective methods and/or procedures? If so, by whom? _____	___ ___	___ ___	_____ _____
12.	Will operations involving confined space entry be encountered? If so, by whom? _____	___	___	_____
13.	Will operations involving the use of explosives be encountered? If so, by whom? _____	___	___	_____
14.	Does this project include demolition operations? If so, by whom? _____	___	___	_____
15.	Does this project include structural steel erection operations? If so, by whom? _____	___	___	_____
16.	Is the mandatory fall protection threshold for steel erection 15 feet? If not, what is the threshold height? _____	___	___	_____

		Yes	No	Comments
17.	Does this project include tilt-up or pre-cast concrete operations? If so, by whom? _____	___	___	_____
18.	Are there potentially hazardous overhead utilities on the project? If so, what are they? _____ _____	___	___	_____
19.	Are there potentially hazardous underground utilities on the site? If so, what are they? _____ _____	___	___	_____
20.	Will operations involving the potential of lead exposure be encountered on this project? If so, what are they? _____ _____	___	___	_____
21.	Will operations involving the potential of silica exposure be encountered on this project? If so, what are they? _____ _____	___	___	_____
22.	Will operations involving the potential of asbestos exposure be encountered on this project? If so, what are they? _____ _____	___	___	_____
23.	Will operations involving working near moving public traffic be encountered on this project? If so, what are they? _____	___	___	_____
24.	Are there any new or unusual construction operations associated with this project? If so, by whom & what are they? _____ _____	___	___	_____
25.	Are there any new or unusual forming systems to be used on this project? If so, by whom & what are they? _____ _____	___	___	_____
26.	Are there any other potential hazards not previously addressed? If so, what? _____ _____ _____	___	___	_____

		Yes	No	Comments
E.	**Training & Awareness**			
1.	Does the contract require any special or project specific training? If so, what? _____ _____	___	___	_____
2.	Will weekly safety meetings (tool box talks) be held on Mondays? If not, when? _____	___	___	_____
3.	Will daily pre-work safety talks be held by subcontractors, as well as Jaynes foremen?	___	___	_____
4.	Will project specific safety orientation be provided to all workers? If so, by whom? _____	___	___	_____
5.	Will disciplinary action information be provided to all workers? If so, by whom? _____	___	___	_____
6.	Will a subcontractor & supplier pre-construction safety meeting be conducted by the safety department? If so, where & when? _____	___	___	_____
F.	**Emergency Planning**			
1.	Will a project specific emergency action plan be developed? If so, by whom? _____	___	___	_____
2.	Has a drug & alcohol screening collection site been determined?	___	___	_____
3.	Have medical facilities been identified to handle non-emergency & emergency injuries?	___	___	_____
4.	Have emergency responders and local fire departments been identified?	___	___	_____
5.	Has a project specific crisis management plan been developed?	___	___	_____

SUBCONTRACTOR & SUPPLIER PRE-CONSTRUCTION SAFETY MEETINGS

I. SCOPE

Jaynes Corporation is usually considered to be the "controlling employer" on a construction project by the OSHA construction standard. Jaynes Corporation may be held responsible for the actions of subcontractors and suppliers, including bodily injury and property damage caused by them and for injuries to their employees. Unfortunately, Jaynes Corporation cannot legally delegate total responsibility for job site safety to the subcontractors and suppliers. It is often a challenge to motivate subcontractors and suppliers to work safely for the duration of the project. Therefore, it is imperative to enlist their collective cooperation in this endeavor.

II. PURPOSE

The purpose of subcontractor and supplier pre-construction safety meetings is to take the opportunity to adequately and collectively inform them of Jaynes Corporation's health and safety policies and procedures. It is also to inform them of our expectations of them to ensure a healthful and safe project and to enlist their cooperation in accomplishing this goal.

III. PARTICIPANTS

The participants in the subcontractor and supplier pre-construction safety meetings generally include, appropriate representatives from all subcontractors and major suppliers involved with the project, as well as Jaynes Corporation personnel usually consisting of the project general superintendent, project manager, project engineer and safety department representatives.

IV. PROCEDURES

The subcontractor and supplier pre-construction safety meeting should be conducted after the environmental, health and safety issues have been identified and evaluated at the Jaynes Corporation project turnover meeting and whenever possible, prior to commencement of actual construction activities. The pre-construction meeting should be scheduled well enough in advance to allow adequate time to address potential issues that may arise from the meeting before construction begins.

Whenever possible, a Jaynes Corporation safety department representative will facilitate the meeting. The Jaynes Corporation "New Employee Safety Orientation" and "Safety Brings You Home" videos will be viewed. Then the project specific safety guidelines will be reviewed (See Exhibit 6.2-A "Project Specific Safety Guidelines Example"). In addition, participants will be informed of Jaynes Corporation's expectation of them to ensure a healthful and safe project and asked for their input pertaining to potential environmental, health and safety issues on the project.

Upon completion of the meeting participants will be required to participate in the Jaynes Corporation "Pledge To Safety – Wearing Your Word " promotion which, includes signing the project specific "Pledge To Safety" Charter and signing and wearing a specialized hard hat sticker (See Section 6.3 "Pledge To Safety – Wearing Your Word" Promotion).

VEHICLE / EQUIPMENT OPERATOR SAFETY

The keys to preventing vehicle, crane, lift or heavy equipment accidents **are in the hands of the operator.** Following all guidelines is mandatory.

- ☑ Operators must carry a valid drivers license and meet all OSHA/DOT training standards.
- ☑ Before using motorized vehicles/equipment, operators must conduct a safety inspection.
- ☑ Seat belt/safety harness use is required when riding or operating vehicles/lifts/equipment.
- ☑ Operators must secure chains/gates on lifts.
- ☑ Cranes/lifts/equipment require backup alarms.
- ☑ Operators must establish Controlled Access Zones for stationary cranes and hoist areas and must avoid flying materials over workers.
- ☑ Cranes/lifts/equipment must not be operated within 10' of overhead, energized electrical lines, unless hazard has been controlled.
- ☑ Never jump from vehicles/lifts/equipment.
- ☑ Reckless/unsafe actions will not be tolerated.

MACHINE AND TOOL SAFETY

Machines and tools will inflict serious injury or death if not always **operated** in a safe manner. Remember, anything that a machine/tool can do to a nonliving object, they can also do to a person.

- ☑ Tuck in or tie up loose clothing/jewelry/hair when around moving parts/tools/machinery.
- ☑ Inspect machines/tools daily before use.
- ☑ Only use a machine/tool for designed purpose.
- ☑ Never alter/bypass/remove a machine guard.
- ☑ Do not lift or hoist a tool by it's cord/hose.
- ☑ Secure all air tools to hoses by clips/locks.
- ☑ Replace all broken/split wooden tool handles.
- ☑ Powder actuated operators must be certified.
- ☑ When performing service or repair work always de-energize (unplug) machines/tools to control unexpected startup or release of stored energy

FIRE PREVENTION

The best way to control fires in the workplace is to prevent them from occurring. The following fire safety guidelines will apply on this project.

- ☑ **OPEN FIRES ARE NOT ALLOWED ON SITE.**
- ☑ Fire extinguishers must be charged/certified.
- ☑ Practice good housekeeping on a daily basis.
- ☑ Observe **NO SMOKING** signs/areas and thoroughly extinguish all cigarettes/cigars.
- ☑ Do not use damaged electrical tools or cords.
- ☑ Store combustible chemicals/materials in ANSI approved fireproof containers.
- ☑ Never refuel tools if engine is running or hot.
- ☑ Stop ALL hot work ½ hour before leaving job.
- ☑ Look for fire hazards before welding/cutting.

Jaynes Corporation

CONSTRUCTION SAFETY GUIDELINES

PROJECT NAME

FARMINGTON PUBLIC LIBRARY

PROJECT LOCATION

FARMINGTON, NEW MEXICO

PROJECT MANAGER SUPERINTENDENT

DAVID HAWTHORNE JERRY COCKRELL

GUIDELINES PREPARED BY Mark Harwell March 2002

GUIDELINES APPROVED BY Terry Boekeloo March 2002

CONTENTS

EMERGENCY TELEPHONE NUMBERS

FIRE	**911 or 0**
RESCUE	**911 or 0**
POLICE	**911 or 0**

CODE OF SAFE PRACTICES

These safety guidelines serve as a notice to all workers, visitors and suppliers that **Jaynes** considers health and safety a top priority. OSHA rules and regulations are regarded as minimum standards and **Jaynes** reserves the right to implement and enforce more stringent safety standards. The information and suggestions contained in these guidelines are intended to provide general guidance for this project and in no way contain every acceptable federal and state safety rule or regulation. **Jaynes** assumes no liabilities and makes no real or implied guarantees in connection with the information or suggestions that are contained in this document.

WORKFORCE PLEDGE TO SAFETY

It's not a part of your plan to accidentally lose your life or be seriously injured on this job, is it? It's also not a part of our plan. Achieving our mutual goal of **Zero Accidents** is going to take teamwork, which means everyone must maintain a **Zero Tolerance** attitude towards unsafe conditions and behavior at all times. Our **Pledge to Safety** is our word to you that we will do our best to make sure everyone goes home alive and healthy everyday. In return, we ask that you make your personal **Pledge to Safety** by giving us your word that you will do your best to make sure everyone goes home alive and healthy everyday.

WORKFORCE SAFETY REQUIREMENTS

All workers have the right to a safe and healthy workplace. If you have any issues or concerns notify the Jaynes Superintendent or the Jaynes Safety Department at (505) 345-8591 ext 3021.

- ☑ All workers must sign and wear a Pledge to Safety - Wearing Your Word hardhat sticker.
- ☑ All workers keeping their Pledge to Safety are eligible to **earn** incentives from Jaynes.
- ☑ All on site workers must attend the Jaynes safety meeting every Monday at 10am.
- ☑ Designated competent/qualified/authorized persons must present company verification prior to work.
- ☑ Each day before going to work, all workers or crews must complete a **H**azard **C**ontrol **P**lan (**HCP**) and perform a stretch and flex warm-up program.
- ☑ Consequences for violating a safety guideline or an OSHA regulation include a verbal warning and/or a written citation and/or suspension from this project.

PROJECT SAFETY OVERSIGHT COMMITTEE

The following Jaynes Corporation and/or Jaynes Structures representatives will monitor and oversee all project safety issues.

Ed Sims - President Jaynes Structures
Bill Florez - Vice-President Farmington Operations
Terry Boekeloo - Corporate Safety Director
Mark Harwell – Construction Safety Coordinator
Mike Lovato - Construction Operations Manager
David Hawthorne - Project Manager
Jerry Cockrell - Project Superintendent

ELECTRICAL SAFETY

Electrocution is the second leading cause of death on jobsites. Following **ground rules** saves lives.

- ☑ Tools/equipment/cords must be inspected on a daily basis **BEFORE USE** for signs of external and internal defects or damage. Items found to be damaged must be tagged as such and cannot be used until repairs are made.
- ☑ Only hard usage 10 or12 gauge extension cords are to be used and they must not be fastened with staples, hung from nails, suspended by wires or placed in water.
- ☑ Walkways/stairways must be kept clear of extension cords to eliminate tripping hazards.
- ☑ Extension cords must be protected against damage from vehicular/equipment traffic.
- ☑ Extension cords are considered temporary power and **must always** be plugged into a GFCI protected pigtail or outlet. By design a GFCI's (**G**round **F**ault **C**ircuit **I**nterrupter) only purpose is to **save your life.**
- ☑ All portable generators require GFCI protection
- ☑ All energized circuit panels must be locked out. If a circuit breaker/GFCI trips notify electrical contractor so they may determine the cause.
- ☑ In areas where the exact location of energized underground power lines is unknown, workers using hand tools must wear insulated gloves.
- ☑ All electrical work must be done: by a qualified person; when de-energized and if necessary locked/tagged out. If energized work is required notify the Jaynes Superintendent first.
- ☑ Report **ALL** electric shock incidents to Jaynes.
- ☑ Temporary lights must have dedicated circuits, remain properly suspended and in good repair.
- ☑ Portable lights must have guards/glass in place
- ☑ Welding leads may not be damaged/repaired within 10' of stinger and electrodes must be removed from stinger when not in use.

LASER LIGHT SAFETY

Only trained workers shall be assigned to install adjust and operate laser equipment. Workers must wear antilaser eye protection if exposed to direct/reflected laser light greater than 5 milliwatts.

- ☑ Laser in use warning signs must be posted.

TRAFFIC AND PEDESTRIAN SAFETY

Working around construction equipment or public roadways is the most dangerous job in the country. Limit your risk of an accident by following the rules.

- ☑ All equipment requires backup alarms/spotters
- ☑ Workers/Spotters must wear reflective vests.
- ☑ Traffic control flaggers must be DOT trained.

CONFINED SPACE AND TRENCHING SAFETY

A confined space area has limited entry/exit points and is not designed to be continuously occupied. Examples are storage bins, silos, tanks, vessels, open pits and trenches. **NO ONE** is allowed in a confined space without authorization and training.

- ☑ A competent person must supervise all work.
- ☑ Confined spaces must be identified to workers and air sampling may be required before entry.
- ☑ Excavations deeper than 5' must use sloping, shoring, benching or trench boxes to prevent cave in. Access routes must be at 25' intervals
- ☑ Underground utilities must be spotted by the proper authorities before excavating begins.

HAZARD COMMUNICATION

Hazard Communication (**HAZCOM**) is your **Right to Know** about the dangers you face when using hazardous substances. What you don't know can and will hurt you, always follow these guidelines.

- ☑ **M**aterial **S**afety **D**ata **S**heets (**MSDS**) covering all hazardous substances used on this job site are located in the project office for review.
- ☑ Hazardous chemicals and materials must be labeled and stored in appropriate containers. Keep all incompatible chemicals separated.
- ☑ Gasoline/Kerosene/Diesel/Mixed fuels must be labeled and stored in metal safety cans.
- ☑ Before using a hazardous substance, workers should read the container label and the MSDS to learn emergency first aid measures, safe handling procedures and PPE requirements.
- ☑ Report all hazardous substance or fuel spills.

COMPRESSED GAS SAFETY

Because they're flammable and highly pressurized oxygen/acetylene/gas/air cylinders, **if improperly used or handled** are potential bombs or unguided missiles. If you don't want to be a target or part of an explosion always follow these guidelines.

- ☑ Only **TRAINED WORKERS** wearing proper PPE are allowed to weld, cut, heat or braze.
- ☑ "Hot Work' requires a fire extinguisher nearby and a fire-watch person when necessary.
- ☑ Inspect regulators/gauges/hoses before use.
- ☑ Keep valve wrenches near valve stems
- ☑ Never use cylinders in unventilated spaces.
- ☑ Keep cylinders upright and securely fastened.
- ☑ Store acetylene/oxygen cylinders 20' apart or with a ½ hour firewall between them.
- ☑ Store empty LP gas cylinders outside building.
- ☑ Keep cylinders away from heat/spark sources. Look for fire hazards before welding/cutting.

JOBSITE SAFETY SURVEYS

The Jaynes safety department will periodically conduct jobsite safety surveys. Results of these surveys, **both good and bad**, pertaining to your company, will be distributed to your home office.

- ☑ Jaynes reserves the right to inspect ALL tools, machinery, equipment, vehicles, trailers, tool boxes, supplies and materials on this jobsite.

EMERGENCY PREPAREDNESS

Preplanning and training are vital in helping to keep a bad situation from getting worse.

- ☑ Learn first aid and where supplies are kept.
- ☑ Don't be a dead hero, think before you act.
- ☑ If evacuation of a jobsite is required workers will gather at the Jaynes project trailer or office.
- ☑ **Protect privacy don't talk to news media.**

REPORT UNSAFE SITUATIONS/CONDITIONS

If you see an unsafe situation/condition and you can't correct the problem, **be responsible** report it, don't ever expect a problem to correct itself.

- ☑ Obey all safety signs/signals/barriers/alarms.
- ☑ Avoid horseplay and practical jokes.
- ☑ Personal audio equipment is not allowed.
- ☑ Remember changing weather changes safety.
- ☑ Don't let this project schedule your **dead**line.

REPORT ALL ACCIDENTS

Accidents, with or without injury or damage, are mistakes and if they go unreported nobody learns how to avoid making the same mistake. If you or somebody else makes a mistake, report it to the Jaynes Superintendent immediately. **Accident scenes are not to be disturbed until Jaynes has conducted and completed an investigation.**

JOBSITE SECURITY

All forms of verbal/physical/visual/sexual abuse, harassment or behavior will not be tolerated. Report all incidents to the Jaynes Superintendent.

- ☑ All visitors must be escorted and wear PPE.
- ☑ Weapons, firearms and pets are prohibited.
- ☑ Scavenging building materials is not allowed.

DRUG AND ALCOHOL ABUSE PREVENTION

A worker whose thought process is impaired by drugs or alcohol is an accident waiting to happen.

- ☑ Workers "under the influence" are prohibited.
- ☑ Illegal/illicit drugs/paraphernalia are prohibited.
- ☑ Alcoholic beverages/packaging are prohibited.
- ☑ **Beware** of prescription drug side effects.

PERSONAL PROTECTIVE EQUIPMENT

The most important tool on this job is you. To reduce your risk of injury or illness the following **P**ersonal **P**rotective **E**quipment (**PPE)** is required.

The following PPE must be worn at all times.

Hardhats, Safety Glasses, Boots, Pants, Sleeved Shirts

Wear the following PPE when hazards exist.

☑ Gloves ☑ Safety Shoes ☑ Rubber Boots
☑ Face Shields/Goggles ☑ Harness/Lanyard
☑ Hearing Protection if noise is over 85 decibels
☑ Blood Borne Pathogen PPE for bleeding/fluids.
☑ Dust masks or respirators must be used when dusts, fumes, gases, vapors or any airborne substances that exceed **P**ermissible **E**xposure **L**imits (**PEL**) cannot be removed by exhaust fans or vacuum systems. Respirators must be used in all oxygen deficient areas.
☑ All workers must be trained in the proper use and care of PPE. All PPE must meet ANSI standards and if damaged will not be used.

PROJECT HOUSEKEEPING

Clean jobs are safe jobs. If you care it will show.

☑ No job is done until cleanup is complete. Daily disposal of dunnage and scrap is required.
☑ If materials can be windblown secure them.
☑ Keep stairs/ramps/walkways clear of tools, debris, materials and cords at all times.
☑ Spills create slip hazards and must be cleaned up immediately or the area must be barricaded
☑ Never let rolling stock become a slip hazard.
☑ Remove or flatten protruding screws and nails.
☑ Properly discard used powder-actuated loads.
☑ Throw used toilet paper in toilet, not on floor.
☑ All contractors must provide clearly marked drinking water containers and disposable cups.

BACK AND JOINT SAFETY

The most preventable accidents on jobsites are sprains, strains and repetitive motion injuries. As an **industrial athlete,** you have to be in shape to do the job. Physical conditioning, proper lifting techniques and working smart are your keys to avoiding these painful and disabling injuries.

☑ Stretch/flex to warm up before going to work.
☑ Don't ever over-lift your capabilities, **be strong ask others for help when necessary.**
☑ Always lift with your legs and not your back.
☑ Keep loads as close to your body as possible.
☑ Do not twist or jerk when carrying a load.
☑ Avoid prolonged and/or awkward positions.
☑ Do not jump from heights – use ladders/stairs. Look before you step, **always plan your trip.**

FALL PROTECTION

Falling workers or objects are the leading cause of fatalities and injuries in the construction industry. Requirements for this project are as follows.

☑ Fall exposure heights (6' general, 10' scaffold, 15' steel erection) require a protection system.
☑ A competent person must direct scaffold or steel erection, excavation or demolition work.
☑ Scaffolds must be tagged with current safety status. Authorization from erector is required before scaffold use and users must be trained.
☑ Materials/tools must be kept at least 10' from deck edges and 6' from floor/roof openings.

FALL HAZARDS	HAZARD CONTROLS					
	GRS	FAS	CAZ	COV	SMS	BUI
Rebar/Stakes				X		X
Falling Objects	X		X	X		X
Holes/Pits/Shafts	X	X	X	X		X
Excavations			X		X	X
Formwork		X	X			X
Wood/Steel Erection	X	X	X			X
Concrete Walls			X			X
Leading Edge	X	X	X		X	X
Openings	X	X	X	X		X
Stairways/Ramps	X					X
Ladders		X	X			X
Scaffold	X	X	X			X
Hoists/Areas	X	X	X			X
Roofing	X	X	X		X	X

GRS (**G**uard **R**ail **S**ystems require toprails/midrails/toeboards)
FAS (**F**all **A**rrest **S**ystems require a 5000lb anchor per worker)
CAZ (**C**ontrolled **A**ccess **Z**ones require flagging/barricading)
COV (**Cov**ers must be secure/marked in fluorescent orange)
SMS (**S**afety **M**onitoring **S**ystems require 6' warning line and monitors that wear reflective vests and perform no other job)
BUI (**B**efore **U**se **I**nspections performed by competent person)

LADDER AND STAIRWAY SAFETY

The many number of injuries and deaths that will occur in the next year from the improper use or poor condition of ladders and stairs could all be avoided if workers would follow these guidelines.

☑ Never use damaged/shop repaired ladders.
☑ Never use Type III ladders for construction.
☑ Always face ladder when climbing or working.
☑ Extension ladders must extend 36" above top landing, must be secured at the top/bottom to prevent movement and set up at 4 to 1 angle.
☑ Never use a stepladder in the closed position.
☑ Never sit/step/stand on top 2 steps of a ladder.
☑ Stairways with 4 or more risers need handrails.
☑ Do not use stairs with unfilled pans for access.
☑ Always keep ladder/stair landings clean/clear.

"PLEDGE TO SAFETY – WEARING YOUR WORD" PROMOTION

THIS SECTION IS RESERVED FOR FUTURE USE

"PLEDGE TO SAFETY" CHARTER

THIS SECTION IS RESERVED FOR FUTURE USE

WEEKLY JOB SITE SAFETY MEETINGS (TOOLBOX TALKS)

I. PURPOSE

The purposes of the Weekly Job Site Safety Meeting (Toolbox Talks) consist of the following:

- The most important purpose is to reduce or eliminate the potential of accidents and/or injuries on Jaynes job sites.
- To provide continuing education and training related to selected workplace health and safety topics.
- To educate and provide awareness to anyone entering The Jaynes Companies (Jaynes) job sites as to the minimum health and safety standards that are expected and enforced.
- To inform anyone working or visiting on Jaynes projects of the specific health and safety concerns pertinent to a particular project for the current week.
- To have a complete and accurate written record of this information and of those individuals who received the information.

II. RESPONSIBILITIES

A. Field Supervision

The below listed Field Supervision are responsible for participating and following these procedures:

- Senior Superintendents
- Superintendents
- Assistant Superintendents
- Concrete Superintendents
- Building Concrete Foremen
- Site Concrete Foremen
- Woodshop Foremen

B. Safety Department

- Area Safety Representatives

  Area Safety Representatives are responsible for the following on their assigned projects:

  1. Provide guidance to field supervision to ensure successful completion and effectiveness of these procedures.
  2. Attend and participate in the actual safety meetings and evaluate their effectiveness on a routine basis.
  3. Review and evaluate the safety meeting documentation on a continual basis to ensure accuracy and completeness.
  4. Collect and score safety meeting documentation on a weekly basis.
  5. Forward scoring data and electronic copies of safety meetings on a weekly basis to the Corporate Safety Administrative Assistant for data entry and electronic filing.

- Corporate Safety Administrative Assistant

Corporate Safety Administrative Assistant is responsible for the following:

1. Weekly data entry of scoring information into the database system.
2. Weekly entry of electronic safety meeting documentation into the CIS electronic filing system.
3. Provide summary reporting information on a quarterly basis or as requested.

III. SAFETY MEETING PACKET ACCESS & SELECTION

A. Safety meeting packets shall be accessed electronically via the Jaynes Experience Sharing Platform (ESP) through either the Jaynes Intranet or website address at http://192.168.10.23/brain_dump/. **(See Exhibit 6.4-A – ESP Screen Shots)**

B. Field supervision who do not have Jaynes Intranet or website access will be required to seek assistance in the selection and printing of safety meeting packets from one of the following:
   - Onsite project team members (i.e. Superintendents, Project Managers, Project Engineers)
   - Area Safety Representatives
   - Corporate Safety Administrative Assistant
     - Notebooks with pre-selected hardcopy safety meeting packets are available to Concrete Superintendents, Building Concrete Foremen & Site Concrete Foremen, as well as, others as needed and requested.
   - Area Office Managers

C. Field supervisors are encouraged to select a safety meeting topic each week that pertains to current work activities and/or conditions on their project for that week. **(See Exhibit 6.4-A – ESP Screen Shots)**

D. Selected safety meeting packets must currently be printed out and completed by hand; in the future they may be completed online when this option becomes available.

IV. SAFETY MEETING COMPONENTS

A. The first sheet of the safety meeting packet is the designated selected safety topic. The safety meeting topic is printed in Spanish on the second sheet.

B. The third sheet of the safety meeting packet is a preprinted list of Standard Safety Requirements that pertain to all Jaynes projects. The Standard Safety Requirements are printed in Spanish on the forth sheet.

C. The fifth sheet of the safety meeting packet is a Job Specific Safety Alerts sheet which is completed on the job site and lists job specific safety concerns pertinent to the particular work activities and/or conditions on the project for the upcoming week. This is potentially the most important part of the safety meeting packet and should receive extra attention and emphasis.

D. The last sheet(s) of the safety meeting packet is the Attendance Sheet(s). This is potentially the second most important part of the safety meeting packet and should be complete, accurate and legible.

V. SAFETY MEETING REQUIREMENTS

A. The safety meetings shall be conducted at a designated location at the job site known to all individuals working on site.

B. All Jaynes employees, including Jaynes Foremen and/or Lead Men on site the day of the Project Superintendent's safety meeting are required to attend, be on time and pay attention.

C. All Non-Jaynes job site personnel (i.e. Subcontractors, Suppliers and Visitors) on site at the time of the meetings are required to attend, be on time and pay attention at all Jaynes weekly job site safety meetings.

D. The "WEEK OF" date indicated on the selected safety meeting topic sheet shall be the Monday of the week in which the safety meeting is being conducted. The actual date on which the safety meeting is conducted must be written in the appropriate spaces on the Job Specific Safety Alerts and Attendance Sheets.

E. Safety meetings are to be conducted on either the first or second days of the weekly work shift, usually Mondays or Tuesdays, at the discretion of the project superintendent and/or foreman depending upon job specific conditions, work schedules, etc., but never later than immediately following lunch break on Tuesday.

F. All designated Jaynes Project Superintendents & Assistant Superintendents must conduct a separate safety meeting and complete their own separate written documentation, except as noted below.

   Exception: If it is determined and previously arranged with the Safety Department that more than one (1) Field Supervisor will participate in the creation and presentation of the safety meeting information, then only one (1) safety meeting is required to be conducted and documented. ALL APPLICABLE PROJECT SUPERINTENDENTS & ASSISTANT SUPERINTENDENTS MUST PRINT THEIR NAME AND EMPLOYEE NUMBER AND SIGN THE SELECTED SAFETY MEETING TOPIC SHEET ON THE LINES PROVIDED TO RECEIVE CREDIT AND POINTS FOR THE SAFETY MEETING.

G. In addition, all designated Jaynes Concrete Superintendents, Building Concrete Foremen and Site Concrete Foremen are also required to conduct their own separate safety meetings for their crews with separate written documentation, except as noted below. These safety meetings are to record and discuss job specific health and safety concerns pertaining specifically to their scope of work on that project for that week. Photocopies of the Project Superintendent's Job Specific Safety Alerts will not be accepted. If everyone on the crew has already attended the safety meeting in which the Standard Safety Requirements were discussed then these field supervisors are not required to repeat that information. The entire safety meeting packet must still be properly completed and returned to the appropriate Area Safety Representative as required.

   Exception: If it is determined and previously arranged with the Safety Department that more than one (1) Field Concrete Supervisor will participate in the creation and presentation of the safety meeting information, then only one (1) safety meeting is required to be conducted and documented. ALL APPLICABLE FIELD CONCRETE SUPERVISORY PERSONNEL MUST PRINT THEIR NAME AND EMPLOYEE NUMBER AND SIGN THE SELECTED SAFETY

MEETING TOPIC SHEET ON THE LINES PROVIDED TO RECEIVE CREDIT AND POINTS FOR THE SAFETY MEETING.

H. If the designated field supervisor is absent while working on a specific job, they must appoint another Jaynes employee to conduct the safety meeting. The "substitute" must conduct the safety meeting and complete the written documentation.

I. If designated field supervisors are responsible for multiple projects in any given week then they must conduct separate safety meetings with separate written documentation, except as noted below.

Exception: When the multiple projects are at the same job site location with the same Job Specific Safety Alerts then one (1) group safety meeting can be conducted. ***Due to potential Legal issues we must have each separate job name and job number indicated were requested on each document of the completed safety meeting packet***.

J. All designated field supervisors must complete and turn in a selected safety meeting topic sheet even if there is no one working on site or if they are not currently working on a job. If not working on a job site indicate Office, Yard, Vacation, etc. on the blank space after Other (Explain) near the top of the safety meeting topic sheet. In addition, the following information must also be completed:

- Complete Job Name, if applicable (Enter "No Job", if not applicable)
- Complete Job Number, if applicable (Enter "N/A', if not applicable)
- Correct "Week Of" Date (The Monday of the work week)
- Check appropriate option as follows:
    - Workers On Site (would not apply in this case)
    - Workers Not On Site
    - Project –Related Work Off-Site
- Print Supervisor's Name
- Supervisor's Employee Number
- Supervisor's Signature

VI. GUIDELINES FOR CONDUCTING EFFICENT & EFFECTIVE MEETINGS

A. Preparation

Once you have selected your safety meeting topic, read it over aloud before reading it to the workers on site. Think about how the meeting topic relates to the current activities on the project. Consider using some anecdotal evidence (something like: "some of you may remember that last week we had some trouble with a forklift…." and then explain) when you read the meeting topic. Connect the safety meeting information to the activities that are currently occurring on the project and you will help reinforce the information presented.

B. Timing

Schedule your safety meeting at the beginning or in the middle of a work shift so you can get the workers right back to work afterwards. If you schedule the safety meeting right before a break, lunch break or just before everyone goes home for the day your audience will be distracted and likely won't get much out of the meeting.

C. Delivery

In general, construction workers are comfortable working with their hands; therefore, they will learn and retain information better if they are using their hands. As you present the safety meeting, **get them involved**. If the training is on PPE, have them examine the hardhats they've got with them. **Have someone demonstrate** whatever it is you're talking about, for example: how to lift a load properly or how to use a fire extinguisher. **Get the workers on their feet** in order to promote interactive learning and actually increase retention. If the meeting is about aerial lifts, have an aerial lift to examine available at the meeting location so they can see the thing you're talking about and so you can point out aspects of the machine as you discuss them. Don't forget to establish eye contact with your audience and smile occasionally.

D. Establish Comprehension

Ask questions to give the workers the chance to answer and show that they understand the hazards and solutions presented in the safety meeting. When you ask a question, make eye contact with the workers and pause so that they recognize that you are waiting for an answer. Maybe no one will volunteer an answer, but don't worry about it. Between pausing, looking at them and presenting the question, you've got them thinking and you've got their attention. If no one volunteers the answer to your question, answer it yourself.

E. Listen

Sometimes it's tough to create an environment in which people feel comfortable asking questions or joining in a discussion. Foster discussion by asking questions about specific work that is currently occurring on the job site. They probably have opinions, questions or problems regarding their safety. Make sure you listen to their concerns and address them promptly. Show respect for the workers by answering their concerns as quickly as possible. If you can't solve the issue or answer the question right away, be sure to get back to the worker when the issue as been resolved or you have an answer to their question.

F. Documentation

Before you send the workers back to work, make sure that everyone completes the required information on the Attendance Sheet(s). Having good documentation of safety meeting training activities may help the company be able to reduce or eliminate potential OSHA fines if we can prove that a worker received safety training through the safety meetings. Just as safety training can save a life, detailed documentation of safety training and awareness can be a crucial element in the field supervisors and the company from litigation should an accident occur.

VII. SAFETY MEETING PROCEDURES & DOCUMENTATION

A. The first sheet of the safety meeting packet is the selected topic that must be read aloud for general safety awareness. In addition, the standard statement at the very bottom of this sheet must read aloud. The selected meeting topic is printed in Spanish on the second sheet of the meeting packet. Employers, including Jaynes, who employ Non-English speaking workers, are responsible to ensure that those workers receive the information in a language understandable to them. The safety meeting topic sheet

must have all information completely, correctly and legibly printed on the sheet, including the following:

- Complete Job Name
- Complete Job Number
- Correct "Week Of" Date (The Monday of the work week)
- Appropriate option checked as follows:
  - **Workers On Site** (Jaynes and/or subcontractor employees are on the job site)
  - **Workers Not On Site** (The designated field supervisor is the only person on site at the time of the safety meeting)
  - **Project Related Work Off-Site** (Personnel are not working on the job site, and the designated field supervisor is doing work that is related to the particular job, but not on the job site (office, yard, etc.)
  - **Other** (Please explain when the "Other" option is used). If not working on a specific job indicate Office, Yard, Vacation, Jury Duty, etc.

All applicable field supervisor's must print their names and employee numbers and sign their names in the appropriate spaces near the bottom of the safety meeting topic sheet, except as noted below.

Exception: If the designated field supervisor is absent and the safety meeting is conducted by a "substitute" the designated field supervisor must also sign the safety meeting topic sheet either before being absent or after returning if doing so will not cause the safety meeting packet to be returned late. If the designated field supervisor is not available until after the established return date, the "substitute" must turn in the safety meeting packet on time and a note must be made explaining the substitution.

B. The third sheet of the safety meeting packet is the preprinted list of Standard Safety Requirements that pertain to all Jaynes projects. This list of requirements must be read aloud. The Standard Safety Requirements are printed in Spanish on the fourth sheet. Employers, including Jaynes, who employ Non-English speaking workers, are responsible to ensure that those workers receive the information in a language understandable to them. A copy of both the English and Spanish versions must be posted at the location where the safety meeting is conducted or at another designated location. The Project Superintendent on a job specific basis will determine the method in which they are posted. The Standard Safety Requirements sheet must have the general information pertaining to the location of the following completed correctly and legibly:

- Emergency Action/Crisis Management Plan and Emergency Telephone Numbers
- Required Posters
- Material Safety Data Sheets (MSDS)
- First Aid Kits
- Fire Extinguishers

C. The fifth sheet of the safety meeting packet is the Job Specific Safety Alerts sheet that lists the job specific safety concerns pertinent to that particular project for the upcoming week. These safety alerts must be recorded and discussed on the Job Specific Safety Alerts sheets **(See Safety Alerts Example).** In addition, the standard statement at the very bottom of this sheet must be read aloud. The Job Specific

Safety Alerts sheet must have all information completely, correctly and legibly printed on the sheet, including the following:

- Complete Job Name
- Complete Job Number
- Date the safety meeting was conducted
- Time the safety meeting was conducted
- "Safety Alerts for the Week Of" date (The Monday of the week in which the safety meeting was conducted)

A copy of the Job Specific Safety Alerts sheet(s) must be posted at the location where the safety meeting is conducted or at another designated location for the remainder of that week. The Project Superintendent on a job specific basis will determine the method in which they are posted.

D. The last sheet(s) of the safety meeting packet is the Attendance Sheet(s). Everyone attending the safety meeting must print and sign their name and print the name of their company in the appropriate spaces on the Attendance Sheet(s). The Attendance Sheet(s) must have all information completely, correctly and legibly printed on the sheet(s), including the following:
    - Complete Job Name,
    - Complete Job Number
    - Date the safety meeting was conducted
    - Attendance Sheet page number(s).

    To ensure proper completion it is recommended that the Attendance Sheet(s) are reviewed for completeness and accuracy immediately following the completion of the meeting. This will give Jaynes supervisory personnel an opportunity to make any corrections or revisions while everyone is still on the job site.

E. The entire completed safety meeting packet information, with exception of the Attendance Sheets, must be reviewed with all new workers that arrive at the job site that did not attend the actual safety meeting for that week. These new workers are required to complete requested information and signature on a separate Weekly Supplemental Review Sheet. These sheets are also available on the Jaynes Experience Sharing Platform (ESP). The Jaynes Field Supervisor must complete the following additional information:
    - Complete Job Name
    - Complete Job Number
    - Week Of Date (The Monday of the week in which the safety meeting was conducted**)**
    - Review Sheet page number(s)

The Review Sheet(s) is then included as the last sheet(s) to the safety meeting packet and turned into the appropriate Area Safety Representative as required below.

VIII. METHODS OF SUBMITTING SAFETY MEETING DOCUMENTATION

A. The completed safety meeting packet must be scanned and emailed to the designated Area and/or Project Safety Coordinator by no later than 9:00 a.m. on the Monday immediately following the week in which the safety meeting was conducted.

B. It is ultimately the responsibility of the designated field supervisor to ensure that the completed safety meeting packet is scanned and emailed to the appropriate Area Safety Representative. Therefore, if the designated field supervisor is returning the safety meeting packet to someone and/or somewhere other than their appropriate Safety Representative it is their responsibility to ensure that it is received by the appropriate Safety Representative within the established time frame.

IX. SAFETY MEETING DOCUMENTATION REVIEW, SCORING & RECORDING

A. All safety meeting packets are reviewed, scored and recorded by the appropriate Area Safety Representative on a weekly basis. Each completed safety meeting packet will be assigned up to a maximum of five (5) points per week based on the following point system. Receiving a score of five (5) points per week is considered "Doing What's Expected", unless as described in Section C below.

1. **One (1) point** for reading the selected safety meeting topic sheet and properly completing the information required consisting of:
   - Complete Job Name,
   - Complete Job Number
   - Correct "Week Of" Date
   - Check appropriate response pertaining to "Workers On Site", "Workers Not On Site", "Project-Related Work Off-Site" or "Other"
   - All applicable field supervisory personnel printed names and employee numbers and signature near the bottom of the sheet.
2. **One (1) point** for presenting each item listed on the Standard Safety Requirements sheet and properly completing the general information required consisting of locations of the following::
   - Emergency Action/Crisis management Plan and Emergency Telephone Numbers
   - Required posters
   - Material Safety Data Sheets (MSDS)
   - First Aid Kits
   - Fire Extinguishers.
3. **One (1) point** for listing and discussing a minimum of four (4) job specific safety alerts on the Job Specific Safety Alerts sheet(s) and properly completing the information required consisting of:
   - Complete Job Name
   - Complete Job Number
   - Date of safety meeting
   - Time of safety meeting
   - "Safety Alerts for the Week of " date (The Monday of the week in which the safety meeting was conducted)
4. **One (1) point** for having each safety meeting attendee print their **name**, sign their **signature** and print their **company name** on the Attendance Sheet(s) and properly completing the information required consisting of:
   - **C**omplete Job Name,

- Complete Job Number
- Attendance sheet numbers

5. **One (1) point** for having the entire safety meeting packet scanned together in the correct order listed below and returned to the appropriate Safety Representative within the established time frame.
    1. Selected safety meeting topic sheet – English
    2. Selected safety meeting topic sheet – Spanish
    3. Standard Safety Requirements sheet – English
    4. Standard Safety Requirements sheet – Spanish
    5. Job Specific Safety Alerts sheet
    6. Attendance Sheet(s)
    7. Supplemental safety meeting review sign-off sheet(s)

B. ALL APPLICABLE FIELD SUPERVISORY PERSONNEL MUST PRINT THEIR NAME AND EMPLOYEE NUMBER AND SIGN THE SELECTED SAFETY MEETING TOPIC SHEET ON THE LINES PROVIDED TO RECEIVE CREDIT AND POINTS FOR THE SAFETY MEETING.

C. Field supervisors that do not conduct a safety meeting due to working in the office or yard, being on vacation, etc. can earn a maximum of one (1) point for each qualifying safety meeting by reading the selected meeting topic sheet (first sheet only) and properly completing the required information and returning it to their appropriate safety representative the established time frame. *A lack of signatures on the Attendance Sheet indicates that a meeting was not conducted.* Therefore, receiving a score of one (1) point per week is considered "Doing What's Expected".

D. Field supervisors who have multiple safety meeting scores for separate projects in the same week will have those scores recorded each week towards the Supervisory Safety Recognition and Reward Program. Each separate project's score will be used towards the Safety Rating for each separate project as a portion of the Project Closeout Safety Review.

E. Completed safety meeting packets received by the appropriate safety representative after 5:00 p.m. on the Thursday immediately following the week in which the meeting was conducted will receive a point score of ZERO (0).

X. SAFETY MEETING INCENTIVES

A. Weekly Safety Meetings (Toolbox Talks) points for the Field Supervisory Safety Recognition and Reward Program will be determined as a percentage of the total possible points that an eligible program participant is capable of attaining. Toolbox Talks points will be rounded either up or down to the nearest whole number.

- Example #1
  Participant was program eligible for the entire fiscal program year, which consists of 52 weeks, and was working on a project or projects during that entire time. 52 weeks times a possible of 5 points maximum/week = 260 total possible points attainable. If the participant has a Toolbox Talks total of 200 points then their percentage points would be 76.92% (200 / 260 = 76.92% or **77%**).

- Example #2
  Participant was program eligible for the entire fiscal program year, which consists of 52 weeks. The participant worked on a project or projects for 26 weeks during that time and the other 26 weeks did not actively participate on any projects. 26 weeks times a possible of 5 point maximum/week = 130 points possible and 26 weeks times a possible of 1 point maximum/week = 26 points possible equals a total of 156 total possible points attainable. If the participant has a Toolbox Talks total of 156 points then their percentage points would be 100.00% (156 / 156 = **100%**)

- Example #3
  Participant was program eligible for half the fiscal program year, which would be 26 weeks, and was working on a project or projects during that entire time. 26 weeks times a possible of 5 points maximum/week = 130 total possible points attainable. If the participant has a Toolbox Talks total of 100 points then their percentage points would be 76.92% (100 / 130 = 76.92% or **77%**).

- Example #4
  Participant was program eligible for half the fiscal program year, which would be 26 weeks. The participant worked on a project or projects for 13 weeks during that time and the other 13 weeks did not actively participate on any projects. 13 weeks times a possible of 5 point maximum/week = 65 points possible and 13 weeks times a possible of 1 point maximum/week = 13 points possible equals a total of 78 total possible points attainable. If the participant has a Toolbox Talks total of 78 points then their percentage points would be 100.00% (78 / 78 = **100%**).

All participants are capable and expected to attain a 100% Toolbox Talks score. Therefore, receiving a 100% Toolbox Talks score for the Field Supervisory Safety Recognition & Reward Program is considered “Doing What’s Expected”.

NOTE: Any missing Toolbox Talks will be determined to be a potential 5 point Toolbox Talk. Therefore, any missing Toolbox Talks will be scored a Zero (0) out of a potential 5 points.

B. Points from the Weekly Safety Meetings are incorporated into the Safety Review for all Project Closeouts and will directly affect the Safety Rating for each project.
C. The current status of the Weekly Safety Meeting point system for each designated field supervisor will be available for management review upon request.
D. On a quarterly basis, the scoring results will be forwarded to the immediate supervisor of the field supervisor responsible for the completion of the Weekly Safety Meetings.

XI. SAFETY MEETING ENFORCEMENT

A. Any designated field supervisor who does not follow these written procedures for Weekly Safety Meetings will be subject to disciplinary action, including a written reprimand placed in their permanent personal file.
B. Any designated field supervisor who repeatedly fails to follow these written procedures pertaining to safety meetings will be subject to dismissal.

"PLEDGE TO SAFETY – WEARING YOUR WORD" HARD HAT STICKER

THIS SECTION IS RESERVED FOR FUTURE USE

WEEKLY JOB SITE SAFETY MEETINGS (TOOLBOX TALKS)

A. PURPOSE

The purpose of the Weekly Job Site Safety Meeting (Safety Meeting) is to provide continuing education and training related to general workplace health and safety topics, to educate and train anyone entering Jaynes Corporation (Jaynes) job sites as to the minimum health and safety standards that are expected and enforced, to inform anyone working on Jaynes projects of the specific health and safety concerns pertinent to a particular project for the upcoming week and to have a written record of this information and of those individuals who received the information.

B. SAFETY MEETING DISTRIBUTION

1. Safety meeting packets are distributed by the Safety Department Administrative Assistant to designated field supervisors and/or area offices on a weekly basis by no later than the Wednesday prior to the week in which the safety meeting is to be conducted.
2. Safety meeting packets can be distributed by e-mail, fax, and bus package or in the designated field supervisor's mail slot. Designated field supervisors must contact the Safety Department Administrative Assistant to request the preferred method of distribution. Once a specific method of distribution is selected it will remain in affect until the Safety Department Administrative Assistant is instructed by the designated field supervisor to do otherwise. If a specific method of distribution is not selected the default will be to distribute them in the designated field supervisor's mail slot.
3. Safety meeting packets are e-mailed weekly to the area offices for printing and distribution to designated field supervisors working out of those offices.
4. If a designated field supervisor does not receive a safety meeting packet or if they require additional copies of any of the sheets in the packet they must contact the appropriate area office or the Safety Department Administrative Assistant.

C. SAFETY MEETING COMPONENTS

1. The first sheet of the safety meeting packet is a designated topic for general safety education. The safety meeting topic is printed in Spanish on the other side of the sheet and Spanish speaking workers shall be encouraged to read the Spanish version.
2. The second sheet of the safety meeting packet is a preprinted list of Standard Safety Requirements that pertain to all Jaynes Corporation projects. The Standard Safety Requirements are printed in Spanish on the other side and Spanish speaking workers shall be encouraged to read the Spanish version.
3. The third sheet(s) of the safety meeting packet is a Job Specific Safety Alerts sheet(s) which is completed on the job site and lists job specific safety concerns pertinent to that particular project for the upcoming week.

4. The last sheet(s) of the safety meeting packet is the Attendance Sheet(s).

D. SAFETY MEETING REQUIREMENTS

1. The safety meetings should be conducted at a designated location at the job site known to all individuals working on site.
2. All Jaynes employees, including Jaynes Foremen and/or Lead Men and subcontractor employees on site the day of the General Project Superintendent's safety meeting are required to attend.
3. The date on the safety meeting topic sheet is the Monday of the week in which the safety meeting is to be conducted. ***Due to potential legal issues it is very important that the preprinted date is not altered.*** The actual date on which the safety meeting is conducted must be written in the appropriate spaces on the Standard Safety Requirements, Job Specific Safety Alerts and Attendance Sheets.
4. Safety meetings are to be conducted every Monday no later than immediately following lunch break, except as noted below.
   a. Exception #1: If there are not any workers on the job site on Monday, then the safety meeting must be conducted on the first day that workers are on site.
   b. Exception #2: When a project is working scheduled split crews, then the safety meeting must be conducted on the first day the entire crew is on site, but never later than immediately following lunch break on Wednesday. If the second split crew is not scheduled to be on site until after that time then a safety meeting must be conducted for the first scheduled split crew as outlined above. In addition, a completely separate safety meeting with its own separate written documentation must be conducted for the second scheduled split crew on the first day that workers are on site.
5. All designated field supervisors who receive a safety meeting packet must conduct a separate safety meeting and complete their own separate written documentation, except as noted below.
   a. Exception: If it is determined and previously arranged with the Safety Department that more than one (1) General Superintendent will have equal responsibility for the project, then only one (1) safety meeting is required to be conducted and documented as long as both General Superintendents print and sign the safety meeting topic sheet as required. If only one General Superintendent prints and signs their name then only that person will receive credit and points for that safety meeting.
6. In addition, all designated Jaynes Foremen and/or Lead Men are also required to conduct their own separate safety meetings for their crews with separate written documentation. These safety meetings are to record and discuss job specific health and safety concerns pertaining specifically to their scope of work on that project for that week. Photocopies of the General Superintendent's Job Specific Safety Alerts will not be accepted. If everyone on the crew has already attended the safety meeting in which the safety meeting topic and the Standard Safety Requirements were discussed then the Jaynes Foremen and/or Lead Men are not required to repeat that information. The entire safety meeting packet must still be properly completed and returned to the Safety Department as required.

7. If the designated field supervisor is absent while working on a specific job, they must appoint another Jaynes employee to conduct the safety meeting. The "substitute" must conduct the safety meeting and complete the written documentation.
8. If designated field supervisors are responsible for multiple projects in any given week then they must conduct separate safety meetings with separate written documentation, except as noted below.
   a. Exception: When the multiple projects are at the same job site with the same Job Specific Safety Alerts then one (1) group safety meeting can be conducted. Separate safety meeting written documentation must be completed and returned to the Safety Department for each separate project. ***Due to potential Legal issues we must have separate written documentation for each individual project.*** **Do Not** list multiple projects on the same written documentation.
9. All designated field supervisors who receive a safety meeting packet, must read, sign and return it to the Safety Department even if there is no one working on site or if they are not currently working on a job. If not working on a jobsite indicate Office, Yard, Vacation, etc. on the blank space after Other (Explain) near the top of the safety meeting topic sheet. If a designated field supervisor thinks they are receiving the safety meeting packet by mistake they must contact the Safety Department Administrative Assistant.

E. SAFETY MEETING PROCEDURES

1. The first sheet of the safety meeting packet is a designated topic that must be read aloud for general safety education, even if it does not pertain to anything currently in progress on the project. In addition, the standard statement at the very bottom of this sheet must read aloud. The meeting topic is printed in Spanish on the other side of the sheet and Spanish speaking workers shall be encouraged to read the Spanish version. The safety meeting topic sheet must have all information completely, correctly and legibly printed on the sheet, including the complete job name and complete job number and check the appropriate option:
   Workers On Site (Jaynes and/or subcontractor employees are on the job site)
   Workers Not On Site (The designated field supervisor is the only person on site at the time of the safety meeting)
   Project Related Work Off-Site (Personnel are not working on the job site, and the designated field supervisor is doing work that is related to the particular job, but not on the job site (office, yard, etc.)
   Other (Please explain when the "Other" option is used). If not working on a specific job indicate Office, Yard, Vacation, Jury Duty, etc.
   The designated field supervisor must print and sign their name in the appropriate spaces near the bottom of the safety meeting topic sheet, except as noted below.
   a. Exception: If the designated field supervisor is absent and the safety meeting is conducted by a "substitute" the designated field supervisor must also sign the safety meeting topic sheet if doing so will not cause the safety meeting packet be returned late. If the designated field supervisor is not available until

after the established return date, the "substitute" must turn in the safety meeting packet on time and a note must be made explaining the substitution.

2. The second sheet of the safety meeting packet is the preprinted list of Standard Safety Requirements that pertain to all Jaynes Corporation projects. This list of requirements must be read aloud. The Standard Safety Requirements are printed in Spanish on the other side and Spanish speaking workers shall be encouraged to read the Spanish version. A copy of both the English and Spanish versions must be posted at the location where the safety meeting is conducted or at another designated location. The Standard Safety Requirements sheet must have the general information pertaining to the location of required posters, emergency telephone numbers, Material Safety Data Sheets (MSDS), first aid kits and fire extinguishers completed correctly and legibly.
3. The third sheet(s) of the safety meeting packet is the Job Specific Safety Alerts sheet(s) that lists all job specific safety concerns pertinent to that particular project for the upcoming week. These safety alerts must be recorded and discussed on the Job Specific Safety Alerts sheets(s). In addition, the standard statement at the very bottom of this sheet must be read aloud. The Job Specific Safety Alerts sheet(s) must have all information completely, correctly and legibly printed on the sheet(s), including the complete job name, complete job number and date and time the safety meeting is conducted. A copy of the Job Specific Safety Alerts sheet(s) must be posted at the location where the safety meeting is conducted or at another designated location for the remainder of that week.
4. The last sheet(s) of the safety meeting packet is the Attendance Sheet(s). Everyone attending the safety meeting must print and sign their name and print the name of their company in the appropriate spaces on the Attendance Sheet(s). The Attendance Sheet(s) must have all information completely, correctly and legibly printed on the sheet(s), including the complete job name, complete job number, date the safety meeting is conducted and the Attendance Sheet page number(s). The Attendance Sheet(s) is then attached as the last sheet(s) to the safety meeting packet and returned to the Safety Department as required.

F. METHODS OF RETURNING SAFETY MEETING DOCUMENTATION

1. The completed ***original*** safety meeting packet must be returned to the Safety Department by the established return date printed near the bottom of the safety meeting topic sheet under where the designated field supervisor prints and signs their name. ***Due to potential Legal issues it is imperative that the original safety meeting packet is kept on file in the Safety Department rather than faxed or photocopies.***

2. Albuquerque based personnel have four (4) places at the Albuquerque office/yard in which original safety meeting packet can be returned.
   a. The safety meeting basket on top of the mail slots in the Superintendent's office area of the Training Center building.
   b. The safety meeting basket at the desk of the Safety Department Administrative Assistant.
   c. The Safety Director's mail slot at the front desk.

d. The Safety Director's fax slot at the upstairs fax machine in the Project Management area.

3. Out of town personnel must return the original safety meeting packet to the Safety Department in the Albuquerque office via bus packages or by any other means of mailing that is typically used. Safety meeting packets must be sent to the attention of the Safety Department.
4. It is ultimately the responsibility of the designated field supervisor to ensure that the completed original safety meeting packet is returned to the Safety Department. Therefore, if the designated field supervisor is returning the safety meeting packet to someone and/or somewhere other than the Safety Department it is their responsibility to ensure that it is received in the Safety Department within the established time frame. Safety meeting packets which are received after the assigned date, due to the actions of someone other than the designated field supervisor, will be investigated and reconsidered on a case by case basis.

G. SAFETY MEETING DOCUMENTATION REVIEW, SCORING & RECORDING

1. All safety meeting packets are reviewed, scored and recorded by the Safety Department Administrative Assistant on a weekly basis. Each safety meeting will be assigned up to a maximum of five (5) points per week based on the following point system. Receiving a score of five (5) points per week is considered doing your job.
   a. **One (1) point** for reading the safety meeting topic sheet and properly completing the information required consisting of: complete job name, complete job number, check appropriate response pertaining to "Workers On Site", "Workers Not On Site", "Project-Related Work Off-Site" or "Other" and the designated field supervisor's printed name and signature near the bottom of the sheet.
   b. **One (1) point** for presenting each item listed on the Standard Safety Requirements sheet and properly completing the general information required consisting of. location of required posters, emergency telephone numbers, Material Safety Data Sheets (MSDS), first aid kits and fire extinguishers.
   c. **One (1) point** for listing and discussing a minimum of four (4) job specific safety alerts on the Job Specific Safety Alerts sheet(s) and properly completing the information required consisting of: complete job name, complete job number, date of safety meeting and time of safety meeting.
   d. **One (1) point** for having each safety meeting attendee print their **name**, sign their **signature** and print their **company name** on the Attendance Sheet(s) and properly completing the information required consisting of: complete job name, complete job number and attendance sheet numbers.
   e. **One (1) point** for having the entire safety meeting packet stapled together in the correct order listed below and returned to the Safety Department within the established time frame.
      1. Safety Meeting topic sheet
      2. Standard Safety Requirements sheet

3. Job Specific Safety Alerts sheet(s)
4. Attendance Sheet(s)

2. **One (1) point** will be **deducted** for each week that each safety meeting packet is not returned to the Safety Department within the established time frame. This will continue until the Safety Department receives the safety meeting packet. Therefore, the score could result in a negative number, which would adversely affect or offset positive points earned.
3. All improperly completed and/or incomplete safety meeting packet will be scored but not recorded and then returned to the designated field supervisor for corrections and/or completion with a date to be returned back to the Safety Department (See Exhibit 6.4-B Deficiency Notice). If the corrected and/or completed safety meeting packet is returned back to the Safety Department by the assigned date the original score will be recorded. Returned safety meeting packets received after the assigned return date will continue to have **one (1) point** per week **deducted** until the Safety Department receives it back. Therefore, the final score could result in a negative number, which would adversely affect or offset positive points earned.
4. Designated field supervisors that do not conduct a safety meeting due to working in the office or yard, being on vacation, etc. can earn a maximum of three (3) points for each qualifying safety meeting by reading the meeting topic sheet (first sheet only) and properly completing the required information and returning it to the Safety Department within the established time frame. The deductive point system for safety meeting written documentation returned late will still apply. *A lack of signatures on the Attendance Sheet indicates that a meeting was not conducted.*
5. Designated field supervisors who have multiple safety meeting scores for separate projects in the same week will have the highest score recorded each week towards the Supervisory Safety Award Program. Each separate project's score will be used towards the Safety Rating for each separate project as a portion of the Project Closeout Safety Review.

H. SAFETY MEETING INCENTIVES

1. A potential of earning 260 points per fiscal year toward the Supervisory Safety Award Program.
2. Points from the safety meetings are incorporated into the Safety Review for all Project Closeouts and will directly affect the Safety Rating for each project.
3. The current status of the safety meeting point system for each designated field supervisor will be displayed in a designated area at the corporate office/yard as well as each appropriate area office.
4. On a monthly basis, the results will be forwarded to the immediate supervisor of the designated field supervisor responsible for conducting the safety meeting and completion of the written documentation.

I. SAFETY MEETING ENFORCEMENT

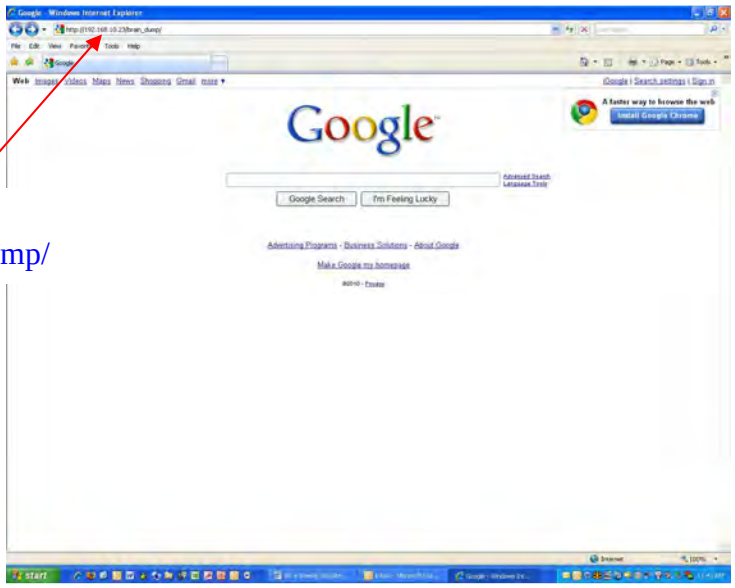
1. Any designated field supervisor who does not follow these written procedures for safety meetings will be subject to disciplinary action, including a written reprimand placed in their permanent personal file.
2. Any designated field supervisor who repeatedly fails to follow these written procedures pertaining to safety meetings will be subject to dismissal.

Step #1 – Option #1
Jaynes Intranet Option

Click on E.S.P. Link

Step #1 – Option #2
Website Option

Type in website address
http://192.168.10.23/brain_dump/

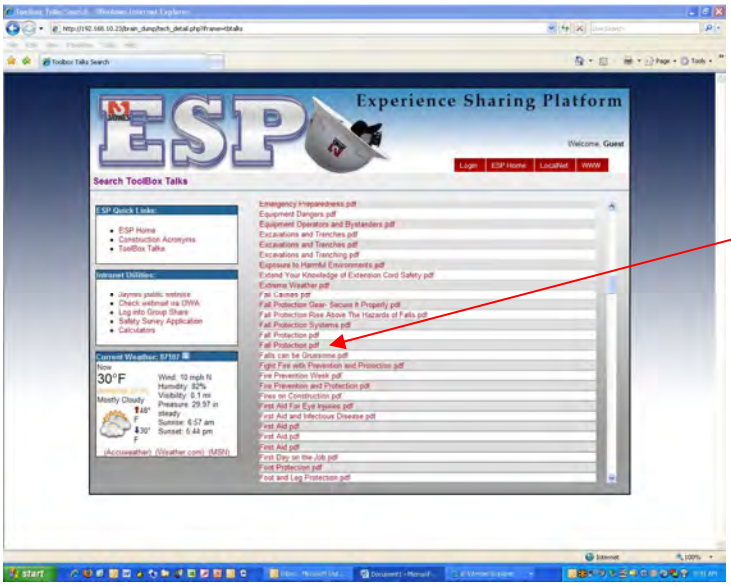


Step #2
Select "Safety" Tab

Weekly Job Site Safety Meetings (Toolbox Talks) – Experience Sharing Platform Screen Shots

Step #3
Select "Search All Toolbox Talks"

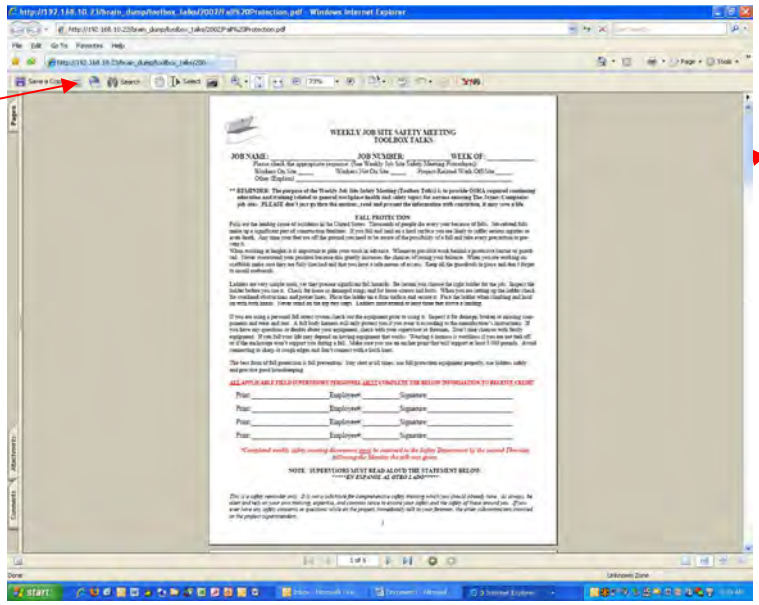
Step #4
Use scroll bar to view Safety Meeting Topics.



Step #5
Select Safety Meeting Topic you want to use.

Weekly Job Site Safety Meetings (Toolbox Talks) – Experience Sharing Platform Screen Shots

Step #6
Review & print selected Safety Meeting Packet.



Use scroll bar to review all pages.

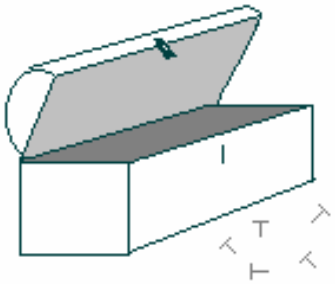


Exhibit 6.4-A

WEEKLY JOB SITE SAFETY MEETING
TOOLBOX TALKS

JOB NAME: _____ JOB NUMBER: _____WEEK OF: 3/11/2002

Please check the appropriate response: (See Weekly Job Site Safety Meeting Procedures)
Workers On Site _____ Workers Not On Site _____ Project-Related Work Off-Site _____
Other (Explain) _____

FALL CAUSES

When we think about falls many of us automatically envision falling from a great height. This kind of fall is, of course, very dangerous and most often fatal, and we need to take every precaution to prevent such an occurrence. Today however, our safety meeting will concentrate on the common everyday hazards that cause slips, trips and falls on the jobsite. Let's review some of the circumstances that can cause falls and the measures you should be taking to reduce the number of slips, trips and falls on this job.

Tripping hazards exist all over construction sites. You must be alert and keep safety in mind at all times. Start by watching where you're going, especially when you're carrying materials that obscure your forward vision. Additionally, don't create tripping hazards and eliminate any you find. Tripping over a misplaced hose can result in a lot of misery. Keep air and water hoses, welding leads and welding hoses out of traffic areas. Never place extension cords in passageways; string them overhead and out of the way. Keep aisles, walkways, stairs and work fabrication areas clean and clear. Pick up and dispose of scrap materials properly. Don't leave tools lying around where someone might stumble over them. Clean up water, grease and oil spills promptly. Always guard floor holes and wall openings.

When using a ladder or getting on or off equipment remember to maintain three points of contact; two hands firmly gripping the side or handrails with one foot on the rung or step, or both feet on the rungs or steps and one hand on the rail. Avoid jumping off of a piece of equipment. Never use a chair or a box as a substitute for a ladder.

Weather also contributes to slips and falls. When placing a ladder after a rain or snowfall be sure you have a firm, solid footing. Rain, mud, frost, snow and ice are particularly hazardous on walkways, stairs, ladder rungs, equipment steps and scaffolding; make sure they are clean and safe. A good pair of work boots will provide better traction in inclement weather, reducing the possibility of slipping. In cold weather, gloves offer both warmth and protection but keep in mind that your grip may not be quite as tight or secure when you reach for support.

Plain old common sense and good housekeeping are definitely factors that reduce falls, but **your** awareness and **your** recognition of safety hazards are the most important factors in preventing slips, trips and falls.

SAFETY REMINDERS:

No one is exempt from a slip, trip or fall.
Be alert and be safe.

Supervisor's Name: Print: _____Signature: _____

**Completed weekly safety meeting documents must be returned to the Safety Department by 3/21/02*

NOTE: SUPERVISORS MUST READ ALOUD THE STATEMENT BELOW.

******EN ESPANOL AL OTRO LADO******

This is a safety reminder only. It is not a substitute for comprehensive safety training which you should already have. As always, be alert and rely on your own training, expertise, and common sense to ensure your safety and the safety of those around you. If you ever have any safety concerns or questions while on the project, immediately talk to your foreman, the other subcontractors involved, or the project superintendent.

(Fall Causes)

EL ORÍGEN DE LAS CAÍDAS

Cuando pensamos en caídas, muchos de nosotros automáticamente imaginamos el caernos desde grandes alturas. Esta clase de caída es, por supuesto, muy peligrosa y la mayoría de las veces fatal, y necesitamos tomar toda precaución posible para prevenir que esto ocurra. El día de hoy, sin embargo, en nuestra junta de seguridad nos vamos a concentrar en los peligros comunes, de todos los días, que originan resbalones, tropezones y caídas en la obra. Vamos a revisar algunas de las circunstancias que pueden causar caídas y las medidas que usted debe tomar para reducir el número de resbalones, tropezones y caídas en esta obra.

Los peligros de tropezones existen a todo lo largo de las obras de construcción. Usted debe estar alerta y mantener en mente la seguridad en todo momento. Empieze fijándose por donde camina, especialmente cuando esté cargando materiales que le bloquean su vista al frente. Además, no cause peligros de tropezones y elimine los que usted encuentre. El tropezarse con una manguera fuera de lugar puede causar mucho sufrimiento. Mantenga las mangueras de aire y de agua, y los cables conductores y mangueras para soldadura fuera de las áreas de tráfico. Nunca coloque las extensiones conductoras eléctricas en los caminos de paso; átelas por arriba y fuera del camino. Mantenga los corredores, las áreas para caminar, escaleras y áreas de trabajo limpias y libres. Recoja y tire adecuadamente los materiales de desecho. No deje las herramientas dondequiera que sea a modo que alguien pueda tropezarse con ellas. Limpie derrames de agua, grasa y aceite con prontitud. Coloque siempre una protección en los agujeros del piso y en las aberturas en las paredes.

Cuando utilice una escalera de mano o cuando se suba o se baje de las unidades de equipo, recuerde mantener tres puntos de contacto; las dos manos sujetando con firmeza un lado o el barandal de la unidad y un pie en el escalón o en los peldaños, o ambos pies en los peldaños o escalones y una mano en el barandal. Evite el bajarse de un brinco de una unidad de equipo. Nunca utilice una silla o una caja como substituto de una escalera.

El clima también contribuye a los resbalones y caídas. Cuando coloque una escalera después de una lluvia o nevada, asegúrese que está en una superficie firme y sólida. La lluvia, el lodo, la escarcha, la nieve y el hielo son singularmente peligrosos en las áreas para caminar, escaleras, peldaños de escaleras de mano, escalones de unidades de equipo y en andamios; asegúrese que están limpios y seguros. Un buen par de botas de trabajo le darán una mejor tracción en un clima inclemente, reduciendo la posibilidad de resbalones. En clima frío los guantes le ofrecen calor al igual que protección, pero tenga en mente que su habilidad para sujetarse con las manos no será tan firme o segura cuando busque apoyo en ellas.

El ya tan conocido sentido común y una buena limpieza son definitivamente factores que reducen caídas, pero **su** conciencia y **su** reconocimiento de los peligros contra la seguridad son los factores más importantes para evitar resbalones, tropezones y caídas.

SAFETY REMINDER

Nadie está libre de un resbalón, tropezón o caída.
Manténgase alerta y seguro.

*****IN ENGLISH ON OTHER SIDE******

WEEKLY JOB SITE SAFETY MEETING
STANDARD SAFETY REQUIREMENTS

GENERAL INFORMATION: **(Please fill-in the appropriate place where these items are located.)**

Required Poster Location _____
Emergency Telephone Numbers Location _____
Material Safety Data Sheets (MSDS) Location _____
First Aid Kit Location _____
Fire Extinguisher Location _____
Harassment (i.e. Cat Calls/Whistling) of any kind will not be tolerated.
No Personal Audio or Video Equipment allowed on the job site.
No drugs and/or alcohol or their packaging allowed on the job site.

STANDARD SAFETY REQUIREMENTS:

Housekeeping: Construction and lunch type trash.
Sanitation: No common drinking cups or drinking from the spout.
Personal Protective Equipment (PPE):
Hard Hats and safety eyewear worn at all times while on site.
Proper and adequate footwear required. No tennis shoes or sandals allowed.
Proper and adequate job site clothing required. No shorts or sleeveless shirts.
Hearing protection when required.
Fire Protection and Prevention:
Safety cans with spark arrestors. No plastic fuel containers more than one (1) gallon.
Contents of containers must be labeled.
Tools:
Tools undamaged with required guards and other safety devices working properly.
Powder-actuated tools, loads and fasteners used, stored and disposed of properly.
Welding and Cutting:
Compressed gas cylinders secured upright at all times with protective caps in place.
Welding cables and torch cutting hoses undamaged.
Electrical:
Temporary electrical must be GFCI protected at all times.
Electrical cords undamaged with ground prong and protected from being damaged.
Extension cords plugged into permanent electrical cord must be GFCI protected.
Scaffolds:
Scaffold must be erected and used properly. Lock wheels on mobile scaffold.
Aerial lifts gates and/or chains secured. Body harness required in articulating type aerial lifts.
Fall Protection: Fall Protection required above 6 feet in height.
Motorized Equipment: Back-up alarms, seat belts and hydraulic apparatus.
Excavations per OSHA Requirements
Impalement hazards protected, barricaded or flagged off.
Ladders:
Ladders of proper type, duty rating, undamaged. No Type III/Household duty ladders allowed.
Step ladders – Do not stand or sit above the safety level.
Extenstion ladders- Must extend at least 36" above level being accessed and secured.

NOTE: SUPERVISORS MUST READ ALOUD THE STATEMENT BELOW.

This list is in no way to be considered as an all-inclusive list of safety and health concerns. Each person entering the job site is expected to be aware of potential safety and health hazards in the area and to exercise appropriate care. In addition, workers are expected to communicate and coordinate their work with all other workers at the job site in order to maintain a safe and healthful work environment.

JUNTA SEMANAL DE SEGURIDAD DE EL ARRA DE TRABAJO
REQUISITOS NORMALES DE SEGURIDAD

INFORMACION GENERAL:

Requerido local para el cartel. _____
Local de numeros de telefonos de emergencia. _____
Local de hojas de materiales de suguridad. _____
Local de aparejo de primeros ausilios. _____
Local de extintor de enciendos. _____
Hostigamiento (piropos o llamadas ni chiflidos) de ninguna clase seran tolerados.
No se permite video o audio personal en el sitio de trabajo.
No se permite dogas, ni alcol, ni su paquete en el sitio de trabajo.

REQUERIMIENTOS DE REGLA FIJA DE SEGURIDAD:

Domesticos: Tipo de basura solo de contrucsion y lonche.
Saneamiento: No vasos comunes, No se permite tomar de la espita.

Equipaje protectivo personal:

Casco y lentes de seguridad deben de ser usados todo el tiempo que esten en el sitio de trabajo.
Se requiere zapatos apropiados y adecuados; No se permite pantalones cortos ni camiseta sin manga.

Ptotecsion y prevencion de enciendos:

Embase de seguridad con protecsion de chispa, no se permite embase de plastico, mas de un galon tiene que ser marcado.

Herramienta:

No danada y guias de seguridad requerida y que dispositivos trabajen apropiadamente.
Herramienta activada por polvora, cargas y cierres usados guardar y disponer debidamente.

Soldando y Cortando:

Silindros de gas compresado deben de estar parados y con su tapa protectiva en su lugar.
Cables y mangeras sin estar danadas.

Electrico:

Electricidad temporal tiene que estar protejido por el enteruptor circuito de tierra todo el tiempo.
Cordon electrico no danado y con la punta de tierra y protejido de ser danado.
Cordon electrico que este enchufado a electricidad permanente debe de estar protejido con el enteruptor circuito de tierra.

Andamios:

Andamios tienen que ser armados y usarse apropiadamente. Poner los candados en Andamios mobiles. Maquina de alzamiento, y puerta cadenas deben de estar aseguradas. Atalajar de cuerpo requerido en maquinas de tipo alzamiento

Protecsion de Caida: Se requiere protecsion de caida arriba de 6 pies de alto.

Maquinaria de Motor: Alarmas de reversa y sintos de seguridad, aparatos hidraulicos.

Requisitos para Excavasiones requeridos por OSHA

Implamente peligrosos protejido cerrar con baricadas o banderas.

Escaleras:

Escaleras de tipo propio, escala de peso, y que no esten danadas.
No se permiten escalera tipo III.
Escalera de escalon - No separe o siente arriba del nivel de seguridad.

*****IN ENGLISH ON OTHER SIDE*****

Esta lista no debe ser considerada como la unica list de seguridad y medidas de cuidado a la salud. Cada persona que entre en el area de trabajo se espera que este enterado de la seguridad y el potencial de los peligros nocivos para la salud en el area de trabajo y debe ejercitar cuidado apropiado y en adicion se espera que losempleados se comuniquin y coordinen su trabajo con el fin de mantener un ambiente de trabajo seguro y saludable.

WEEKLY JOB SITE SAFETY MEETING
JOB SPECIFIC SAFETY ALERTS

JOB NAME: _____JOB #: _____

DATE OF SAFETY MEETING :_____TIME:_____

SAFETY ALERTS FOR THE WEEK OF 3/11/02 - 3/17/02

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

7. _____

_____

8. _____

_____

NOTE: SUPERVISORS MUST READ ALOUD THE STATEMENT BELOW.

This list is in no way to be considered as an all-inclusive list of safety and health concerns. Each person entering the job site is expected to be aware of potential safety and health hazards in the area and to exercise appropriate care. In addition, workers are expected to communicate and coordinate their work with all other workers at the job site in order to maintain a safe and healthful work environment.

WEEKLY JOB SITE SAFETY MEETING
ATTENDANCE SHEET

JOB NAME: _____JOB #: _____

DATE: _____ATTENDANCE SHEET _____OF_____

PRINT NAME	SIGNATURE	PRINT COMPANY NAME

DEFICIENCY NOTICE

To:
From: The Safety Department
Date:
Re: Weekly Job Site Safety Meeting

If any of the below listed items are checked you have failed to comply with the Weekly Job Site Safety Meeting requirements. Therefore, you will not receive the expected five points possible, which is considered " a requirement of doing your job". The point total will directly affect the safety rating at the Project Closeout Meeting and your standing in the Annual Supervisory Safety Incentive Program. Because of the deficiencies for this Weekly Job Site Safety Meeting the current total points are _____.

☐ We have not received your Weekly Job Site Safety Meeting (ToolboxTalk) for the week of _____. A safety meeting packet must be completed and returned every week.

Your Weekly Job Site Safety Meeting (Toolbox Talk) has been returned to you for the following reasons:

Cover Page:

☐ Job Name is missing/incomplete/incorrect.

☐ Job Number is missing/incomplete/incorrect.

☐ Wrong box is checked pertaining to worker status. (See attached explanation.)

☐ Printed name and/or signature are missing.

☐ Must turn in original form - photocopies/faxes are not acceptable.

Standard Safety Alerts Page:

☐ The general information portion is incomplete/incorrect.

☐ Must turn in original form - photocopies/faxes are not acceptable.

Job Specific Safety Alerts Page:

☐ Job Name is missing/incomplete/incorrect.

☐ Job Number is missing/incomplete/incorrect.

☐ Date of Safety Meeting is missing/incomplete/incorrect.

☐ Time of Safety Meeting is missing/incomplete/incorrect.

☐ Safety alerts are incomplete/unacceptable/not job specific. (See attached explanation.)

☐ Must turn in original form - photocopies/faxes are not acceptable.

Attendance Sheet Page:

☐ Job Name is missing/incomplete/incorrect.

☐ Job Number is missing/incomplete/incorrect.

☐ Date of Safety Meeting is missing/incomplete/incorrect.

☐ Attendee information is missing/incomplete.

☐ Must turn in original form - photocopies/faxes are not acceptable.

Corrective Action Required:

☐ Designated sheets must be completed & the entire safety meeting packet returned by _____. One (1) point will be deducted for each week that it is not returned to the Safety Department. Final points will not be recorded until the corrected packet is returned. (Please return Deficiency Notice and corrected/complete safety meeting packet.)

☐ For future reference **only** - impracticable to re-do & return.

WEEKLY JOB SITE SAFETY MEETING
JOB SPECIFIC SAFETY ALERTS

JOB NAME: Santa Fe High School JOB #: AG04-019

DATE OF SAFETY MEETING 3/15/04 TIME: 10:15 a.m.

SAFETY ALERTS FOR THE WEEK OF 3/15/04 – 3/21/04

1. Jaynes to start forming elevated deck on the west side of Building "J". No one is to go underneath the deck, it is flagged off.
2. Ground Hog Excavating will be removing stem wall @ Column Line E – 3&4. Stay clear of this area. They will also be hauling off debris in this area, so watch for truck & equipment traffic.
3. Beaty Masonry will be laying block on both the elevator shafts & radius wall. No one is to use the scaffold system without first checking with the Beaty foreman & also making sure that the scaffold system was checked out by a competent person and has deemed the scaffold system safe to use.
4. Hays Plumbing will continue with backfilling operations @ the Commons Area & also will start utility trenches at the south side of the Biology Building and crossing to the east side. Watch out for open trenches & equipment.

NOTE: SUPERVISORS MUST READ ALOUD THE STATEMENT BELOW

This list is in no way to be considered as an all-inclusive list of safety and health concerns. Each person entering the job site is expected to be aware of potential safety and health hazards in the area and to exercise appropriate care. In addition, workers are expected to communicate and coordinate their work with all other workers at the job site in order to maintain a safe and healthful work environment.

MONTHLY SUPERINTENDENT MEETINGS

I. SCOPE

Sharing of pertinent information and "lessons learned" between appropriate Jaynes Corporation personnel is an effective form of training. It is a way to gain knowledge without having to experience it in person. Therefore, an avenue to collectively share information on a regular basis would benefit everyone involved.

II. PURPOSE

The purpose of monthly superintendent meetings is to take the opportunity to collectively provide pertinent information to appropriate Jaynes Corporation personnel. This information makes them aware of important issues that would assist them in the efficient performance of their jobs.

III. PARTICIPANTS

The participants of monthly superintendent meetings generally include the following Jaynes Corporation personnel: general superintendents, general foremen, building and site concrete foremen, cement mason foremen or lead concrete finishers, safety advisors, equipment operators, field surveyors, woodshop foremen, shop and yard foremen, estimators, project managers, project engineers, information technology and safety department representatives, as well as appropriate area or department mangers and/or vice presidents. On occasion the following additional Jaynes Corporation personnel may attend and/or present information at the meetings: human resources and legal department representatives, as well as additional senior management personnel.

IV. PROCEDURES

At the corporate office base of operations the superintendent meetings are held on the morning of the first Friday of every month.

The agenda usually consists of the following topics:

- Introduction of any guests
- Introduction of new employees
- Review of previous meeting topics
- Review of day to day improvement needs
- **Safety review and update**
- Labor review
- Company or guest speaker presentations
- New or upcoming project status
- Open discussion

The safety review and update includes the following information:

- **New employee injuries**
- **Update on previously injured employees**
- **Temporary transitional duty employees and current physical restrictions**
- **Reasonable accommodation duty employees**
- **Vehicle and equipment incidents**
- **Theft and vandalism incidents**
- **Subcontractor and supplier incidents**
- **OSHA regulation and inspection updates**
- **Upcoming training**
- **Common or repeat safety violations observed during job site safety surveys**
- **Other miscellaneous environmental, health and safety issues**

(See Exhibit 6.5-A "Monthly Incident Report Example")

WEEKLY JOB SITE SAFETY MEETINGS – MONTHLY SUMMARY REPORT

THIS SECTION IS RESERVED FOR FUTURE USE

Jaynes Corporation
Weekly Incident Report

JC Employee Bodily Injury | **Non-JC Bodily Injury** | **Vehicle Accident** | **Property Loss/ Damage** | **Near Hit/Miss Incident** | **Other**

Incident Information **Incident ID#:** 244

Job AG2-005

Job Name (or location of incident): Rio Rancho Elementary School

Reported By: Oscar Garcia

Date of Incident: 2/20/2002

Time of Incident: 7:30 am

Vehicle #:

Parties Involved

Jaynes Jaynes Structures, Inc./Heberto Carrasco

Date Safety Notified: 2/20/2002

Subcontractor/ Supplier:

Owner/Architect:

General Public:

Other:

Description of Jaynes Structures, Inc. employee was engaged in stripping formwork with a sledgehammer & pry bar. As he swung the sledgehammer to strike the pry bar he felt a strain in his lower back.

Insurance See JSI Report

JC Employee Bodily Injury | **Non-JC Bodily Injury** | **Vehicle Accident** | **Property Loss/ Damage** | **Near Hit/Miss Incident** | **Other**

Incident Information **Incident ID#:** 243

Job AG1-144

Job Name (or location of incident): San Felipe Hollywood Hills Race Track

Reported By: Chris Gallegos

Date of Incident: 2/14/2002

Time of Incident:

General Public:

Vehicle #:

Parties Involved

Jaynes

Date Safety Notified: 2/14/2002

Subcontractor/ Supplier: Jaynes Structures, Inc./Chris Gallegos

Owner/Architect:

Other:

Description of Two Jaynes Structures, Inc. employees were engaged in closing up and securing the gang form system being used to build the radius/angled walls around the perimeter of the race track. One employee was in process of installing a metal hinged scissor bracket in the lower section of the wall form and another employee was installing the same type of bracket in the upper section of the wall form directly above the first employee. The second employee accidentally dropped his bracket and it fell and struck the first employee on the base of this left thumb.

Insurance N/A

Jaynes Corporation
Weekly Incident Report

JC Employee Bodily Injury | **Non-JC Bodily Injury** | **Vehicle Accident** | **Property Loss/ Damage** | **Near Hit/Miss Incident** | **Other**

Incident Information **Incident ID#:** 240

Job AG1-144

Job Name (or location of incident):
Hollywood Hills Track

Parties Involved

Jaynes

Date Safety Notified: 2/8/2002

Reported By: Vincent Romero

Subcontractor/Supplier: Century Drywall/Michael Burgess

Date of Incident: 2/8/2002
Time of Incident: 12:05 p.m.
Vehicle #:

Owner/Architect
General Public:
Other:

Description of Century Drywall employee reported that he was struck on the head by a plastic cart that fell off the 2nd level of the main concession building. This caused him to fall into a CMU wall and injure one of his thumbs. He was transported to a medical healthcare facility by his foreman John (Cell: 350-0608). The plastic cart belonged to Vincent Romero/Jaynes Structures, Inc. and was being used as a mobile plan table on the second level, it was very windy and was apparently blown and rolled off.

Insurance Janice Portillo with the Kinney Agency was notified on 2/8/02.

JC Employee Bodily Injury | **Non-JC Bodily Injury** | **Vehicle Accident** | **Property Loss/ Damage** | **Near Hit/Miss Incident** | **Other** Motorist Observation Report

Incident Information **Incident ID#:** 241

Job

Job Name (or location of incident):
Jaynes Corporation/Nevada Office

Parties Involved

Jaynes Vehicle #236/Mike Deming

Date Safety Notified: 2/2/2002

Reported By: SafetyFirst Systems

Subcontractor/Supplier:

Date of Incident: 2/2/2002
Time of Incident: 11:45 am (PST)
Vehicle #:

Owner/Architect
General Public:
Other:

Description of An unidentified caller reported observing Jaynes Corporation Vehicle #236 weaving in and out of traffic without the use of turn signals. The driver of the vehicle Mike Deming was contacted and it was confirmed that he was driving the vehicle in the stated area around the time of the incident. The incident was discussed verbally and Mike disagreed with the report stating that the incident did not happen. Required documentation of the counseling was completed, forwarded to Safety First, recorded and filed.

Insurance N/A

Jaynes Corporation
Weekly Incident Report

JC Employee Bodily Injury | **Non-JC Bodily Injury** | **Vehicle Accident** | **Property Loss/ Damage** | **Near Hit/Miss Incident** | **Other** Nevada OSHA Citation

Incident Information **Incident ID#:** 245

Job NG1-137

Job Name (or location of incident):
Lowe's @ Sunrise

Parties Involved

Jaynes
Date Safety Notified: 2/27/2002

Reported By: Brooks Williams

Subcontractor/Supplier: C & W Enterprises, Inc.

Date of Incident: 2/22/2002
Time of Incident: Unknown

Owner/Architect

General Public:

Vehicle #:

Other: Nevada OHSA

Description of Receipt of citation & notification of penalty pertaining to two (2) proposed serious violations @ $2,500.00/Ea. Total proposed penalty of $5,000.00

Insurance N/A

JC Employee Bodily Injury | **Non-JC Bodily Injury** | **Vehicle Accident** | **Property Loss/ Damage** | **Near Hit/Miss Incident** | **Other** Nevada OSHA Closing Conference

Incident Information **Incident ID#:** 242

Job NG1-137

Job Name (or location of incident): Lowe's @ Sunrise

Parties Involved

Jaynes
Date Safety Notified: 2/8/2002

Reported By: Greg Heintz

Subcontractor/ Supplier: C & H Demolition

Date of Incident: 2/8/2002
Time of Incident:

Owner/Architect

Vehicle #:

General Public:

Other: Nevada OSHA

Description of Nevada OSHA closing conference pertaining to referral/complaint inspection on Friday, 1-4-02 resulted in three (3) Serious type violations pertaining to demolition process.

Insurance N/A

QUARTERLY ENVIRONMENTAL, HEALTH & SAFETY MEETINGS

I. Scope

Providing specific environmental, health and safety information and training on a routine basis allows Jaynes Corporation personnel to be knowledgeable in the performance of their jobs and to identify, evaluate and eliminate or control potential exposures to people and the environment.

II. PURPOSE

The purpose of quarterly environmental, health and safety meetings is to provide pertinent information and training to appropriate Jaynes Corporation personnel on a regular basis.

III. PARTICIPANTS

Two of the quarterly meetings are for a target group of Jaynes Corporation personnel that consists of the following: estimators, project managers, project engineers, general superintendents, general foremen, building and site concrete foremen, cement mason foremen or lead concrete finishers, equipment operators, field surveyors, woodshop foremen, shop and yard personnel, safety advisors, safety department personnel, as well as appropriate area or department managers and/or vice presidents.

The other two quarterly meetings are considered “all employee” meetings where environmental, health and safety topics are presented and discussed as part of a more general overall employee meeting.

IV. PROCEDURES

The safety department will schedule and coordinate the two “target group” meetings. These meetings will typically be held between the “all employee” meetings on an alternating schedule, such as, all employee – target group – all employee – target group, and so on.

The safety department will facilitate the two “target group” meetings and arrange for out-of-house guest speaker presentations or training when ever possible. The two “all employee” meetings will be scheduled, coordinated and facilitated by the human resources department and will usually include an in-house safety presentation by the safety department.

The appropriate department facilitating the meeting will maintain copies of the meeting agendas, presentation and/or training materials and the sign-in attendance record.

PROJECT CLOSEOUT MEETINGS

I. SCOPE

Evaluating the completion of a construction project allows Jaynes Corporation to identify successes, as well as, not so successful aspects of the project. It facilitates a "lessons learned" approach and provides Jaynes Corporation with the knowledge and experience to market, price, bid, manage and construct projects more successfully in the future.

II. PURPOSE

The purpose of project closeout meetings is to take the opportunity to allow appropriate Jaynes Corporation personnel, who are involved in the different phases of the project, to identify and evaluate various aspects of the completed project. Then to share appropriate information with others to allow Jaynes Corporation to become more successful on future or on going projects.

III. PARTICIPANTS

The participants in the project closeout meeting are generally the same Jaynes Corporation personnel who participated in the project turnover meeting at the beginning of the project. Those participants include, the project estimator, project manager, project engineer, general superintendent, building and site concrete foremen, safety department representatives, as well as appropriate area or department managers and/or vice presidents.

IV. PROCEDURES

The project closeout meeting is generally conducted anywhere from 45 to 90 days after completion on the project. This allows adequate time for outstanding and final construction costs to be processed, but still soon enough for the project to be fresh in everyone's memory.

Several aspects of the project are reviewed including the following items:

- Items that went well on the project
- Areas for improvement and how to improve
- Subcontractors who performed well
- Subcontractors who performed poorly
- Any new methods or materials that were encountered
- Identifying major costs overruns by cost codes
- Identifying major under-budget items by cost codes
- Adherence to the construction schedule
- Owner and architect relations
- Lessons learned and shared

- Self Evaluations in the following areas:
  1. **Environmental, Health & Safety Compliance**
  2. Productivity Tracking
  3. Following up with subcontractors
  4. Scheduling & planning
  5. Recognizing & requiring quality
  6. Understanding the project
  7. Asking for and accepting help
  8. Responsibility of the task

A comprehensive safety review is done consisting of job site safety surveys, weekly safety meetings (toolbox talks), as well as a complete review of all job specific incidents, accidents and injuries. From this information a safety evaluation score is assigned any from zero (0) being the lowest to five (5) being the highest, with three (3) as considered "doing you job" (See Exhibit 6.7-A "Closeout Meeting Safety Review Example").

In addition, appropriate project closeout meeting participants provide feedback pertaining to the effectiveness of the safety department by completing and discussing an evaluation form (See Exhibit 6.7-B "Safety Department Evaluation Form").

Jaynes Corporation
Closeout Meeting Safety Review

AG0-054 PNM Parking Garage

Jaynes Corporation Jobsite Safety Inspections:

General

Inspection #	Inspection Date	Points: Ending	Points Possible:	Rating
943	11/28/00	35	40	Good
992	12/28/00	36	40	Excellent
1019	1/10/01	31	40	Good
1044	1/25/01	40	40	Excellent
1087	3/2/01	30	40	Good
1111	3/28/01	32	40	Good
1119	4/12/01	28	40	Good
1215	7/5/01	9	40	Poor
1275	8/17/01	32	40	Good
1281	8/31/01	26	40	Fair

Totals: 299 Total Points out 400 Possible Points 74.75%

Weekly Safety Meetings (Toolbox Talks):

Building Concrete - CURT ROSENBERG

34 Weekly = 117 Total

144 Points = 81.25%

General Superintendent - ERNESTO RODRIGUEZ

6 Weekly = 18 Total

18 Points = 100.00%

NMCI Inspections:

ID #	Inspection Date	General Conditions	# of Violations	Points Assigned	Additional Comments
79	12/4/00	Good	2	10	
117	3/20/01	Good	4	10	
146	8/8/01	Good	8	10	

3 Inspection(s): = 30 Points Possible 30 Points Total = 100.00%

Reported Incidents/Accidents/Injuries

4/23/01 **Jaynes Structures cement finisher was climbing onto a low level Baker type mobile scaffold to perform grinding and patching operations on a concrete column/beam. As he climbed onto the mobile scaffold the framework section that supports the work platform became disengaged from the end section. This caused the work platform to fall between the scaffold framework and the employee fell through the scaffold framework striking his chin on the opposite side scaffold framework.**

Parties *Jaynes:* *Subcontractor/ Supplier:* ***Jaynes Structures/Rafael Miramontes***
Owner/Architect: *General Public:*
Other:

5/1/01 **Received telephone call from Melissa Barker with NM OSHA pertaining to a referral/complaint they received from a reputable source. The source reported that suspend crane loads consisting of reinforcing steel and plywood were being flown or suspended above the workers on the side. I contacted Curt Rosenberg immediately about the issue. During the return telephone call to NM OSHA Melissa Barker stated that a repeat referral/complaint would result in a site visit from OSHA. I informed Curt Rosenberg of this.**

Parties *Jaynes:* *Subcontractor/ Supplier:* ***Crane Service, Inc.& PRS***
Owner/Architect: *General Public:* ***Unknown Caller***
Other: ***NM OSHA/Melissa Barker***

5/24/01 **Jaynes Structures, Inc. employee was working in an elevated snorkel lift while grinding concrete and occasionally nails with a small peanut grinder. While grinding the employee got a foreign object in his left eye. The grinder was fitted with the protective guard and the employee was wearing safety glasses.**

Parties *Jaynes:* *Subcontractor/ Supplier:* ***Jaynes Structures, Inc./Cruz Dominguez***
Owner/Architect: *General Public:*
Other:

7/13/01 **Unidentified trespasser entered the PNM Parking Garage sometime Friday evening or early Saturday morning. He fell over or through the lumber guardrail system protecting the elevator pit on the first level. He fell approximately six feet into the pit receiving injuries including a fractured skull. Rick Staples found trespasser on Saturday morning. Emergency medical & police responded. Curt stated that the police charged the person with trespassing.**

Parties *Jaynes:* *Subcontractor/ Supplier:*
Owner/Architect: *General Public:* ***Unidentified Trespasser***
Other:

8/9/01 **Painting over spray by F&R got on approximately 20 vehicles near the project. F&R taking responsibility for damage to vehicles.**

Parties *Jaynes:* *Subcontractor/ Supplier:* ***F&R Painting***
Owner/Architect: *General Public:*
Other:

8/18/01 **While excavating an electrical trench the equipment operator struck and damaged both a 1" and a 3" water line.**

Parties *Jaynes:* *Subcontractor/ Supplier:* ***Gormac Electric***
Owner/Architect: *General Public:*
Other:

Net Final Safety Points:

Site Concrete Construction	Building Concrete Construction	General Construction
4.5 Points	**4 Points**	**3 Points**

PROJECT CLOSEOUT MEETING
SAFETY DEPARTMENT EVALUATION FORM

Job Name: _____ Job #: _____

The goal of the Safety Department is to provide fair, helpful, professional and timely services that meets the needs of the company, the project and the individual. Please enter the corresponding rating number in the blanks provided. If a question does not apply please enter N/A in the blank.

Excellent = 5 Good = 4 Fair = 3 Inadequate = 2 Poor =1 Bad = 0

Job Site Safety Inspections:

1. Thoroughness in which the consultant surveyed/inspected the job site. _____
2. Apparent health & safety knowledge displayed by the consultant. _____
3. Communication skills displayed by the consultant in addressing safety issues. _____
4. Consultant's willingness to offer guidance in correction of unsafe acts or conditions. _____
5. Consultant's willingness to recognize & emphasize safe acts or conditions. _____

Additional Comments:

_____

_____

Incident Follow-up:

1. Timeliness in the follow-up of a reported incidents. _____
2. Thoroughness in which incidents were investigated. _____
3. Guidance on recommended measures to prevent future incidents. _____

Additional Comments:

_____

_____

Administrative Assistance:

1. Timeliness in receiving final completed job site safety inspection reports. _____
2. Timeliness in receiving Weekly Job Site Safety Meeting information. _____

Additional Comments:

_____

_____

Miscellaneous:

1. Response to OSHA or MSHA inspections or inquiries. _____
2. Response to questions or requests concerning safety issues throughout the project. _____
3. Effectiveness of pre-construction safety presentation for subcontractors & suppliers. _____

Additional Comments:

_____

_____

SAFETY REPORT DISTRIBUTION PROCEDURES

I. Incident Occurrence Summary Reports

A. These reports include a summary of any and all instances that involve bodily injury, vehicle or equipment accidents, property loss or damage, including potential insurance claims and any and all near hit / near miss events that could have caused any of the above. These would include any and all incidents that involve Jaynes Corporation, subcontractors, all tier sub-subcontractors, suppliers, owners, architects and their employees or representative, as well as job site visitors and the general public. Incident occurrence reports also include other miscellaneous incidents pertaining to environmental, health & safety such as, but not limited to, OSHA, MSHA or EPA inspections. (See Exhibit 6.5-A "Monthly Incident Report Example")

B. The safety department will compile these reports and distribute them to the Jaynes Corporation large management group by e-mail on a weekly basis. Each report will include any and all incidents that were reported to the safety department during the previous week. Efforts will be made to distribute these reports the first business day of each week.

II. Jaynes Corporation Job Site Safety Survey Reports

A. These reports include surveys conducted by the Jaynes Corporation Safety Department, as well as those surveys conducted by contracted outside safety services, such as the AGC, that use the Jaynes Corporation computer database Job Site Safety Survey Program. (See Exhibit 16.13-F "Job Site Safety Survey Example")

B. The safety department will compile these survey reports and distribute them to appropriate personnel following every job site safety survey. Efforts will be made to distribute these reports within two (2) working days following the completion of the job site safety survey. The appropriate personnel and means of distribution are as follows:

1. The Safety Director, CEO/Chairman, COO/President, Executive Vice President, Project Manager, Jaynes Structures, Inc. President and Jaynes Structures, Inc. Vice President Concrete Operations receive, review and initial a common circulation hardcopy report. Once this circulation report has been reviewed and initialed by all designated individuals it is returned to the safety department to be filed in the specific project's safety file.
2. The listed project supervisors receive their own individual hardcopy of the survey or by e-mail. They are required to sign and return their copy of the survey within five (5) working days to the Safety Department, giving the date(s) that safety alerts were corrected.

3. Appropriate area offices are provided the reports by their own individual hardcopy or by e-mail.

III. Weekly Job Site Safety Meeting (Toolbox Talks) Summary Report

A. These reports will consist of a summary of all designated field supervisors who are responsible for conducting the safety meeting and completion and return of the necessary documentation to the safety department. This summary will also outline the status of returned meeting documentation and score received for each week of that fiscal year. (See Exhibit 6.4-C "Monthly Summary Report Example")

B. On a monthly basis the safety department will compile and distribute these reports to the immediate supervisors of the designated field supervisors responsible for conducting the safety meeting and completion of the written documentation. These reports will be distributed by hardcopy or by e-mail. Efforts will be made to distribute these reports by the 15th of each month

"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	"J"	"K"	"L"	"M"	"N"	"O"	P'	Q'	R'	S'	T'	U'	V'	W'	X'	Y'	Z'	AA'	AB'	AC'	AD	AE	AF'
#	Last Name	First Name	Employee Number	Title	Office	Safety Surveys					Start Points	TBT	DEDUCTIONS										Adjusted	Title	Initial	Vesting		Vested	Subjective	Subjective	FINAL
						1st	2nd	3rd	4th				TBT	Training	ACIG SWAT	Self Injury	Employee Injury	General Liability	Vehicle/ Equipt.	OSHA	MISC.	TOTAL	Points	Code	Reward	#	%	Reward	Points	Reward	AWARD
1	Example C-1			Senior Superintendent	ABQ	95.00	90.00	85.00	100.00	4	92.50	100.00	0.00	5.00				10.00				15.00	77.50	PS	$120.00	4	100.00%	$120.00	**6.00**	$50.00	$170.00
2	Example C-2			Senior Superintendent	LV	95.00	90.00	85.00		3	90.00	90.00	2.50		30.00							32.50	57.50	PS	$0.00	3	75.00%	$0.00	**N/A**	$0.00	$0.00
3	Example C-3			Senior Superintendent	ABQ	95.00	90.00			2	92.50	80.00	5.00			5.00						10.00	82.50	PS	$420.00	2	50.00%	$210.00	**8.00**	$150.00	$360.00
4	Example C-4			Senior Superintendent	ABQ	95.00	90.00	85.00	100.00	4	92.50	70.00	7.50				10.00					17.50	75.00	PS	$0.00	4	100.00%	$0.00	**N/A**	$0.00	$0.00
5	Example C-5			Senior Superintendent	ABQ	95.00	90.00	85.00	100.00	4	92.50	60.00	10.00					20.00				30.00	62.50	PS	$0.00	4	100.00%	$0.00	**N/A**	$0.00	$0.00
6	Example C-6			Superintendent	ABQ	95.00	90.00	85.00	100.00	4	92.50	50.00	12.50						1.00			13.50	79.00	PS	$240.00	4	100.00%	$240.00	**3.00**	-$100.00	$140.00
	**********																														
																									$780.00			$570.00		$100.00	$670.00

Project Supervisor (PS)

Adjusted Points Total		Initial Reward Amount
100	=	$1,500
99	=	$1,450
98	=	$1,400
97	=	$1,350
96	=	$1,300
95	=	$1,250
94	=	$1,200
93	=	$1,150
92	=	$1,100
91	=	$1,050
90	=	$1,000
89	=	$950
88	=	$900
87	=	$850
86	=	$800
85	=	$750
84	=	$700
83	=	$650
82	=	$600
81	=	$550
80	=	$500
79	=	$450
78	=	$400
77	=	$350
76	=	$300
75	=	$250
74	=	$200
73	=	$150
72	=	$100
71	=	$50
70	=	Doing What's Expected

Subjective Points Total		Subjective Reward Amount
10	=	$250
9	=	$200
8	=	$150
7	=	$100
6	=	$50
5	=	Doing What's Expected
4	=	-$50
3	=	-$100
2	=	-$150
1	=	-$200
0	=	-$250

Associate Supervisor (AS)

Adjusted Points Total		Initial Reward Amount
100	=	$750
99	=	$725
98	=	$700
97	=	$675
96	=	$650
95	=	$625
94	=	$600
93	=	$575
92	=	$550
91	=	$525
90	=	$500
89	=	$475
88	=	$450
87	=	$425
86	=	$400
85	=	$375
84	=	$350
83	=	$325
82	=	$300
81	=	$275
80	=	$250
79	=	$225
78	=	$200
77	=	$175
76	=	$150
75	=	$125
74	=	$100
73	=	$75
72	=	$50
71	=	$25
70	=	Doing What's Expected

Subjective Points Total		Subjective Reward Amount
10	=	$125
9	=	$100
8	=	$75
7	=	$50
6	=	$25
5	=	Doing What's Expected
4	=	-$25
3	=	-$50
2	=	-$75
1	=	-$100
0	=	-$125

Building Concrete Supervisor (BC)

Adjusted Points Total		Initial Reward Amount
100	=	$750
99	=	$700
98	=	$650
97	=	$600
96	=	$550
95	=	$500
94	=	$450
93	=	$400
92	=	$350
91	=	$300
90	=	$250
89	=	$200
88	=	$150
87	=	$100
86	=	$50
85	=	Doing What's Expected

Subjective Points Total		Subjective Reward Amount
10	=	$250
9	=	$200
8	=	$150
7	=	$100
6	=	$50
5	=	Doing What's Expected
4	=	-$50
3	=	-$100
2	=	-$150
1	=	-$200
0	=	-$250

Site Concrete Supervisor (SC)

Adjusted Points Total		Initial Reward Amount
100	=	$500
99	=	$450
98	=	$400
97	=	$350
96	=	$300
95	=	$250
94	=	$200
93	=	$150
92	=	$100
91	=	$50
90	=	Doing What's Expected

Subjective Points Total		Subjective Reward Amount
10	=	$250
9	=	$200
8	=	$150
7	=	$100
6	=	$50
5	=	Doing What's Expected
4	=	-$50
3	=	-$100
2	=	-$150
1	=	-$200
0	=	-$250

Note: Subject to change without notice by Jaynes Management

FIELD SUPERVISORY SAFETY RECOGNITION & REWARDS PROGRAM
SUPERVISORY SUBJECTIVE SAFETY EVALUATION FORM

Field Supervisor's Name: _____ Employee#: _____

Please enter your corresponding rating number from 10 to 0 in the blanks provided. A rating of "10" indicates absolute excellence with no room for improvement. A rating of "5" indicates the supervisor is doing what is expected of them or "Doing Their Job". A rating of "0" indicates a complete lack of abilities or that the item is not being done.

Doing What's Expected

Excellent	10	9	8	7	6	(5)	4	3	2	1	0	Poor

_____ Safety Pre-planning:
1. Recognizes & addresses Environmental, Health & Safety (EH&S) concerns prior to project start up.
2. Effectiveness of project specific EH&S orientation for everyone on their construction sites.
3. Effectiveness of pre-construction safety meeting with specific subcontractors & suppliers.

_____ Safety Training & Education:
1. Apparent EH&S knowledge displayed by the field supervisor.
2. Effectiveness of Weekly Job Site Safety Meetings (Toolbox Talks).
3. Field Supervisor's willingness to offer guidance in correction of unsafe acts or conditions.

_____ Job Site Safety Inspections:
1. Field Supervisor's willingness to participate in safety surveys conducted on their job sites.
2. Communication skills displayed by the field supervisor in addressing safety issues.
3. Field Supervisor's willingness to recognize & emphasize safe acts or conditions.

_____ Incident Procedures:
1. Timeliness in reporting incidents.
2. Thoroughness in which incidents are investigated.
3. Input on recommended measures to prevent future incidents.

_____ Safety Attitude:
1. Response to requested or suggested EH&S corrective actions by safety personnel.
2. Emphases a positive pro-active attitude toward EH&S.
3. Response to questions or requests concerning safety issues throughout the project.

Completed By: _____Date: _____

_____
(Please Print Names)

FIELD SUPERVISORY SAFETY RECOGNITION & REWARD PROGRAM

Each fiscal year, November 1st through October 31st of the following year, eligible field supervisors earn points toward The Jaynes Companies (Jaynes) Field Supervisory Safety Recognition & Reward Program. All points are totaled at the end of the fiscal year to determine those supervisors who will be recognized and rewarded for above average safety performance. Points can be earned in the following ways:

A. Job Site Safety Surveys (100 Points Possible)

1. Announced or Unannounced Safety Surveys

Applicable Jaynes construction projects will have either an "Announced" or "Unannounced" **scored** safety survey conducted at a minimum of at least once per quarter.

Quarters are determined as follows:

- 1st Quarter includes fiscal year months November, December & January (See Spreadsheet Column "G")
- 2nd Quarter includes fiscal year months February, March & April (See Spreadsheet Column "H")
- 3rd Quarter includes fiscal year months May, June & July (See Spreadsheet Column "I")
- 4th Quarter includes fiscal year months August, September & October (See Spreadsheet Column "J")

The starting points for each survey will be determined by the total accumulative contract amounts of the subcontractors on site or who have work in process on the project at the time of the safety survey, in addition to the Jaynes dollar value of work not subcontracted. The starting points will be based on the chart below.

Time of Survey Contract Value			Start w/ Safety Points
Zero	-	$499,999.00	30 pts.
$500,000.00	-	$999,999.00	35 pts.
$1,000,000.00	-	$2,499,999.00	40 pts.
$2,500,000.00	-	$4,999,999.00	45 pts.
$5,000,000.00	-	$7,499,999.00	50 pts.
$7,500,000.00	-	$9,999,999.00	55 pts.
$10,000,000.00	-	$12,499,999.00	60 pts.
$12,500,000.00	-	$14,999,999.00	65 pts.
$15,000,000.00	-	$17,499,999.00	70 pts.
$17,500,000.00	-	$19,999,999.00	75 pts.
$20,000,000.00	-	$22,499,999.00	80 pts.
$22,500,000.00	-	$24,999,999.00	85 pts.
$25,000,000.00	-	$27,499,999.00	90 pts.
$27,500,000.00	-	$29,999,999.00	95 pts.
$30,000,000.00	-	BEYOND	100 pts.

Points are deducted for unsafe conditions found during the survey depending upon the number of instances and severity of the hazards as follows:

- De Minimis Violation 0 Points Deducted per instance
- Other-Than Serious Violation 1 Point Deducted per instance
- Serious Violation 2 Points Deducted per instance
- Repeat Violation 3 Points Deducted per instance
- Willful Violation 4 Points Deducted per instance
- Failure to Abate Violation 5 Points Deducted per instance

The job score will be determined as a percentage of the ending net points received for the survey divided by the number of assigned starting points. These job scores will be totaled and averaged each quarter and entered into the appropriate column of the Safety Recognition & Rewards spreadsheet (See Exhibit 7.1-A) (Spreadsheet Columns "G", "H", "I", & "J"). The Jaynes project field supervision will be scored for the entire project including Jaynes building and site concrete and all other subcontractors. This will include all designated associate field supervision. Building and site concrete supervision will be scored for their portion of the project only if there is a separate & unique job number assigned. If not then building and site concrete supervision will be included as an associate supervisor on the main job number and will receive the same total project job score as the other Jaynes field supervision.

2. Consultation Safety Surveys

Consultation surveys include surveys in which a member of the safety department visits the job site to check a particular situation or to give counsel on potential safety issues. Adverse safety observations will be reported & corrected and deductive points will be indicated for unsafe conditions or hazards found during the survey but no job score will be given. Therefore, Consultation Safety Surveys are not included in the Recognition & Rewards Program

3. Observation Safety Surveys

Observation surveys will be conducted on a weekly basis on Jaynes construction projects which have a dedicated onsite safety coordinator. Adverse safety observations will be reported & corrected, but points will not be deducted for unsafe conditions or hazards found during the survey and no job score will be given. Therefore, Observation Safety Surveys are not included in the Recognition & Rewards Program

B. Weekly Safety Meetings / "Toolbox Talks" (100 Points Possible)

1. All safety meeting packets are reviewed, scored and recorded by the appropriate Area Safety Representative on a weekly basis. Each completed safety meeting packet will be assigned up to a maximum of five (5) points per week based on the following point system. Receiving a score of five (5) points per week is considered "Doing What's Expected", unless as described in Section B-3 below.
   a. **One (1) point** for reading the selected safety meeting topic sheet and properly completing the information required consisting of:

- Complete Job Name,
- Complete Job Number
- Correct "Week Of" Date
- Check appropriate response pertaining to "Workers On Site", "Workers Not On Site", "Project-Related Work Off-Site" or "Other"
- All applicable field supervisory personnel printed names and employee numbers and signature near the bottom of the sheet.

b. One (1) point for presenting each item listed on the Standard Safety Requirements sheet and properly completing the general information required consisting of locations of the following::

- Emergency Action/Crisis management Plan and Emergency Telephone Numbers
- Required posters
- Material Safety Data Sheets (MSDS)
- First Aid Kits
- Fire Extinguishers.

c. One (1) point for listing and discussing a minimum of four (4) job specific safety alerts on the Job Specific Safety Alerts sheet(s) and properly completing the information required consisting of:

- Complete Job Name
- Complete Job Number
- Date of safety meeting
- Time of safety meeting
- "Safety Alerts for the Week of " date (The Monday of the week in which the safety meeting was conducted)

d. One (1) point for having each safety meeting attendee print their **name**, sign their **signature** and print their **company name** on the Attendance Sheet(s) and properly completing the information required consisting of:

- Complete Job Name,
- Complete Job Number
- Attendance sheet numbers

e. One (1) point for having the entire safety meeting packet scanned together in the correct order listed below and returned to the appropriate Safety Representative within the established time frame.

1. Selected safety meeting topic sheet – English
2. Selected safety meeting topic sheet – Spanish
3. Standard Safety Requirements sheet – English
4. Standard Safety Requirements sheet – Spanish
5. Job Specific Safety Alerts sheet
6. Attendance Sheet(s)
7. Supplemental safety meeting review sign-off sheet(s)

2. ALL APPLICABLE FIELD SUPERVISORY PERSONNEL MUST PRINT THEIR NAME AND EMPLOYEE NUMBER AND SIGN THE SELECTED SAFETY MEETING TOPIC SHEET ON THE LINES PROVIDED TO RECEIVE CREDIT AND POINTS FOR THE SAFETY MEETING.

3. Field supervisors that do not conduct a safety meeting due to working in the office or yard, being on vacation, etc. can earn a maximum of one (1) point for each qualifying safety meeting by reading the selected meeting topic sheet (first sheet only) and properly completing the required information and returning it to their appropriate safety representative the established time frame. *A lack of signatures on the Attendance Sheet indicates that a meeting was not conducted.* Therefore, receiving a score of one (1) point per week in this situation is considered "Doing What's Expected".

4. Field supervisors who have multiple safety meeting scores for separate projects in the same week will have those scores recorded each week towards the Supervisory Safety Recognition and Reward Program. Each separate project's score will be used towards the Safety Rating for each separate project as a portion of the Project Closeout Safety Review.

5. Completed safety meeting packets received by the appropriate safety representative after 5:00 p.m. on the Thursday immediately following the week in which the meeting was conducted will receive a point score of ZERO (0).

6. Weekly Safety Meetings (Toolbox Talks) points will be determined as a percentage of the total possible points that an eligible program participant is capable of attaining. (See Section D below)

C. Starting Points Calculation

The "Starting Points" are calculated by adding the individual quarterly safety surveys points (Spreadsheet Columns "G", "H", "I" & "J") and dividing by the number of individual quarters with safety survey points (Spreadsheet Column "K") to obtain an overall average "Starting Points" (Spreadsheet Column "L"). The untitled individual quarter number column is indicated on the Safety Recognition & Rewards spreadsheet between the column entitled "Safety Surveys – 4th" and the "Starting Points" column.

- Example #1

  Safety Surveys

  1st Quarter 95.00
  2nd Quarter 90.00
  3rd Quarter 85.00
  4th Quarter 100.00

  Calculation: 95.00 + 90.00 + 85.00 + 100.00 = 370.00 / **4** = <u>92.50 Starting Points</u>

- Example #2

  Safety Surveys

  1st Quarter 95.00
  2nd Quarter 90.00
  3rd Quarter 85.00
  4th Quarter No Surveys Conducted / No Survey Points

Calculation: 95.00 + 90.00 + 85.00 = 270.00 / **3** = 90.00 Starting Points

- Example #3

  Safety Surveys

  1st Quarter 95.00
  2nd Quarter 90.00
  3rd Quarter No Surveys Conducted / No Survey Points
  4th Quarter No Surveys Conducted / No Survey Points

Calculation: 95.00 + 90.00 = 185.00 / **2** = 92.50 Starting Points

Therefore, "Starting Points" are not significantly affected by the lack of quarterly "Safety Survey" points. However the lack of quarterly "Safety Survey" points does affect the "Vesting" procedure (Spreadsheet Columns "AA", "AB" & "AC") (See Vesting Procedures Section "H").

D. Weekly Safety Meetings / "Toolbox Talks" (TBT)

Weekly Safety Meetings / "Toolbox Talks" (TBT) points for the Field Supervisory Safety Recognition and Reward Program will be determined as a percentage of the total possible points that an eligible program participant is capable of attaining. Toolbox Talks points will be rounded either up or down to the nearest whole number (Spreadsheet Column "M").

- Example #1
  Participant was program eligible for the entire fiscal program year, which consists of 52 weeks, and was working on a project or projects during that entire time. 52 weeks times a possible of 5 points maximum/week = 260 total possible points attainable. If the participant has a Toolbox Talks total of 200 points then their percentage points would be 76.92% (200 / 260 = 76.92% or **77%**).

- Example #2
  Participant was program eligible for the entire fiscal program year, which consists of 52 weeks. The participant worked on a project or projects for 26 weeks during that time and the other 26 weeks did not actively participate on any projects. 26 weeks times a possible of 5 point maximum/week = 130 points possible and 26 weeks times a possible of 1 point maximum/week = 26 points possible equals a total of 156 total possible points attainable. If the participant has a Toolbox Talks total of 156 points then their percentage points would be 100% (156 / 156 = **100%**)

- Example #3
  Participant was program eligible for half the fiscal program year, which would be 26 weeks, and was working on a project or projects during that entire time. 26 weeks times a possible of 5 points maximum/week = 130 total possible points attainable. If the participant has a Toolbox Talks total of 100 points then their percentage points would be 76.92% (100 / 130 = 76.92% or **77%**).

- Example #4

Participant was program eligible for half the fiscal program year, which would be 26 weeks. The participant worked on a project or projects for 13 weeks during that time and the other 13 weeks did not actively participate on any projects. 13 weeks times a possible of 5 point maximum/week = 65 points possible and 13 weeks times a possible of 1 point maximum/week = 13 points possible equals a total of 78 total possible points attainable. If the participant has a Toolbox Talks total of 78 points then their percentage points would be 100% (78 / 78 = **100%**).

All participants are capable and expected to attain a 100% Toolbox Talks score. Therefore, receiving a 100% Toolbox Talks score for the Field Supervisory Safety Recognition & Reward Program is considered "Doing What's Expected".

NOTE: Any missing Toolbox Talks will be determined to be a potential 5 point Toolbox Talk. Therefore, any missing Toolbox Talks will be scored a Zero (0) out of a potential 5 points.

E. Deductive Points Calculation

Applicable deductive points may apply to program participants as listed below (Spreadsheet Columns "N" through "V". The total deductive points will be shown in Spreadsheet Column "W".

1. Weekly Safety Meetings / "Toolbox Talks" (TBT) (Spreadsheet Column "N")

Where as all participants are capable and expected to attain a 100% Toolbox Talks score and receiving that score is considered "Doing What's Expected" currently .25 points will be deducted for every 1 percentage point less than 100% as depicted below:

100% = Zero (0) points deduction
99% = .25 point deduction
98% = .50 point deduction
97% = .75 point deduction
96% = 1.00 point deduction
95% = 1.25 point deduction
94% = 1.50 point deduction
93% = 1.75 point deduction
92% = 2.00 point deduction
91% = 2.25 point deduction
90% = 2.50 point deduction
And so on …

The Jaynes Companies reserves the right to review the "Toolbox Talks" Deduction Table on a yearly basis and make revisions as deemed necessary.

2. Minimum Training Requirements (Spreadsheet Column "O") (Subject to change by Jaynes management)

All program participants must successfully complete and remain current with the below

listed minimum safety training requirements. All program participants are responsible for monitoring required training and scheduling such training with The Jaynes Safety Department as necessary. Five (5) points per training topic will be deducted for failure to be current with each of the following minimum safety training requirements within the fiscal program year. FOR EXAMPLE: Failure to remain current with all of the current minimum safety training requirements would result in 60 points deducted (5 x 12 = 60).

1. Jaynes Safety Orientation – 3 year expiration
2. Jaynes Safety Pre-Planning, Awareness & Communication – 3 year expiration
3. Jaynes Fleet Safety Management – 3 year expiration
4. Smith System Driver Improvement – 3 year expiration
5. Jaynes Soft Tissue Injury Prevention Program – 3 year expiration
6. Jaynes Substance Abuse Recognition – 3 year expiration
7. Jaynes Incident Reporting & Accident Investigation Procedures – 3 year expiration
8. Jaynes Crisis Management Plan – 3 year expiration
9. OSHA Construction Industry 10, 30 or 40 Hour Course – 3 year expiration
10. Hazardous Substances Recognition and Protection – 1 year expiration
11. Standard First Aid – expiration as outlined by training provider
12. Adult CPR – expiration as outlined by training provider

If a particular renewal date is prior to July 1st of the fiscal program year the training will not be valid for that fiscal year's program and will have to be renewed prior to October 31st of the fiscal program year. If a particular renewal date is July 1st or later of the fiscal program year then the training will be valid for that fiscal year's program.

3. ACIG S.W.A.T Incidents (Spreadsheet Column "P")

Any eligible program participant who is involved in an official ACIG S.W.A.T. incident within the fiscal program year may have up to Thirty (30) points deducted from their "Starting Points". Assigned deductive points will depend on the specific circumstances and will be determined by the Senior Environmental, Health & Safety (EH&S) Committee.

4. Eligible Field Supervisor Work Related Injuries (Self Injury) (Spreadsheet Column "Q")

Any eligible field supervisor who personally has a work related injury requiring outside medical attention may have points deducted from their "Starting Points" as follows:

a. Non-OSHA Recordable Injury - Jaynes In-House Medical Only Claim
Two (2) points may be deducted for every Non-OSHA Recordable personal work related injury to an eligible supervisor that requires outside medical attention in the program year if the injury is handled as a Jaynes In-House Medical Only Claim.

b. Non-OSHA Recordable Injury- Third Party Administrator (TPA) Claim
Four (4) points may be deducted for every Non-OSHA Recordable personal work related injury to an eligible supervisor that requires outside medical attention in the program year if the injury is handled as a Third Party Administrator (TPA)

Claim.

c. "Other" OSHA Recordable Injury – Jaynes In-House Medical Only Claim
Five (5) points may be deducted for every "Other" OSHA Recordable personal work related injury to an eligible supervisor in the program year if the injury is handled as a Jaynes In-House Medical Only Claim.

d. "Other" OSHA Recordable Injury – Third Party Administrator Claim
Ten (10) points may be deducted for every "Other" OSHA Recordable personal work related injury to an eligible supervisor in the program year if the injury is handled as a Third Party Administrator (TPA) Claim.

e. OSHA Recordable "Job Transfer or Restricted Duty" Injury – Jaynes In-House Medical Only Claim
Ten (10) points may be deducted for every OSHA Recordable "Job Transfer or Restricted Duty" personal work related injury to an eligible supervisor in the program year if the injury is handled as a Jaynes In-House Medical Only Claim.

f. OSHA Recordable "Job Transfer or Restricted Duty" Injury – Third Party Administrator Claim
Twenty (20) points may be deducted for every OSHA Recordable "Job Transfer or Restricted Duty" personal work related injury to an eligible supervisor in the program year if the injury is handled as a Third Party Administrator (TPA) Claim.

g. OSHA Recordable "Days Away From Work" (Lost Time) Injury
Thirty (30) points may be deducted for every OSHA Recordable "Days Away From Work" personal work related injury to an eligible supervisor in the program year. All claims involving "Days Away From Work" (Lost Time) will be handled as a Third Party Administrator (TPA) Claim.

5. Jaynes Employee Work Related Injuries (Employee Injury) (Spreadsheet Column "R")

Any eligible field supervisors, including associate supervisors, who are supervisors of a Jaynes Companies employee who sustains a work related injury requiring outside medical attention may have points deducted from their "Starting Points" as follows:

a. Non-OSHA Recordable Injury - Jaynes In-House Medical Only Claim
One (1) point may be deducted for every Non-OSHA Recordable work related injury to a Jaynes employee that requires outside medical attention in the program year if the injury is handled as a Jaynes In-House Medical Only Claim.

b. Non-OSHA Recordable Injury- Third Party Administrator (TPA) Claim
Two (2) points may be deducted for every Non-OSHA Recordable work related injury to a Jaynes employee that requires outside medical attention in the program year if the injury is handled as a Third Party Administrator (TPA) Claim.

c. "Other" OSHA Recordable Injury – Jaynes In-House Medical Only Claim
Three (3) points may be deducted for every "Other" OSHA Recordable work related injury to a Jaynes employee in the program year if the injury is handled as a Jaynes In-House Medical Only Claim.

d. "Other" OSHA Recordable Injury – Third Party Administrator Claim
Five (5) points may be deducted for every "Other" OSHA Recordable work related injury to a Jaynes employee in the program year if the injury is handled as

a Third Party Administrator (TPA) Claim.

e. OSHA Recordable "Job Transfer or Restricted Duty" Injury – Jaynes In-House Medical Only Claim
Five (5) points may be deducted for every OSHA Recordable "Job Transfer or Restricted Duty" work related injury to a Jaynes employee in the program year if the injury is handled as a Jaynes In-House Medical Only Claim.

f. OSHA Recordable "Job Transfer or Restricted Duty" Injury – Third Party Administrator Claim
Ten (10) points may be deducted for every OSHA Recordable "Job Transfer or Restricted Duty" work related injury to a Jaynes employee in the program year if the injury is handled as a Third Party Administrator (TPA) Claim.

g. OSHA Recordable "Days Away From Work" (Lost Time) Injury
Fifteen (15) points may be deducted for every OSHA Recordable "Days Away From Work" work related injury to a Jaynes employee in the program year. All claims involving "Days Away From Work" (Lost Time) will be handled as a Third Party Administrator (TPA) Claim.

6. General Liability Incidents (Spreadsheet Column "S")

Point deductions for Environmental, Health & Safety (EH&S) General Liability incidents or issues will be indicated in the "General Liability" deductions column (Spreadsheet Column "S"). Examples of such incidents and/or issues may include but are not limited to the following:

- Subcontractor Incident and/or Injury Claims
- General Public / Customer Employee Incident and/or Injury Claims
- General Public Property Damage Claims
- Auto / Vehicle Liability Claims

Note: The above listed deductions may apply depending on the specific circumstances and will be determined by the Senior Environmental, Health & Safety (EH&S) Committee.

7. Vehicle, Equipment or Property Damage Incidents (Spreadsheet Column "T")

Any eligible field supervisor who is personally involved in a "preventable" Jaynes vehicle, equipment or property damage incident or who receives a report of an adverse driving observation in a Jaynes vehicle within the fiscal program year may have points deducted from their "Starting Points" as follows:

a. Five (5) points may be deducted in a fiscal program year in which the first preventable incident is sustained by an eligible supervisor.
b. Ten (10) points may be deducted in a fiscal program year in which the second preventable incident is sustained by an eligible supervisor.
c. Twenty (20) points may be deducted in a fiscal program year in which the third or each subsequent preventable incident is sustained by an eligible supervisor.
d. Zero (0) points may be deducted in a fiscal program year in which the first adverse driving observation is received by an eligible supervisor.

e. One (1) point may be deducted in the fiscal program year in which the second adverse driving observation is received by an eligible supervisor.
f. Two (2) points may be deducted in a fiscal program year in which the third adverse driving observation is received by an eligible supervisor.
g. Four (4) points may be deducted in a fiscal program year in which the fourth or each subsequent adverse driving observation is received by an eligible supervisor.

8. OSHA or MSHA Citations or Penalties (Spreadsheet Column "U")

Any eligible field supervisor who receives an initial OSHA or MSHA citation or penalty on their project in a fiscal program year may have points deducted from their "Starting Points "as follows:

h. Two (2) points will be deducted for DeMinimis citations received.
i. Five (5) points will be deducted for each "Other" citation received without monetary penalty.
j. Ten (10) points will be deducted for each "Other" citation received with a monetary penalty.
k. Ten (10) points will be deducted for each "Serious" citation received without a monetary penalty.
l. Fifteen (15) points will be deducted for each "Serious" citation received with a monetary penalty.
m. Fifteen (15) points will be deducted for each "Repeat" citation received without a monetary penalty.
n. Twenty (20) points will be deducted for each "Repeat" citation received with a monetary penalty.
o. Twenty (20) points will be deducted for each "Willful" citation received without a monetary penalty.
p. Twenty Five (25) points will be deducted for each "Willful" citation received with a monetary penalty.
q. Twenty Five (25) points will be deducted for each "Failure to Abate" citation received without a monetary penalty.
r. Thirty (30) points will be deducted for each "Failure to Abate" citation received with a monetary penalty.

Note: The above listed deductions will apply if Jaynes receives an official initial citation with or without penalties. Informal conferences or formal proceedings that result in revisions to the initial citations or penalties may result in revised point deductions depending on the specific circumstances and will be determined by the Senior Environmental, Health & Safety (EH&S) Committee.

9. Miscellaneous (Misc.) (Spreadsheet Column "V")

Point deductions for miscellaneous Environmental, Health & Safety (EH&S) incidents and/or issues not specifically addressed in Sections D1 – D7 will be indicated in the Miscellaneous (Misc.) Deductions column. Examples of such incidents and/or issues may include but are not limited to the following:

- Potential loss of driving privileges due to personal driving history
- Safety Citation / Employee Problem Discussion Form
- Environmental Violation / Citation
- Builder's Risk Insurance Claims

Note: The above listed deductions may apply depending on the specific circumstances and will be determined by the Senior Environmental, Health & Safety (EH&S) Committee.

10. Total Deductions (Spreadsheet Column "W")

The total deductive points will be shown in Spreadsheet Column "W".

F. Adjusted Points (Spreadsheet Column "X")

The "Adjusted Points" (Spreadsheet Column "X") is calculated by subtracting the "Total Deduction Points" (Spreadsheet Column "W") from the "Starting Points" (Spreadsheet Column "L").

G. Title Code (Spreadsheet Column "Y")

The "Title Code" (Spreadsheet Column "Y") determines which Reward Listing Table will be used and are identified as follows:

PS = Project Supervisor/Superintendent
AS = Associate/Assistant Supervisor
BC = Building Concrete Supervisor
SC = Site Concrete Supervisor

H. Initial Reward (Spreadsheet Column "Z")

The "Initial Reward" (Spreadsheet Column "Z") is the initial dollar amount of a reward based on the "Adjusted Points" (Spreadsheet Column "X") as determined by the appropriate Initial Reward Listing Tables (See Exhibit 7.1-B) indicated in the "Title Code" (Spreadsheet Column "Y"). Adjusted points are always rounded down to the nearest non-fractional number for Initial Reward purposes. Example: 84.75 rounds down to 84.00. You must attain the full 85 points to receive the next level higher dollar amount.

I. Vesting Procedures (Spreadsheet Columns "AA", "AB" & "AC")

In order to take into account eligible program participants that have participated in the fiscal year program for varying lengths of time or who have spent time throughout the fiscal program year not directly supervising a construction project it was necessary to institute the following "Vesting" program:

1. Vesting Number (#) (Spreadsheet Column "AA")

The "Vesting #" (Spreadsheet Column "AA") is determined by the total number of fiscal program year quarters (Spreadsheet Columns "G", "H", "I" & "J") that have "Safety Survey" points indicated as follows:

- All four quarters with safety survey points = Vesting Number of 4
- Three quarters with safety survey points = Vesting Number of 3
- Two quarters with safety survey points = Vesting Number of 2
- One quarter with safety survey points = Vesting Number of 1
- No quarters with safety survey points = Vesting Number of 0

2. Vesting Percentage (%) (Spreadsheet Column "AB")

The "Vesting %" (Spreadsheet Column "AB") is determined as a percentage of the "Vesting #" (Spreadsheet Column "AA") divided by the total number of possible quarters in the fiscal program year, which is a constant of 4 quarters. Therefore, the "Vesting" schedule is as follows:

- Vesting Number of 4 = 100% Vested
- Vesting Number of 3 = 75% Vested
- Vesting Number of 2 = 50% Vested
- Vesting Number of 1 = 25% Vested
- Vesting Number of 0 = 0% Vested

3. Vested Reward (Spreadsheet Column "AC")

The "Vested Reward" (Spreadsheet Column "AC") is determined by multiplying the "Initial Reward" (Spreadsheet Column "Z") by the "Vesting % (Spreadsheet Column "AB").

- Example

  A $700.00 "Initial Reward" (Spreadsheet Column "Z") with a 25.00% "Vesting %" (Spreadsheet Column "AB") results in a "Vested Reward" (Spreadsheet Column "AC") of $175.00. ($700.00 x .25 = $175.00)

J. Subjective Procedures (Spreadsheet Columns "AD" & "AE")

In order to evaluate an eligible program participant's overall effectiveness when it comes to safety a subjective evaluation is conducted by appropriate Jaynes personnel. Immediately following the completion of the fiscal program year subjective safety evaluation forms are distributed to the following Jaynes personnel:

- Area Office Vice President / Manager
- Area General Superintendent
- Area Concrete General Superintendent / Supervisor
- Area Safety Representative

Each of the above Jaynes personnel is requested to complete a subjective safety evaluation form for each eligible program participant in their area of operation. (See Exhibit 7.1-C)

1. Subjective Points (Spreadsheet Column "AD")

Once the completed subjective safety evaluation forms are received by the Corporate Safety Director the subjective rating numbers are averaged for each eligible program participant by adding together all the individual rating numbers provided for each participant and then dividing by the total number of rating numbers. The averaged number is entered into the "Subjective Points" column (Spreadsheet Column "AD").

Note: An eligible program participant must have a positive dollar amount indicated in the "Vested Reward" column (Spreadsheet Column "AC") to have their "Subjective Points" (Spreadsheet Column "AD") entered into the spreadsheet. Any eligible program participant with something other than a positive dollar amount indicated in the "Vested Reward" column will have an **"N/A"** entered as their "Subjective Points". A participant has to be at least above the "Doing What's Expected" threshold for the "Subjective Points" to come into play.

2. Subjective Reward (Spreadsheet Column "AE")

The "Subjective Reward" (Spreadsheet Column "AE") is the dollar amount of a subjective reward based on the "Subjective Points" (Spreadsheet Column "AD") as determined by the appropriate Subjective Reward Listing Table (See Exhibit 7.1-A) indicated in the "Title Code" (Spreadsheet Column "Y"). "Subjective Points" are always rounded down to the nearest non-fractional number for "Subjective Award" purposes. Example: 6.75 rounds down to 6.00. You must attain the full 7 points to receive the next level higher dollar amount.

Note: An averaged "Subjective Points" of 5 is "Doing What's Expected" and results in a $0.00 (Zero) "Subjective Reward". An averaged "Subjective Points" of 6, 7, 8, 9 or 10 will result in a positive "Subjective Reward" and an averaged "Subjective Points" of 4, 3, 2, 1 or 0 will result in a negative "Subjective Reward" as determined by the appropriate Subjective Reward Listing Table (See Exhibit 7.1-A).

K. Final Reward (Spreadsheet Column "AF")

The "Final Reward" (Spreadsheet Column "AF") is determined by the "Vested Reward" (Spreadsheet Column "AC") and the "Subjective Reward" (Spreadsheet Column "AE").

Therefore, a participant's "Vested Reward" (Spreadsheet Column "AC") may increase, remain the same or decrease depending on the "Subjective Points" and corresponding "Subjective Reward", which becomes the "FINAL REWARD" (Spreadsheet Column "AF"

L. Additional Rewards

1. Top Safety Supervisor Bonus

The eligible supervisor with the highest percentage point total within The Jaynes Companies All Inclusive will receive an additional $500 reward for being the Top Jaynes Safety Supervisor.

2. Most Improved Safety Supervisor Bonus
The eligible supervisor with the largest percentage point improvement from the ending previous program year to the ending current program year will receive an additional $250 reward for being the Most Improved Safety Supervisor as long as the eligible supervisor attains a level above "Doing Your Job" in the current program year.

M. Field Supervisor Safety Rankings

Eligible program participants will be provided with information indicating their position "Ranking", as compared to other participants for the completed fiscal program year. Currently the other program participants are unidentified, but Jaynes reserves the right to revise this information in the future to identify all eligible program participants by name.

N. Participant Recognition

Eligible program participants will be recognized for achieving various levels above "Doing What's Expected".

ACKNOWLEDGEMENT OF RECEIPT OF FIELD SUPERVISORY SAFETY RECOGNITION & REWARDS PROGRAM

I hereby acknowledge that I have read and received a copy of The Jaynes Companies Field Supervisory Safety Recognition & Reward Program dated 12/13/2010. I understand that the program may be changed, modified or discontinued at any time with or without notice.

_____
Print Employee Name

_____
Employee Signature

_____
Date

Please indicate the appropriate Jaynes Company and Area Office:

Company Name:
_____ Jaynes Corporation
_____ Jaynes Structures, Inc.
_____ Jaynes Corporation of Colorado
_____ Jaynes Corporation of California
_____ Global Structures, Inc.

Area Office:
_____ Albuquerque, NM
_____ Farmington, NM
_____ Las Cruces, NM
_____ Las Vegas, NV
_____ Durango, CO
_____ San Diego, CA

SAFETY INCENTIVE AND RECOGNITION PROGRAM
NON-SUPERVISORY FIELD, SHOP & YARD

A. Awards

1. Round stickers for hard hats for each level.
2. Prize after 250 hours accident free. Approx. Value $3.00 (Koozie Cup).
3. Prize after 500 hours accident free. Approx. Value $4.00 (First Aid Kit).
4. Prize after 1,000 hours accident free. Approx. Value $7.00 (Jaynes Corporation White Ball Cap and Green Hard Hat).
5. Prize after 2,000 hours accident free. Approx. Value $24.00 (Jaynes Golf Shirt).
6. Prize after 4,000 hours accident free. Approx. Value $30.00 (Belt Buckle).
7. Prize after 6,000 hours accident free. Approx. Value $47.00 (Satin Jacket)
8. Prize after 8,000 hours accident free. Approx. Value $39.00 (Case Knife)
9. Prize after 10,000 hours accident free. Approx. Value $43.00 (Leatherman Tool)
10. Prize after 12,000 hours accident free. Approx. Value $59.00 (Carhartt Jacket)
11. Prize after 14,000 hours accident free. Approx. Value $82.00 (Carhartt Bib Overalls)
12. Prize after 16,000 hours accident free. Value $85.00 (Red Wing Shoes Gift Certificate)
13. Prize after 18,000 hours accident free. Value $90.00 (Western Warehouse Gift Certificate)
14. Prize after 20,000 hours accident free. Value $100.00 (Sears Gift Card)
15. Prize after every additional 2,000 hours accident free after 20,000 hours. Value $100.00 (Sears Gift Card)

B. Accounting Procedures

1. Any employee in the program involved in an accident resulting in an injury that does not require professional medical attention and is not an OSHA recordable injury will not lose any hours.
2. Any employee in the program involved in an accident resulting in an injury that requires professional medical attention and is not an OSHA recordable injury loses 250 hours.
3. Any employee in the program involved in an accident resulting in an injury that requires professional medical attention and is an OSHA recordable injury, but does not involve any days away from work or restricted work activity, loses 500 hours
4. Any employee in the program involved in an accident resulting in an injury that requires professional medical attention and is an OSHA recordable injury, that involves restricted work activity, but does not involve any days away from work, loses 1,000 hours.
5. Any employee in the program involved in an accident resulting in an injury that requires professional medical attention and is an OSHA recordable injury that results in any days away from work loses 2,000 hours.

6. Any employee in the program involved in a non-injury incident that results in an insurance claim or monetary loss loses 1,000 hours.
7. Any employee in the program receiving a safety violation/citation loses 1,000 hours.
8. Any employee who receives a confirmed positive drug and/or alcohol screen losses 2,000 hours.
9. If there is any break in employment of 90 days or more, all hours previously accrued are lost.
10. All hourly workers in the field, shop and yard are eligible to participate in this program.

OFFICE / NON-FIELD

THIS SECTION IS RESERVED FOR FUTURE USE

SUBCONTRACTORS & SUPPLIERS

THIS SECTION IS RESERVED FOR FUTURE USE

SAFETY VIOLATION & CITATION PROGRAMS
JAYNES CORPORATION

I. INTRODUCTION

Compliance with OSHA and company safety rules and procedures is a condition of employment when working for Jaynes Corporation. All employees working for Jaynes Corporation will be trained in and must familiarize themselves with both OSHA and company safety rules and procedures before they begin working on a project site. A copy of the company's safety rules and procedures will be provided.

II. RESPONSIBILITY

Management personnel at all levels – including project managers, field superintendents and foremen – are responsible for taking action when a violation is observed. If a violation is observed, they must take action immediately to correct the violation and enforce this disciplinary policy. Employees who fail to follow safety rules and regulations established to protect them and their fellow employees endanger themselves and others.

III. PROCEDURE

The following procedure will be followed when a violation is observed.

First Warning – The first time an employee is observed violating any safety rule, the employee shall be given a first warning. The first warning will be an oral warning given to the employee.

The oral warning should be specific and explain exactly what the employee did or didn't do and why it shouldn't be repeated. Whoever is giving the warning, such as a supervisor, should stress that the statements "constitute an oral warning" and that they "don't want to have this conversation again." If the supervisor treats the oral warning seriously, the employee is likely to take it seriously too. In addition, to have a record of the oral warning, the supervisor shall note the warning in their logbook or on the daily work sheets.

Second Warning – The second time an employee is observed violating any safety rule, the employee shall be given a second warning. The second warning will be an oral warning accompanied by a written safety violation notice (see Exhibit 8.1-A Safety Violation Notice) and a 2-day suspension without pay. A copy of the written safety violation notice will be given to the employee and to the Safety Department. The original notice will be placed in the employee's personnel file. The employee will be required to speak with a member of the Safety Department for counseling.

Third Warning – The third time an employee is observed violating any safety rule, the employee shall be given a third warning. The third warning will be an oral

warning accompanied by a written safety violation notice (see Exhibit 8.1-A Safety Violation Notice) and a 1-week/5-day suspension without pay. A copy of the written notice will be given to the employee and to the Safety Department. The original notice will be placed in the employee's personnel file. A meeting with the employee, supervisor, safety department and senior management will be held to determine why the employee does not comply with the company's safety rules.

Fourth Warning – The fourth time an employee is observed violating any safety rule, the employee shall be given a fourth warning. A fourth warning will be an oral warning accompanied by a written safety violation notice (see Exhibit 8.1-A Safety Violation Notice). A copy of the written notice will be given to the employee and to the Safety Department. The original notice will be placed in the employee's personnel file. Employees, who do not follow safety rules, especially after being warned several times, are a threat to themselves and their co-workers. Therefore, employees who receive a fourth warning may, at senior management's discretion, be terminated from employment or be subject to other disciplinary action deemed appropriate by senior management.

IV. EMPLOYEE SAFETY VIOLATION NOTICE

Supervisory personnel at their construction project or office location shall keep blank Employee Safety Violation Notices for future use. (See Exhibit 8.1-A Safety Violation Notice)

The Employee Safety Violation Notice must be totally completed. This information consists of the following:

1. Employee Name
2. Employee Number
3. Job Title / Occupation
4. Department in which the employee works
5. Project Name or Office Location
6. Project Number
7. Employee's Immediate Supervisor
8. Name & Title of person preparing the Violation Notice
9. Date Prepared
10. Details of the Safety Violation
11. Company Policy / Rule / Standard
12. Action to be taken by employee
13. Supervisor's Comments
14. Consequence
15. Employee's Comments
16. Employee's Signature & Date
17. Supervisor's Signature & Date
18. Safety Director's Signature & Date

The violation notice has a "supervisor's comments" section, where the supervisor includes any steps that are taken to prevent the violation from happening again.

Example: *An employee claims that they didn't use a safety device because they didn't know where it was kept and there was no one around to ask. The supervisor should remind the employee that they were told how to get safety equipment at orientation and were told not to work without it. The supervisor should again tell them not to do work requiring a safety device if the device is unavailable. Under "supervisor's comments" on the violation notice, the supervisor should write "employee was advised where the safety device was kept and was told not to work without it."*

The violation notice has an "employee's comments" section, where the employee has a chance to explain their actions. If the employee does not wish to make comments, the employee is to enter "No Comment" in the space provided. If additional sheets are required for additional comments they shall be provided to the employee and attached to the violation notice.

If the employee refuses to sign, have someone else at the site sign to indicate that the violation was discussed with the employee, but the employee either refused to sign it and/or refused to take possession of it.

A copy of the completed and signed violation notice shall be given to the employee and the Safety Department. The original violation notice shall be given to the Human Resources Department for filing in the employee's personnel file.

V. CONCLUSION

As important as it is to have this policy, it's just as important to administer it consistently. Employees won't take this policy seriously if we're inconsistent about enforcing it. Also, OSHA will reduce a penalty only if we show that the policy has been consistently enforced. Therefore, the actions listed above must be taken whenever a safety violation is observed. If you have any questions concerning this policy or safety procedures, contact the Safety Department.

EMPLOYEE SAFETY VIOLATION NOTICE

Employee Name	Employee #	Job Title / Occupation

Department (Circle One): Office Field Shop Yard

Project Name or Office Location	Project #	Immediate Supervisor

Violation Notice Prepared By Name & Title	Date Prepared

DETAILS OF SAFETY VIOLATION: _____

_____

_____

COMPANY POLICY / RULE / STANDARD: _____

_____

_____

ACTION TO BE TAKEN BY EMPLOYEE: _____

_____

_____

SUPERVISOR'S COMMENTS: _____

_____

_____

CONSEQUENCE: _____

_____

_____

EMPLOYEE'S COMMENTS: If the employee does not wish to make comments, the employee is to enter "No Comment". (Use additional sheets for additional comments if necessary)

_____

_____

_____

The employee's signature does not mean that they agree with all comments, but rather that the issue has been discussed with them.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

SAFETY DIRECTOR'S SIGNATURE: _____ DATE: _____

SUBCONTRACTORS & SUPPLIERS
SAFETY VIOLATION & CITATION PROGRAM

I. Non-conforming Conditions and Practices

Jaynes Corporation personnel have the authority to stop workers or activities when violations of safety, health or environmental requirements are observed until such violations are corrected. Such violations may include, but are not limited to, the following examples:

- Lack of proper PPE as specified in this plan (i.e., hard hats, safety glasses, hearing protection, protective toe work boots).
- Lack of fire watch during torch cutting operations, open flame use, spark generation or heat producing activities.
- Improper or lack of fall protection.
- Unavailability of specified emergency equipment (fire extinguishers, emergency eyewash, spill absorbent and first aid supplies).
- Unsecured or improper ladders.
- Lack of GFCI protection, when such equipment is required. Not performing lock-out/tag-out when required.
- Inadequate posting or barricades (i.e., flagging of open trenches, or the swing radius of cranes).
- Inadequate lighting (as evidenced by instrument readings).
- Scaffolding without locked wheels.
- Scaffolding without fall guardrail protection for all scaffolds even less than six (6) feet in height.
- Climbing scaffolds without an approved access ladder.
- Extension cords with missing ground prongs.
- Failure to report a spill of an unidentified substance or reportable quantity of a hazardous material.
- Flagrant violations of the health and safety requirements of this health and safety plan and applicable OSHA regulatory requirements.

II. Safety Violation Notice

The Safety Violation Notice (Exhibit 8.2-A) is a form used by Jaynes Corporation to document safety violations and housekeeping problems on site, other than those of Jaynes Corporation. The field supervisor or general superintendent responsible for the subcontractor will issue the Safety Violation Notices. The field supervisor does not have to witness the violation, but can serve the notice from information he receives from other Jaynes Corporation personnel (i.e.; Jaynes Corporation Safety Advisor). Safety Violation Notices shall include, at a minimum, a corrective action plan and the date the corrective actions must be taken.

In the event that a formal Stop Work Order requires a shutdown of operations, the subcontractor must submit a restart plan that includes a root cause determination, the corrective actions taken and the actions taken to prevent recurrence. Jaynes Corporation reserves the right to inspect corrections and implementation. A meeting shall take place at the project to review the plan with the subcontractor manager and a member of the Jaynes Corporation Safety Department prior to resumption of affected work activities. Other Jaynes Corporation personnel (general superintendent, safety advisor, project manager, etc.) may review the restart plan, as appropriate.

When the Jaynes Corporation Safety Department accepts the restart plan and the corrective actions have been taken, a notice will be issued to the subcontractor, by the Jaynes Corporation Safety Department, permitting work to resume.

III. Disciplinary Action

When disciplinary action is required, the party will be identified. If two Safety Violation Notices have been written against a worker during the course of the project, the worker shall be removed from the project for three workdays. If a worker receives three notices during the course of the project, the worker shall be barred from the project. Under some very serious violations, a worker may be barred from the site without notice. Examples of serious violations include, but are not limited to, theft of property, vandalism, fall protection violation, fighting or possession of contraband substances or articles.

SUBCONTRACTOR / SUPPLIER SAFETY VIOLATION NOTICE

Worker's Name _____ Worker's Job Title / Occupation _____

Subcontractor / Supplier Company Name _____

Project Name or Location _____ Project # _____ Immediate Supervisor's Name _____

Violation Notice Prepared By Name & Title _____ Date Prepared _____

DETAILS OF SAFETY VIOLATION: _____

PROJECT POLICY / RULE / STANDARD: _____

ACTION TO BE TAKEN BY WORKER: _____

ACTION TO BE TAKEN BY SUBCONTRACTOR / SUPPLIER: _____

CONSEQUENCE: _____

WORKER'S COMMENTS: If the worker does not wish to make comments, the worker is to enter "No Comment". (Use additional sheets for additional comments if necessary)

The worker's signature does not mean that they agree with all comments, but rather that the issue has been discussed with them.

WORKER'S SIGNATURE: _____ DATE: _____

WORKER'S SUPERVISOR'S SIGNATURE: _____ DATE: _____

JAYNES SUPERVISON SIGNATURE: _____ DATE: _____

DRUG & ALCOHOL SCREENING

Jaynes Corporation is committed to rigidly comply with OSHA and other federal, state and local government regulations. In addition, the company endeavors to provide a safe, healthful and efficient working environment for all employees, subcontractors, suppliers, clients and the general public. To that end, we attempt to ensure that employees are not in the possession of, nor under the influence of certain drugs or alcohol while on the job.

The use, possession or distribution of drugs or alcohol affects job performance and poses a serious threat to the safety of yourself and others. Therefore, the possession or use of alcohol; or the possession, use, sale, or distribution of illegal drugs or other controlled substances as defined under federal or state law; or the abuse or misuse of prescription and over-the-counter drugs; or being under the influence of alcohol or drugs; is strictly prohibited on company premises or job sites, while operating company vehicles or equipment, or while conducting company business.

SCREENING PROGRAM

We require job applicants and employees to submit to drug screening under various circumstances, including but not necessarily limited to:

1. Post-Offer / Pre-Employment Screening. Applicants must report to a pre-determined collection facility, with a photo identification, and within two (2) hours of a conditional offer of employment. The facility will be informed of the deadline for the applicant's arrival at the site. Applicants who refuse the pre-employment screen, or who fail to timely report to the facility, or who have a confirmed positive screen, shall not be eligible for employment.

2. Random Screening. The company conducts random screening of all employees. A computer-generated random sort selects employees for screening. In addition, the computer randomly selects the particular day of the month on which the screening will be conducted and the number of employees to be screened. As a result, selection of an employee for screening may occur more than once per year. Random screening is performed on company time.

The Human Resource Department will inform the collection facility of the employees selected for screening. The appropriate supervisor also will be notified of the employee selected for screening. The employee will be required to report for screening at a pre-determined facility, with a photo identification, within two (2) hours of notification by the employee's supervisor. An employee who fails to report for screening within such time limit may be dismissed. If the employee has a confirmed positive screen from the testing laboratory, the employee will be suspended without pay, pending the results of a medical review. If the medical review confirms the positive

screen, the employee will be dismissed. If the medical review reverses the positive screen, the employee will be re-instated with back pay.

3. Reasonable-Cause Screening. Whenever there is reasonable cause or suspicion on the part of a supervisor, officer, safety director or human resources director that an employee may be under the influence of alcohol or drugs, the employee will be transported by a supervisor to a pre-determined screening facility, with photo identification, for alcohol/drug screening. The supervisor will then take the employee home or arrange to have the employee taken home, and the employee will remain off work, without pay, until the screen results are received by Jaynes Corporation. Employees are not compensated for time expended for reasonable-cause screening. If the employee has a confirmed positive screen from a medical review officer, the employee will be dismissed.

4. Post-Accident Screening. If an employee is involved in an accident or incident resulting in injury to the employee or another, or causing damage to property or vehicles, the employee will be required to immediately report to a pre-determined screening facility, with photo identification, for an alcohol/drug screen. The supervisor may elect to accompany the employee to the screening facility and then take the employee home, or arrange to have the employee accompanied by another employee.

Depending on the circumstances, the employee may be required to remain off work until the test results are received by Jaynes Corporation. In such cases, the employee will not receive compensation for the time off if the screen results are confirmed positive by a medical review officer. If the employee has a confirmed positive screen by a medical review officer, the employee will be dismissed.

5. Department of Transportation ("DOT") Screening. Refer to “Jaynes Corporation Policy and Procedures Governing DOT Drug and aAcohol Use and Testing” provided by the Jaynes Corporation Safety Department to all employees governed by the US Department of Transportation regulations.

Under the random screening, reasonable-cause screening and post-accident screening programs, if the employee successfully completes a program of education, treatment, rehabilitation, aftercare and follow-up as prescribed by the company's EAP, or another certified program acceptable to Jaynes Corporation; and the employee enters into and abides by a conditional employment agreement with the company; the employee will be eligible for re-hire. However, the company will not guarantee re-employment or that the former employee will be placed in the same job the employee held before termination. Former employees who refuse to participate in the EAP program or another certified program acceptable to Jaynes Corporation, or who refuse to agree to entering into a conditional employment agreement with the company, will not be eligible for re-hire until they have produced documentation of successful

completion of a treatment program acceptable to Jaynes Corporation. If a re-hired employee fails to abide by the prescribed EAP plan and/or conditional employment agreement, the employee will be immediately dismissed and shall not be eligible for re-hire until they have produced documentation of successful completion of a treatment program acceptable to Jaynes Corporation.

Employees should note that no compensation shall be payable under the terms of the workers' compensation act, in the event an injury was occasioned by the intoxication of the worker; willfully suffered by the worker; or intentionally inflicted by the worker. In addition, no compensation shall be payable if the injury to worker was occasioned solely by the worker being under the influence of certain drugs.

SCREENING PROCEDURES

Any applicant or employee who is instructed to submit to an alcohol and drug screen will report to a pre-determined collection facility with photo identification to provide a urine sample. The specimen is then delivered to a medical laboratory for comprehensive screening for alcohol and/or drug use.

Whenever an applicant's or employee's screen indicates the presence of alcohol and/or drugs at or above an unacceptable level, the laboratory will conduct a confirmation screen. The laboratory will use the urine sample originally provided by the employee to conduct a confirmation screen on every positive screen within the screen panel. In addition, the laboratory will retain any confirmed positive sample for a minimum of 365 days. Please be aware that Jaynes Corporation's unacceptable maximum level for alcohol is ***one-half*** of the state's legal limit for intoxication (in New Mexico currently 0.04%). If an ***employee*** has a confirmed positive screen from the testing laboratory, the employee will be suspended without pay, pending the results of a medical review. If the medical review confirms the positive screen, the employee will be dismissed. If the medical review reverses the positive screen, the employee will be re-instated with back pay.

MISCELLANEOUS PROVISIONS

All employees have a duty to immediately inform the safety department of any information from any source that leads her/him to believe the safety of employees, subcontractors, suppliers, clients and the general public are at risk, or damage to property could result. Further, under the provisions of the drug-free workplace act of 1988 (section 5152), employees "must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction."

If you are taking any over-the-counter medication or prescribed drug, you must consult your prescribing medical professional to determine whether the drug may have an adverse effect on your safety, the safety of others or your job performance. If the effects of the medication could pose a danger or could affect your judgment or job

performance, you must inform your supervisor and the safety department of this condition. The company will make reasonable efforts to adjust your duties until you can resume full, effective and safe work activities. If alternative duties are not available, you may be subject to the provisions of the sick\personal and medical leave policies.

The company strongly discourages the use of alcohol, drugs or other mood-altering substances during off-duty time that may adversely affect your job performance.

If you are the subject of a drug screen, upon written request, you shall have access to any records related to your drug screen. Information related to a positive drug screen may be disclosed only to certain members of management and persons previously authorized in writing by you to receive such information.

The company assumes no liability for the conduct of employees who consume alcohol at off-duty company sponsored events.

ALCOHOL / DRUG SCREEN AUTHORIZATION

(Revised 3-6-02)

I, _____ have been instructed to report immediately to the designated collection facility listed below, with photo identification, to provide a specimen for an alcohol/drug screen. **I understand that immediately is no longer than two (2) hours from the time indicated on this authorization.**

Signature: _____ Social Security #: _____

All the below information must be completed and possession of photo identification verified by the designated company person authorizing the screen.

Company Name: (Indicate appropriate company for which the specimen is being collected.)

_____ Jaynes Corporation (S.E.D. Account #'s SAFE = 7043 / DHHS = 7133)
_____ Jaynes Structures, Inc. (S.E.D. Account #'s SAFE = 5605 / DHHS = 5604)
_____ Colorado Jaynes Construction Company (S.E.D. Account #'s SAFE = 9845 / DHHS = 9844)
_____ Global Structures, Inc. (S.E.D. Account #1269)

Authorized Services:

__X__ SAFE Panel 10 + Alcohol Urine Drug Test (S.E.D. Test Code #4920)
_____ D.O.T./DHHS 5 Urine Drug Test (S.E.D. Test Code #4000)
_____ Breath Alcohol Test

Category/Type: (Indicate appropriate category/type of screen)

_____ Post-Offer / Pre-Employment (New Hire) _____ Post Accident
_____ Reasonable Suspicion / Probable Cause _____ Random

Date: _____ Time: _____ a.m. / p.m. (Circle appropriate a.m. or p.m.)

Designated Company Person Signature: _____

***Note:** The original authorization must be forwarded to the Human Resources Department and a copy of the authorization shall be provided to the specimen donor to be presented to the Alcohol / Drug Screen Facility.*

IMPORTANT INFORMATION FOR COLLECTION FACILITY!!!:

Please contact the Director of Human Resources or the Safety Director at (505) 345-8591 if you have any questions or if there are any inconsistencies with the specimen (i.e., donor did not report to collection facility within designated timeframe, temperature outside of normal range, etc.). ***Do not allow the donor to leave the collection site once they have arrived and/or signed in until they provide a valid specimen or refuse to provide a specimen.***

Please "FedEx Priority Overnight" all specimens and required documents to the address below using S.E.D. FedEx Billing #0871-0863-5.

S.E.D. Medical Laboratories
5601 Office Blvd. NE
Albuquerque, NM 87109
Attn.: Toxicology Department
Telephone: (505) 727-6335
Fax: (505) 727-6327

Provide designated collection site information such as, Name of Facility, Address, Telephone Number, Contact Person and Hours of Operation in this area.

REASONABLE CAUSE REPORT FOR SUSPECTED ALCOHOL/DRUG USE

INSTRUCTIONS: This document shall be prepared and signed by the supervisor and additional witness immediately at the time of the observed behavior and prior to initiating a Reasonable-Cause Alcohol/Drug Screen.

Employee: Name: _____ Employee #: _____

Observation: Date: _____ Time: (from _____am/pm: to_____am/pm)

Location: _____
(Street) (City) (State) (Zip)

Job Name: _____ Job #: _____

CAUSE FOR SUSPICION:

1. Presence of Alcohol/Drugs and/or Alcohol/Drug Paraphernalia (specify): _____

_____

2. Appearance: (_) Normal (_) Profuse Sweating (_) Dilated/Constricted Pupils

(_) Flushed (_) Bloodshot Eyes (_) Dry-mouth Syndrome

(_) Tremors (_) Disheveled (_) Odor (Breath or body)

(_) Puncture Marks (_) Runny/Sore Nose

(_) Other: _____

3. Behavior:

Speech : (_) Normal (_) Incoherent (_) Slurred (_) Silent

(_) Confused (_) Slowed (_) Whispering

(_) Other: _____

Awareness: (_) Normal (_) Confused (_) Mood Swings (_) Euphoria

(_) Lethargic (_) Paranoid (_) Disoriented (_) Lack of Coordination

(_) Lack of concern for care or safety of self or others

(_) Other: _____

4. Motor Skills:

Balance: (_) Normal (_) Swaying (_) Arms Raised for Balance

(_) Stumbling (_) Falling (_) Reaching for Support

(_) Other: _____

5. Other Observed Actions or Behavior (specify): _____

_____

_____

_____

_____

Witnessed & completed by:

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

Additional Witnesses:

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

EMPLOYEE ASSISTANCE PROGRAM ("EAP")

Jaynes Corporation recognizes that a wide range of personal problems (marital, family, mental illness, emotional distress, alcohol or drug use, etc.) not directly associated with the job may influence an employee's health or performance. The Company will concern itself with an employee's personal problem only when the employee or a supervisor requests assistance, or when the problem affects job performance.

Jaynes Corporation believes it is in the interest of the employee, the employee's family and the Company to offer an Employee Assistance Program to help the employee deal with such problems. Employees and their dependents with problems that they feel may adversely affect job performance or personal well-being are encouraged to voluntarily seek confidential assistance from the EAP. Your job or promotional opportunities will not be jeopardized by utilizing the EAP. All contacts and records are strictly confidential. The telephone number and address of the Company's EAP are posted on all office and job site bulletin boards.

If your job performance, conduct, safety practices, or attendance are unsatisfactory, your immediate supervisor may recommend that you utilize the EAP for assessment, treatment or treatment referral. If you reject the assistance, and the problem continues or recurs, you may be subject to disciplinary action, including dismissal.

DOT SUBSTANCE ABUSE TESTING CONTACT LIST

FOR QUESTIONS REGARDING	CONTACT PERSON AND TELEPHONE #
* DOT Drug and Alcohol Testing Requirements	Terry Boekeloo, Safety Director Jaynes Corporation (505) 345-8591 ext. 3026 or Kathleen Truett, Human Resource Director Jaynes Corporation (505) 345-8591 ext. 3013
* Medical Review Officer	Terry Boekeloo, Safety Director Jaynes Corporation (505) 345-8591 ext. 3026 or Rene Gonzalez, M.D. Medical Review Officer (MRO) (505) 291-5444
* Human Resources	Kathleen Truett, Human Resource Director Jaynes Corporation (505) 345-8591 ext. 3013
* Insurance	Kathleen Truett, Human Resource Director Jaynes Corporation (505) 345-8591 ext. 3013
* Drug & Alcohol Counseling and Rehabilitation Services	Kathleen Truett, Human Resource Director Jaynes Corporation (505) 345-8591 ext. 3013 or Terry Boekeloo, Safety Director Jaynes Corporation (505) 345-8591 ext. 3026 or Joyce Wilson, MSW, PhD Albuquerque Employee Assistance, Inc. Counseling Service (505) 265-3785

DOT POLICY & PROCEDURES

1.0 INTRODUCTION AND OVERVIEW

1.1 The U.S. Department of Transportation ("DOT") has issued regulations which govern the use of drugs and alcohol by motor vehicle drivers, and which also require Jaynes Corporation ("Jaynes") to conduct mandatory drug and alcohol testing of drivers at the times and under the conditions described in this Policy.

1.2 It is Jaynes' intention to comply fully with the DOT's regulations governing drug and alcohol use and testing, and the requirements of DOT's regulations have been incorporated into this Policy. In the event DOT's regulations are amended, this Policy and the applicable term(s), condition(s) and/or requirement(s) of this Policy shall be deemed to have been amended automatically at that time, without the need for redrafting, in order to reflect and be consistent with DOT's regulations. In such case, Jaynes reserves the right to apply the amended requirements immediately, and without giving prior notice to drivers and/or applicants, unless such notice is required by DOT or another applicable law or by Jaynes' collective bargaining agreement. It is also Jaynes' intention to comply with any applicable state requirements governing drug and/or alcohol testing which are not preempted by DOT regulations. Jaynes also intends to comply with the applicable requirements of the Drug-Free Workplace Act of 1988, the Americans with Disabilities Act, and the Family and Medical Leave Act.

1.3 Under Jaynes' Policy, drug and alcohol testing will be conducted on any current and/or prospective driver who may be required to operate a "commercial motor vehicle" having a gross vehicle weight rating in excess of 26,000 pounds in interstate or intrastate commerce, and on any driver of a motor vehicle that is used to transport hazardous materials in a quantity which requires the vehicle to be placarded regardless of the vehicle's size.

1.4 All applicants for positions with Jaynes as a driver will be notified of Jaynes' drug and alcohol use and testing policy at the time they apply for a driver position with Jaynes.

2.0 DEFINITIONS OF TERMS USED IN THIS POLICY

2.1 For purposes of this Policy and Jaynes' DOT drug and alcohol testing program, *"safety-sensitive function"* means any of the following: (i) driving; (ii) the time spent waiting to be dispatched, at a carrier's or shipper's terminal, plant, facility or other property, unless the driver has been relieved from duty; (iii) inspecting, servicing or conditioning equipment; (iv) being in or on a commercial motor vehicle (except resting in the sleeper berth); (v) loading or unloading, including supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle; giving or receiving receipts for a shipment being loaded or unloaded; (vi) repairing, obtaining assistance, or attending a disabled vehicle.

2.2 For purposes of this Policy and Jaynes' DOT drug and alcohol testing program, *"company business"* includes, but is not limited to , work performed on or in Jaynes property or job sites including a Jaynes vehicle, and work performed on or in a non-Jaynes vehicle being used for conducting company business; the term also includes meal and break times.

2.3 For purposes of this Policy and Jaynes' DOT drug and alcohol testing program, *"refusing to be tested"* means any of the following: (i) failing to provide an adequate urine specimen for a drug test without a valid medical explanation; (ii) failing to provide adequate breath for an alcohol test without a valid medical explanation; (iii) failing to provide adequate saliva sample if directed; (iv) failing to submit to a test as directed; and/or (v) otherwise engaging in any conduct which clearly obstructs the testing process.

2.4 For purposes of this Policy and Jaynes' DOT alcohol testing program, an alcohol test will be considered *"positive"* when the alcohol concentration level registers 0.02 or greater.

2.5 For purposes of this Policy and Jaynes' DOT drug and alcohol testing program, *"substance abuse professional"* means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

3.0 PROHIBITED DRUG AND ALCOHOL USE AND ACTIVITIES

3.1 The goals of Jaynes' Policy and the testing of drivers is to insure a drug and alcohol-free transportation and work environment, and to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities, and damage to property.

3.2 In furtherance of Jaynes' goals, the conduct specified in Section 3.3 of this Policy is prohibited whenever a driver is on duty; whenever a driver is performing, or just about to perform, a safety-sensitive function (as defined in Section 2.1 of this Policy); whenever a driver is otherwise engaged in Jaynes business (as defined in Section 2.2 of this Policy); or at the times otherwise specified in this Policy.

3.3 The following conduct is strictly prohibited: (i) drivers are prohibited from using, being under the influence of, or possessing illegal drugs; (ii) drivers are prohibited from using or being under the influence of legal drugs that are being used illegally; (iii) drivers are prohibited from using or being under the influence of legal drugs whose use can adversely affect the ability of the driver to perform his or her job safely; (iv) drivers are prohibited from selling, buying, soliciting to buy or sell, transporting, or possessing illegal drugs while on Jaynes time or property, including job sites; (v) drivers are prohibited from using alcohol within four (4) hours of driving or performing any other safety-sensitive function; (vi) drivers are prohibited from using or being under the influence of alcohol at any time while driving or performing any other safety-sensitive function; (vii) drivers are prohibited from possessing any amount of alcohol **(including possessing medications which contain alcohol)** while on duty or driving, unless the alcohol is manifested and being transported as

part of the shipment; (viii) testing positive for drugs and/or alcohol; (ix) refusing to be tested for drugs and/or alcohol (as defined in Section 2.3 of this Policy); (x) failing to submit to a drug and/or alcohol test as directed by Jaynes; (xi) failing to stay in contact with Jaynes and its medical review officer ("MRO") while awaiting the results of a drug test; (xii) violating any applicable federal and/or state requirement governing the use of drugs or alcohol; (xiii) doing anything to obstruct Jaynes' goals with respect to drugs and alcohol.

3.4 A driver who violates these prohibitions will be subject to disciplinary action mandated by the DOT (described in Sections 7.13, 7.23 and 7.24 of this Policy). Drivers who violate the prohibitions will also be subject to disciplinary action by Jaynes, up to and including termination. In addition, any driver who is convicted by the judicial system of a felony for a drug or alcohol-related matter will be subject to disciplinary action up to and including termination.

4.0 TESTS REQUIRED

4.1 **In general:** Jaynes is required by DOT to conduct tests under the following conditions or times: (i) before a driver-applicant is hired or an existing non-DOT worker performs DOT driving duties ("pre-employment/pre-duty" testing); (ii) for reasonable suspicion; (iii) following certain accidents ("post-accident" testing); (iv) on a random basis; (v) in addition, DOT requires Jaynes to conduct a "return-to-duty" test on any driver who violates an act prohibited by Section 3.3 of this Policy, as one condition of being able to return to work. Jaynes is also required to conduct unannounced tests on a driver who is determined to have a drug or alcohol-related problem as one condition of that driver continuing to work for Jaynes ("follow-up" testing). Jaynes' procedures and requirements for each test are discussed below.

4.2 PRE-EMPLOYMENT/PRE-DUTY TESTING

4.21 A DOT drug test is required before any driver-applicant will be hired. This test is also required before any existing worker in a non-DOT driver position will be assigned, transferred or otherwise permitted to operate a commercial motor vehicle on behalf of Jaynes for the first time. For purposes of Jaynes' policy concerning pre-employment/pre-duty testing procedures, requirements and discipline, applicants and existing workers who are applying for a driver position are collectively referred to in Section 4.2 as "applicants."

4.22 Prior to taking a pre-employment/pre-duty DOT drug test, the applicant will be given forms notifying the applicant to report for a DOT drug test, which include instructions and an explanation of the collection procedures for each test.

4.23 All offers by Jaynes to hire an applicant, or to assign or transfer an applicant, to a driver position are conditioned upon the applicant: (i) executing Jaynes' general consent and release to be tested for drugs and alcohol forms; (ii) taking a DOT drug test as directed by Jaynes and passing the test; (iii) executing Jaynes' authorization to obtain past DOT drug and alcohol test results forms (which authorizes Jaynes to obtain all of the applicant's past DOT drug and alcohol test results, including any refusals to test, from each company for whom the driver either worked, or took or refused to take a pre-employment/pre-duty test during the

previous two years and the results of those tests including any refusals); (iv) passing the DOT-required physical exam required for driver positions; (v) complying with any other conditions or requirements which Jaynes advises the applicant at the time of the offer.

4.24 Any applicant who refuses or fails to execute Jaynes' authorization to obtain past DOT drug and alcohol test results forms, who refuses or fails to submit to a pre-employment/pre-duty DOT drug test as directed, or whose test result is positive, will not be considered eligible to work for Jaynes. Existing workers who test positive will not be considered qualified for the position for which they are applying and will also be subject to Jaynes discipline, up to and including termination.

4.25 A new applicant will only be notified of the results of their tests if they present a written request to Jaynes for his/her results within sixty (60) days of being notified by Jaynes of its hiring decision. Existing workers will be notified only in the event of a positive test.

4.3 POST-ACCIDENT DRUG TESTING

4.31 A driver who is performing a safety-sensitive function must submit to a DOT post-accident drug and a DOT post- accident alcohol test as soon as possible after the occurrence of any accident that meets the description of Section 4.32 or Section 4.33 of this Policy. For purposes of this Policy and Jaynes' DOT drug and alcohol testing program, an accident, which meets the description of Section 4.32 or Section 4.33 of this Policy, is referred to as a "DOT accident."

4.32 A driver must always submit to a post-accident test as soon as possible after an accident which involves the death of a human being.

4.33 A driver must submit to a DOT post-accident test as soon as possible after an accident, whenever the driver receives a citation for a moving violation involving the accident and either: (i) a person is injured because of the accident and the injuries require immediate medical treatment to the person away from the accident scene; or (ii) one or more motor vehicles involved in the accident incur disabling damage and must be transported away from the accident scene by a tow truck or another vehicle.

4.34 It is possible that a driver will be directed to submit to a drug and/or alcohol test at the accident scene by a federal, state, or local law enforcement officer. Whenever a test is conducted by a law enforcement officer, the driver is required to contact the driver's supervisor **and** the Jaynes Safety Director immediately to report this and to provide Jaynes with the name, badge number and telephone number of the law enforcement officer who conducted the test.

4.35 Whenever a driver is involved in a "DOT accident" the driver is required to immediately report for a test, in accordance with Jaynes' DOT post-accident testing in addition to if the driver was tested for drugs and alcohol by a law enforcement official.

4.36 A driver who is required to take a DOT post-accident drug and/or alcohol test will, at Jaynes' discretion, either be assigned to a non-safety-sensitive or non-safety-related function,

or placed on non-disciplinary suspension with pay, while awaiting the DOT post-accident test results.

4.37 In addition to the penalties imposed by DOT (discussed in Sections 7.13, 7.23 and 7.24 of this Policy), a driver who tests positive for drugs and/or alcohol, who refuses or fails to submit a DOT post-accident drug and alcohol test as required, who unnecessarily delays reporting to the test site following an accident, or who otherwise fails to comply with Jaynes' DOT post-accident testing procedures, will be subject to disciplinary action, up to and including termination.

4.4 RANDOM TESTING

4.41 Jaynes is required to test drivers on a random basis, and all such tests will be unannounced ahead of time.

4.42 Under Jaynes' random selection process, every driver will have an equal chance of being selected each and every time the selection is conducted. Appropriate safeguards are also present to ensure that the identity of individual drivers cannot be determined prior to or at the time of their selection.

4.43 Whenever a driver is randomly selected to be tested, he/she will be notified and instructed to report to the collection site immediately.

4.44 A driver who tests positive or who refuses to submit to a test is medically unqualified to drive and/or perform any other safety-sensitive function.

4.45 In addition to the penalties imposed by DOT (discussed in Sections 7.13, 7.23 and 7.24 of this Policy), a driver who refuses to submit to a DOT random test, who fails to report for the test as directed, or who tests positive, will be subject to disciplinary action, up to and including termination.

4.5 REASONABLE SUSPICION TESTING

4.51 Each driver is required to submit to a DOT drug and/or alcohol test whenever Jaynes has reasonable suspicion to believe that the driver has used drugs and/or alcohol in violation of DOT regulations and/or this Policy.

4.52 Reasonable suspicion will exist when a driver's appearance, behavior, speech or body odors indicate drug or alcohol use, or the chronic and withdrawal effects of drugs. Such observations must be personally observed and documented by at least one Jaynes official who has received training covering the physical, behavioral, speech, and performance indicators of probable drug and alcohol use.

4.53 Whenever a driver is notified that there is a reasonable suspicion to be tested, the driver will be expected to report to the test site immediately to be tested.

4.54 Drivers who are required to submit to a reasonable suspicion test will taken by a agent of Jaynes to the appropriate specimen collection site for a DOT drug and/or alcohol test.

4.55 Jaynes will also attempt to contact the driver's spouse, another member of the family, or another person designated by the driver, in order to make arrangements for transporting the driver to his/her home after the test is completed. In the event that Jaynes is unable to contact the driver's spouse, family member or another designated person, Jaynes will make arrangements for transporting the driver home by cab or other suitable means.

4.56 If the driver rejects Jaynes' efforts in this regard and instead insists on driving his/her personal vehicle, Jaynes reserves the right to take whatever means is appropriate to prevent this, including contacting appropriate law enforcement personnel and imposing disciplinary action, up to and including termination.

4.57 A driver who is required to take a reasonable suspicion test will be considered by Jaynes as unqualified to work and placed on immediate suspension, without pay, pending the results of his/her test. A driver whose test results are negative will be reimbursed for the time of his/her suspension. A driver whose test results are positive will not be reimbursed for the time of the suspension.

4.58 In addition to the penalties imposed by DOT (discussed in Sections 7.13, 7.23 and 7.24 of this Policy), a driver whose reasonable suspicion test is positive, or who fails or refuses to submit to a reasonable suspicion test when directed to do so by Jaynes, will be subject to disciplinary action, up to and including termination.

4.6 RETURN-TO-DUTY TESTING

4.61 Except as required by Jaynes' collective bargaining agreement, Jaynes is not obligated, and by the inclusion of this provision in this Policy does not undertake or commit to any obligation under this Policy, to reinstate or rehire any driver who violates any DOT or Jaynes prohibition or requirement concerning drugs and alcohol.

4.62 Should Jaynes elect to consider reinstating or rehiring a driver who violates any DOT and/or Jaynes prohibition concerning drugs or alcohol, that driver will be required to submit to and pass a DOT drug and alcohol test before he/she will be permitted to return to duty.

4.63 Before being permitted to return to duty, the driver must also execute a "return-to-work" agreement, be evaluated by a substance abuse professional and submit to any follow-up testing which the substance abuse professional and/or Jaynes determines is required.

4.64 In addition to the penalties imposed by DOT (discussed in Sections 7.13, 7.23 and 7.24 of this Policy), any driver who refuses to submit to a return to duty test, who refuses to execute Jaynes' "return-to-work" agreement, or who tests positive will be considered medically unqualified to perform a safety-sensitive function and immediately terminated.

4.7 FOLLOW-UP TESTING

4.71 Except as required by Jaynes' collective bargaining agreement, Jaynes is not obligated, and by the inclusion of this provision in this Policy does not undertake or commit to an obligation under this Policy, to reinstate or rehire any driver who violates any DOT or Jaynes prohibition or requirement concerning drugs and alcohol.

4.72 Any driver who is determined to have a drug or alcohol-related problem by a substance abuse professional is required to submit to unannounced follow-up testing as one condition of being reinstated, rehired, or otherwise permitted to return to duty after violating any DOT or Jaynes prohibition or requirement concerning drugs and alcohol.

4.73 At a minimum, the driver will be required to submit to at least six (6) tests during the first 12 months following the driver's return to duty. All such tests will be conducted at random and without prior notice being given to the driver.

4.74 In addition to the penalties imposed by DOT (discussed in Sections 7.13, 7.23 and 7.24 of this Policy), a driver who tests positive, or who refuses to be tested, will be considered unqualified to perform a safety-sensitive function, immediately suspended without pay, and subject to other Jaynes discipline, up to and including immediate termination.

5.0 UNPAID LEAVE OF ABSENCE PRIOR TO TESTING

5.1 Subject to and consistent with Jaynes' general policy on rehabilitation for substance abuse and alcoholism, a driver will be permitted to take an unpaid leave of absence for the purpose of undergoing treatment for substance abuse and/or alcoholism provided by a licensed substance abuse professional (as defined in Section 2.5 of this Policy) approved by Jaynes. To be entitled to such leave, the driver must be eligible for leave under the federal or applicable state Family and Medical Leave Act ("FMLA"). However, leave of absence under this section and FMLA shall not be permitted to avoid testing or discipline under this policy where the driver is either (a) required to take a test under DOT regulations, (b) is directed to take a test by Jaynes, (c) tests positive, or (d) refuses to take a test. Drivers who fail to request leave in accordance with the requirements of this Section, who engage in conduct detrimental to their treatment, or who otherwise fail to comply with Jaynes' prohibitions on drug and/or alcohol use will be subject to discipline, up to and including immediate termination.

5.2 In order for the driver to qualify for such a leave of absence, the driver must have first been clinically diagnosed drug and/or alcohol dependent by a licensed substance abuse professional.

5.3 A rehabilitation leave of absence shall be authorized on a one-time basis. Prior to the commencement of the leave, the driver must present Jaynes with a certification from the treating substance abuse professional attesting to the driver's enrollment into a rehabilitation program; copies of the certification forms which Jaynes requires be used are available from the Human Resources Department. Jaynes reserves the right to request the driver to submit to and provide a second certification from a substance abuse professional chosen, and paid for, by Jaynes. In the event that the opinions of the first two substances abuse professionals

disagree, Jaynes also reserves the right to request the driver to submit to and provide a certification from a third substance abuse professional chosen, and paid for by Jaynes, whose opinion if required shall be binding on both Jaynes and the driver. Jaynes also reserves the right to reevaluate the continuing need for the leave every thirty (30) days by requiring the driver to provide a re-certification from the treating substance abuse professional.

5.4 Once rehabilitation leave commences, periodic certification that the driver is actively continuing to participate in the rehabilitation program together with progress reports shall also be required. As a further condition of taking leave, the driver will be required to authorize the attending substance abuse professional to communicate with Jaynes and release the driver's relevant treatment records to Jaynes. All such oral and written communications between Jaynes and the substance abuse professional shall be treated as confidential.

5.5 All time taken for rehabilitation leave will count as the leave to which the driver may be entitled under the federal or state FMLA law if applicable, but only to the extent that the driver is eligible for such leave under the federal or state law.

5.6 A driver will not be paid for any leave time taken for drug and/or alcohol rehabilitation, however any disability benefits which the driver may have at the time the leave begins may be paid toward the unpaid leave. Accrued vacation benefits, which the driver may have at the time the leave commences, may also be used if disability benefits are not available or do not cover the entire period of leave.

5.7 To the extent required by the federal or state FMLA law, Jaynes will continue to provide group health insurance, if applicable, during the leave period under the terms and conditions existing at the time the leave is taken. Continuation of life insurance, if applicable, during leave will be at the written election of the driver, provided the driver pays the full cost of coverage during the leave period. No other benefits will be provided during the leave.

5.8 Subject to compliance with requirements of Sections 4.6 and 4.7 of this Policy, a driver who successfully completes rehabilitation will be reinstated to his/her former position or an equivalent position, provided that the driver returns to duty prior to the expiration of the maximum leave time to which the driver is entitled for the year under the federal or applicable state FMLA law.

6.0 TESTING METHODOLOGY AND INTEGRITY

6.1 To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures shall be conducted in accordance with DOT's procedural protocols and safeguards set forth in Part 40 of Title 49 of the Federal Code of Regulations. This includes, among other things: (i) procedures to ensure the correct identity of each driver at the time of testing; (ii) a strict chain-of-custody procedure to ensure that the driver's specimen is not tampered with by Jaynes; (iii) the use of a trained Breath Alcohol Technician ("BAT") and DOT-approved testing devices for conducting alcohol test; (iv) the use of a laboratory which has been certified by the Substance Abuse and Mental Health Services Administration ("SAMHSA") (formerly the National Institute for Drug Abuse ("NIDA"));

(v) the confirmation of an initial positive DOT drug screen by a second analysis using Gas Chromatography/Mass Spectrometry ("GCMS"); (vi) the confirmation of an initial positive alcohol screen by a second analysis; (vii) Jaynes' appointment of a qualified Medical Review Officer ("MRO") to review drug test results before they are reported to Jaynes' designated representative.

6.2 To further facilitate the integrity and accuracy of each test, Jaynes will provide drivers with written and/or oral instructions regarding the conduct of the specific test before each testing event. Jaynes considers all such instructions to be a part of this Policy. Drivers who refuse or otherwise fail to comply with all such instructions will be subject to disciplinary action, up to and including termination.

6.3 FOR ALL DOT DRUG TESTS

6.31 All DOT drug tests conducted under this Policy require that the driver must provide a specimen of his/her urine.

6.32 At a minimum, urine specimens will be analyzed for the presence of the following drugs: (1) marijuana; (2) cocaine; (3) opiates; (4) amphetamines; and (5) phencyclidine. Specimens will also be analyzed for such other substances as DOT may from time-to-time direct, or as may otherwise be permitted by federal or state law. In the event that DOT expands the list of drugs for which testing is or may be required, Jaynes reserves the right to begin testing immediately for those drugs without prior notice to drivers or applicants, unless notice is required by DOT or another applicable law.

6.33 In general, drivers will be permitted to give a urine specimen in privacy and without being observed by collection site personnel. However, a driver forfeits this right whenever there is reason to believe that he/she may alter or substitute a specimen.

6.34 All DOT drug tests will be administered using the split sample methodology required by DOT. Under this methodology, the driver must provide at least 45 milliliters (ml) in a specimen container. The collector will then divide the specimen into two specimen bottles. Thirty-(30) ml will be poured into one bottle and 15 ml into a second bottle. Both bottles will be sent to the laboratory. The bottle containing 30 ml will be analyzed as the driver's primary specimen. The second bottle will be held by the laboratory, to be sent to another lab at the driver's request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the driver will be notified by Jaynes' MRO of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. To exercise this option, the driver must advise Jaynes' MRO within 72 hours of being told that the primary specimen was positive.

6.35 Except for the use of methadone and medications containing alcohol, nothing in this Policy prohibits a driver's use of a medication legally prescribed by a licensed physician: (i) who is familiar with the driver's medical history and specific safety-sensitive duties, and (ii) who has advised the driver that the prescribed medication will not adversely affect the driver's ability to operate a motor safely. Drivers will be provided a form to document compliance; failure to use this form is subject to discipline, including termination.

Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

6.36 Before being tested for drugs, drivers will be given an opportunity to list, on their copy of the chain-of-custody form, any prescription and non-prescription medications being lawfully used by the driver at that time. A "positive" DOT drug test may be declared "negative" by Jaynes' MRO, if the driver can prove with clear and convincing evidence that the drug which was used was prescribed by a licensed physician who is familiar with the driver's medical history and specific duties. The determination of this will be made by Jaynes' MRO.

6.4 FOR ALL DOT ALCOHOL TESTS

6.41 All DOT alcohol tests conducted under this Policy require that the driver must provide a breath specimen for any confirmatory test conducted by, or on behalf of, Jaynes. In the case of an initial DOT alcohol test, Jaynes may test the driver using a DOT-approved saliva-testing device. In the case of an alcohol test conducted by a federal, state or local law enforcement officer following an accident, the driver must provide either a breath or blood specimen, as directed by the law enforcement officer.

6.42 DOT alcohol tests will be administered by a trained Breath Alcohol Technician ("BAT") or Screening Test Technician ("STT") using an approved testing device, except in cases of on-scene post-accident testing conducted by federal, state, or local officials.

6.43 Before being tested by Jaynes, each driver will be required to (i) present his/her personal identification, and (ii) execute a DOT "Breath Alcohol Test Form" provided by the BAT/STT. A driver who refuses to provide his/her identification, provides a false identification, refuses to execute the DOT "Breath Alcohol Test Form", or who otherwise refuses or fails to cooperate will be treated as though he/she had tested positive and will be subject to disciplinary action, up to and including termination, in addition to the penalties imposed by DOT.

6.44 Prior to each DOT alcohol conducted by Jaynes, the BAT/STT will instruct the driver on how the test will be performed.

6.45 To protect each driver, the BAT/STT will open the testing device in the driver's view. The driver will then be directed to blow forcefully into the breath-testing device until an adequate amount of breath has been maintained.

6.46 In the event that a driver is unable to provide an adequate amount of saliva for an initial DOT alcohol test, which Jaynes may conduct, the STT is required to conduct a second test using a new device. If the driver is unable to provide an adequate amount of saliva for the second test, the saliva test will be terminated and Jaynes notified. In this event, the driver will then be required to submit to a breath test.

6.47 In the event that a driver is unable to provide an adequate amount of breath for the initial or confirmatory test after several attempts to do so, the driver will be required to

submit to an evaluation by a licensed medical physician to determine whether a valid medical condition exists. If the physician determines that a valid medical condition does exist, the test result will be reported to Jaynes as "negative." If the physician determines that a valid medical condition does not exist, the test result will be reported to Jaynes as a "confirmed positive."

7.0 DOT TEST RESULTS

7.1 FOR DOT DRUG TESTS

7.11 In the event that the test result of a driver's primary specimen is positive, the driver will be notified by Jaynes or its MRO and advised that he/she has 72 hours to request that the MRO send his/her secondary specimen to a second, Jaynes-approved laboratory for analysis. Pending the outcome of this additional analysis, the driver will continue being considered physically unqualified to work by DOT.

7.12 Before a driver's test result will be confirmed positive for drugs, the driver will be given the opportunity to speak with Jaynes' MRO and demonstrate that there was a lawful medical explanation for the positive test result. If the MRO determines that a legitimate medical reason does exist, the test result will be reported to Jaynes as "negative." If the MRO determines that a lawful medical reason does not exist, the test result will be reported to Jaynes as a "confirmed positive."

7.13 Except as provided in Section 4.24 of this Policy (concerning pre-employment and pre-duty tests), a driver whose test result is confirmed positive for drugs will be considered unqualified to perform or continue performing his/her functions safely and will be immediately terminated. In addition, a driver whose test result is confirmed positive for drugs will also be subject to civil and criminal penalties imposed by DOT.

7.14 No driver who tests positive for drugs will be permitted to return to duty unless and until he/she complies with the requirements of Sections 4.6 and 4.7 of this Policy.

7.2 FOR DOT ALCOHOL TESTS

7.21 In the event that the driver provides an adequate breath (or saliva specimen) and the initial test registers an alcohol concentration level that is less than 0.02, the test result will be reported as a "negative" and no additional test will be required at that time.

7.22 In the event that the driver provides an adequate breath (or saliva specimen) and the initial test registers an alcohol concentration level of 0.02 or greater, a second, confirmatory test will be performed. In the event that the driver provides an adequate breath specimen and the confirmatory test registers less than 0.02, the test result will be reported to Jaynes as "negative."

7.23 DOT prohibits any driver whose confirmatory test registers 0.02 or more but less than 0.04 from performing or from continuing to perform any safety-sensitive function until the driver's next regularly-scheduled duty period, but for no less than 24 hours. Except as

provided in Section 4.24 of this Policy (concerning pre-employment and pre-duty tests), a driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.02 or more but less than 0.04 will, at a minimum be suspended without pay until his/her next regularly-scheduled duty period, but for no less than 24 hours, and may be subject to additional disciplinary action by Jaynes, up to and including termination.

7.24 A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum be suspended without pay until his/her next regularly-scheduled duty period, but for no less than 24 hours, and will be subject to additional disciplinary action by Jaynes, up to and including termination.

8.0 MAINTAINING CONTACT WITH JAYNES AND MRO AFTER A DOT DRUG TEST

8.1 Drivers who are tested for drugs are required to remain in contact with Jaynes and its MRO while awaiting the results of their tests. Drivers are also required to advise Jaynes of their whereabouts and the telephone number where they can be reached during this time.

8.2 Jaynes' MRO is identified on Jaynes' "Contact List" attached to this policy.

8.3 A driver who refuses or fails to remain in contact with Jaynes and its MRO will be considered insubordinate and subject to disciplinary action, up to and including termination. In addition, a driver who fails to remain in contact may waive his/her right, under Section 7.12 of this Policy, to speak with Jaynes' MRO before a test is confirmed positive.

9.0 DRUG AND ALCOHOL INFORMATION

9.1 Jaynes is required to provide educational materials to all drivers, which explain the DOT's requirements and Jaynes' policies and procedures to meet those requirements. In addition to this policy, Jaynes will provide drivers with information concerning: (i) the effects of drugs and alcohol on an individual's, work, and personal life; (ii) the signs and symptoms of a drug or alcohol problem; and (iii) the available methods of intervention when a problem does exist.

9.2 Each driver is required to certify that he/she has been given a copy of this Policy and other drug and alcohol information by Jaynes in accordance with Section 9.1 of this Policy. In accordance with Section 4.23 of this Policy, applicants are required to execute the certification as a condition of being hired. An applicant who refuses to do so will not be hired. Existing drivers who refuse to execute this required certification will be subject to Jaynes discipline, up to and including termination.

9.3 Any existing driver who engages in any conduct prohibited under this Policy will be provided with information concerning the resources available to evaluate and resolve a drug or alcohol problem, and the names, addresses and telephone numbers of substance abuse professionals, counseling and treatment programs.

9.4 All questions concerning the educational materials provided by Jaynes, or about this Policy, should be directed to the appropriate individual identified on Jaynes' "Contact List" attached to this policy.

10.0 PAYMENT OF TESTS

10.1 At its discretion, Jaynes shall pay the costs for all tests, which Jaynes is required to conduct on drivers under DOT regulations.

10.2 Drivers are responsible for paying the costs for any test or tests conducted which Jaynes does not require, unless otherwise prohibited by the applicable state law.

10.3 Drivers are responsible for paying the costs of the analysis of any secondary urine specimen which they request under Section 7.11 of this Policy, except as otherwise required by applicable state law or as provided by Jaynes' collective bargaining agreement.

11.0 CONFIDENTIALITY

11.1 The results of all individual drug and alcohol tests will be kept in a secure location with controlled access.

11.2 All individual test results will be considered confidential. The release of an individual driver's results will only be given in accordance with an individual driver's written authorization, or as is otherwise required by DOT's regulations, or by other applicable federal or state law.

DOT DRIVER RECEIPT OF DRUG & ALCOHOL EDUCATIONAL MATERIALS

INSTRUCTIONS: The Department of Transportation ("DOT") requires Jaynes Corporation ("Jaynes") to provide all company drivers with educational material regarding drug and alcohol use and abuse, and the rules and regulations of DOT which apply to Jaynes' drivers. In addition, Jaynes is required to provide written notification of the availability of the educational material to the representative of each driver's labor union. This form shall be used to document receipt of the required materials by each driver.

TO THE DRIVER: DOT requires that each driver must sign this form certifying receipt of these materials. Any driver who refuses to sign this form will be considered insubordinate and subject to discipline. The original of this form will be retained for an indefinite time period in a separate file along with other Jaynes records maintained on the DOT drug and alcohol testing program. Drivers may request a copy of this certification.

DRIVER'S CERTIFICATION:

The undersigned hereby certifies that he/she received the educational materials which Jaynes is required to provide me in accordance with 49 C.F.R. 382.601. I acknowledge and agree that I am responsible for reading, understanding and obeying all Jaynes policies and procedures and DOT regulations regarding DOT alcohol and drug use testing. I also understand that, because changes in the governing federal law or regulations may occur from time to time, terms and conditions of Jaynes' policy and procedure may also change without Jaynes being able to give me prior notice. Nonetheless, I agree to comply with the DOT's regulations and Jaynes' policies and procedures regarding drug and alcohol use and testing. I further understand and agree that I may be subject to disciplinary action and other liability for violating DOT's regulations and/or Jaynes' policies and/or procedures. I have been advised that any questions with regard to these materials should be addressed to Jaynes' Director of Human Resources and/or Jaynes' Safety Director.

Prior to signing this Receipt, I read it carefully and had an opportunity to ask questions regarding its content.

Signature of Driver: _____ Date: _____

Print Driver Name: _____

UNION'S RECEIPT OF DOT DRUG & ALCOHOL EDUCATIONAL MATERIALS

INSTRUCTIONS: The Department of Transportation ("DOT") requires Jaynes Corporation ("Jaynes") to provide all company drivers with educational material regarding drug and alcohol use and abuse, and the rules and regulations of DOT which apply to Jaynes' drivers. In addition, Jaynes is required to provide written notification of the availability of the educational material to the representative of each driver's labor union. This form shall be used to document receipt by the union's representative of the required notice.

UNION CERTIFICATION:

The undersigned Union representative certifies that he/she was advised by Jaynes Corporation of the availability of Jaynes' DOT drug and alcohol policy and procedure and other educational materials.

Signature: _____ Date: _____

Print Name: _____

Print Title: _____

CERTIFICATE OF DRUG & ALCOHOL ABUSE TRAINING FOR SUPERVISORS & MANAGEMENT

INSTRUCTIONS: The Department of Transportation ("DOT") requires Jaynes Corporation ("Jaynes") to provide training to Jaynes' supervisors and officials who are designated to determine when there is a reasonable suspicion to test a DOT driver for drugs and/or alcohol. The designated Jaynes supervisors and other officials are required to receive at least sixty (60) minutes of training on alcohol misuse and at least an additional sixty (60) minutes training on controlled substance use. This form shall be used to document the receipt of such training by each of Jaynes' designated representatives.

This form will be retained for an indefinite time period in a separate file along with other Jaynes records maintained on the DOT drug and alcohol testing program. Supervisors and other designated Jaynes officials may request a copy of this certification.

CERTIFICATION:

The undersigned hereby certifies that he/she has received at least sixty (60) minutes of training on alcohol misuse and an additional sixty (60) minutes of training on controlled substance use.

Signature: _____ Date: _____

Print Name: _____

Print Title: _____

DOT REASONABLE CAUSE REPORT FOR SUSPECTED ALCOHOL USE

INSTRUCTIONS: This document shall be prepared and signed by the supervisor immediately, but no later than two (2) hours from time of the observed behavior.

Employee: Name: _____ Employee #: _____

Observation: Date: _____ Time: (from _____am/pm: to_____am/pm)

Location: _____
(Street) (City) (State) (Zip)

Job Name: _____ Job #: _____

CAUSE FOR SUSPICION:

1. Presence of Alcohol and/or Alcohol Paraphernalia (specify): _____

_____

2. Appearance: (_) Normal (_) Profuse Sweating (_) Dilated/Constricted Pupils

(_) Flushed (_) Bloodshot Eyes (_) Dry-mouth Syndrome

(_) Tremors (_) Disheveled (_) Odor (Breath or body)

(_) Other: _____

3. Behavior:

Speech : (_) Normal (_) Incoherent (_) Slurred (_) Silent

(_) Confused (_) Slowed (_) Whispering

(_) Other: _____

Awareness: (_) Normal (_) Confused (_) Mood Swings (_) Euphoria

(_) Lethargic (_) Paranoid (_) Disoriented (_) Lack of Coordination

(_) Lack of concern for care or safety of self or others

(_) Other: _____

4. Motor Skills:

Balance: (_) Normal (_) Swaying (_) Arms Raised for Balance

(_) Stumbling (_) Falling (_) Reaching for Support

(_) Other: _____

5. Other Observed Actions or Behavior (specify): _____

_____

_____

_____

_____

Witnessed & completed by:

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

Additional Witnesses:

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

DOT REASONABLE CAUSE REPORT FOR SUSPECTED DRUG USE

INSTRUCTIONS: This document shall be prepared and signed by the supervisor immediately, but no later than twenty-four (24) hours from time of the observed behavior.

Employee: Name: _____ Employee #: _____

Observation: Date: _____ Time: (from _____am/pm: to_____am/pm)

Location: _____
(Street) (City) (State) (Zip)

Job Name: _____ Job #: _____

CAUSE FOR SUSPICION:

1. Presence of Drugs and/or Drug Paraphernalia (specify): _____

_____

2. Appearance: (_) Normal (_) Puncture Marks (_) Dilated/Constricted Pupils

(_) Flushed (_) Bloodshot Eyes (_) Dry-mouth Syndrome

(_) Tremors (_) Disheveled (_) Profuse Sweating

(_) Runny Nose/Sores

(_) Other: _____

3. Behavior:

Speech: (_) Normal (_) Incoherent (_) Slurred (_) Silent

(_) Confused (_) Slowed (_) Whispering

(_) Other: _____

Awareness: (_) Normal (_) Confused (_) Mood Swings (_) Euphoria

(_) Lethargic (_) Paranoid (_) Disoriented (_) Lack of Coordination

(_) Lack of concern for care or safety of self or others

(_) Other: _____

4. Motor Skills:

Balance: (_) Normal (_) Swaying (_) Arms Raised for Balance

(_) Stumbling (_) Falling (_) Reaching for Support

(_) Other: _____

5. Other Observed Actions or Behavior (specify): _____

_____

_____

_____

_____

Witnessed & completed by:

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

Additional Witnesses:

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

Signature: _____ Date: _____

Print Name: _____ Time: _____(_)am/(_)pm

Print Title: _____

FLEET SAFETY POLICY AND PROCEDURES

I. POLICY STATEMENT

A. Overview

The efficiency of any organization can be measured directly by its ability to control losses. Therefore, safe operation of vehicles is of primary concern to Jaynes Corporation, both for the welfare of our employees and our ultimate profitability. Operation of a company vehicle in a safe and prudent manner will reduce our chances of a tragic loss. As a driver of a company vehicle, the authorized driver has accepted the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and following the policies and procedures outlined in the following. These rules are for the benefit of the employees, as well as the company. Accidents are expensive; deductibles must be paid, automobile and workers' compensation premiums increase with losses, time is lost and people can be injured or killed.

B. Purpose

The purpose of the Jaynes Corporation fleet safety program is to eliminate incidents of preventable accidents involving employees who drive on company business. Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

II. RESPONSIBILITIES

A. Human Resources Department Responsibilities

1. Facilitate proper completion of the Motor Vehicle Report Authorizations.
2. Facilitate proper completion of the Vehicle Driving Waivers.
3. Request, obtain, review and evaluate initial Motor Vehicle Reports (MVRs) for potential new employees.
4. Verify that drivers do not possess multiple licenses from various states.
5. Maintain restricted vehicle driving and equipment operating list.
6. Monitor restricted vehicle driving and equipment operating list on a periodic basis for potential release of driving restrictions.
7. Notification and documentation of Release of Driving Waivers.

B. Safety Department Responsibilities

1. Implementation and maintenance of the fleet safety program.
2. Advise employees of the fleet safety program and provide initial safety orientation.
3. Enforcement of the fleet safety program should an employee operate a vehicle in a manner, which is inconsistent with the policy.
4. Request, obtain, review and evaluate Motor Vehicle Reports (MVRs) for all authorized vehicle drivers on a periodic basis.

5. Administer the "Safety Brings You Home" driver observation program. (See Health & Safety Plan – Section 11.2)
6. Facilitate special driver's training through the Motor Vehicle Department (MVD) as required or requested.
7. Report to appropriate management personnel all incidents pertaining to the fleet safety program.

C. Equipment Manager Responsibilities
1. Maintain vehicle and equipment inventories.
2. Ensure that all vehicles and equipment has proper titles, registrations and insurance coverage.
3. Management of the auto shop and tool room.

D. Auto Shop Responsibilities
1. Auto Shop personnel are responsible for the service and general maintenance of all company vehicles and construction equipment under their control.
2. Work with the Safety Department to ensure that proper safety requirements are met.
3. Install and maintain fire extinguishers and first aid kits in all vehicles and equipment.
4. Install and maintain "Safety Brings You Home" driver observation decals on all appropriate vehicles and equipment.
5. Conduct and document inspections on all vehicles over 26,000-lbs. and trailers over 10,000-lbs. gross weight as required by D.O.T. annually.
6. Auto Shop personnel are required to test drive all vehicles after repairs and maintenance are completed to insure they are in safe working condition.

E. Drivers and Operators Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, driver's responsibilities include but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Maintaining their assigned vehicles per the vehicle manufactures operating and maintenance guidelines and operating their vehicle safely and defensively. Vehicles shall not be operated with any defect that would prevent safe operation.
3. Compliance at all times with all Federal, State and Local traffic regulations and ordinances related to driving safety and vehicle operation.
4. Restricting the use of vehicles to authorized drivers only.
5. It is the responsibility of any employee assigned or authorized to use a company vehicle, leased vehicle or rental vehicle to notify the Safety Department of any accident or moving violation or of suspension or revocation of their driver's license. This includes accident or moving

violations, which occur while the driver, is operating their own personal vehicles as well.

6. Accurate, comprehensive and timely reporting of all accidents, vandalism and thefts pertaining to a company vehicle to the Safety Department.
7. Parking the vehicle in legal areas intended for such. Lock and safeguard the vehicle in a prudent manner at all times.
8. Financially responsible for any deductibles that must be paid resulting from any accidents that occur during non-business use, regardless of who is at fault.
9. Be familiar with the fleet maintenance section of this policy and cooperate with shop personnel to comply with those procedures.
10. Appropriate driver's licenses are to be kept current. Licenses are to be presented to Safety Department at the corporate office to be recorded.
11. Unsafe vehicles or equipment with broken or missing safety devices or any other problems shall be reported to the Auto Shop or Safety Department and taken out of service until repairs are made.
12. The driver or operator must report all vehicle and equipment accidents to the Safety Department immediately (but never more than 24 hours after the accident). Appropriate insurance forms are to be completed and turned in to the Safety Department as soon as possible, but no later than 24 hours after an accident occurs.
13. The person assigned the vehicle or equipment is responsible for all maintenance and repairs to that vehicle. Inspect the vehicle daily to insure all safety devices are working i.e. lights, turn signals, brakes etc.
14. It is the responsibility of the vehicle driver to insure that all loads are properly secured. This is the law; <u>you</u> are responsible, no one else.
15. All safety devices, such as hazard lights and emergency brakes, are to be used when required.
16. If you allow another Jaynes employee to use your vehicle or equipment, you must insure they have the proper training and licenses to operate the equipment.
17. Notify the Safety Department if taking prescription or over-the-counter medications that could impair ability to drive vehicles or operate equipment safely.
18. Ensure that the vehicle has current and proper registration and insurance coverage documentation in the vehicle at all times.
19. Ensure that the “Safety Brings You Home” driver observation decals are displayed in plain view on the rear of the vehicles and are not obstructed, damaged or altered in any way. Contact the Auto Shop or Safety Department if replacement decals are required.
20. All drivers that are required to obtain a commercial drivers license by D.O.T. must inform the Safety Department at least two months before their license expires in order to prepare for the test and obtain a D.O.T. physical.

III. GENERAL REQUIREMENTS

A. Driver Licensing

Company drivers and anyone authorized to drive a company vehicle must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Most state laws require that you obtain a driver's license within 30 days of moving there. Obtaining a driver's license is a personal expense.

B. Driver Qualifications

1. Authorized employee of the company.
2. Must be at least 21 years of age.
3. Have a least one-year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Person will not qualify to operate a company vehicle if, during the last 36 months (3 years), the driver had any of the following experiences:
   a. Been convicted of a felony.
   b. Been convicted of sale, handling or use of drugs.
   c. Had automobile insurance canceled, declined or not renewed by a company.
   d. Had driver's license suspended or revoked.
   e. Been involved in two or more chargeable accidents.
   f. Been convicted of three or more speeding violations.
6. Person will not qualify to operate a company vehicle if Motor Vehicle Record (MVR) shows any of the following serious offenses during the last 36 months (3 years):
   a. Reckless and/or careless driving
   b. Failure to stop and/or report an accident
   c. Speeding over 15 miles above the limit
   d. Fleeing or eluding a police officer
   e. Chemical test refusal
   f. Leaving the scene of an accident
   g. Driving while license is suspended and/or revoked
   h. Passing a stopped school bus
7. Person will not qualify to operate a company vehicle if driving record shows any of the following serious offenses during the last 60 months (5 years):
   a. Driving Under the Influence of alcohol or drugs (DUI)
   b. Driving While Intoxicated (DWI)
   c. Similar alcohol or drug related offenses while driving.
   d. Homicide, manslaughter or assault arising out of the use of a vehicle
8. The chart below provides a guideline to determine acceptable driving records. Any serious violations, as outlined above, shall automatically be considered "POOR".

NUMBER OF VIOLATIONS	NUMBER OF PREVENTABLE ACCIDENTS			
	0	1	2	3
0	CLEAR	ACCEPTABLE	BORDERLINE	POOR
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	POOR
2	ACCEPTABLE	BORDERLINE	POOR	POOR
3	BORDERLINE	POOR	POOR	POOR
4	POOR	POOR	POOR	POOR

C. Review of Motor Vehicle Record

1. Potential New Employees
   a. All potential new employees will be required to complete a "Motor Vehicle Report Authorization"(See Exhibit 11.1-A) and "Vehicle Driving Waiver" (See Exhibit 11.1-B) as part of the pre-employment paperwork.
   b. Initial motor vehicle records (MVRs) will be requested, obtained, reviewed and evaluated by the Human Resources Department.
   c. The vehicle driving wavier will remain in affect for all new employees who do not meet the driver qualifications and/or have an unacceptable driving record.
   d. All new employees who meet the driver qualifications and have an acceptable driving record will receive a "Release Of Driving Waiver" (See Exhibit 11.1-C) which will be filed in their personnel file.
2. Motor vehicle records (MVRs) will be used as the source for verifying driver history. "Clear" and "Acceptable" MVRs will be obtained and reviewed at least annually on the date of hire anniversary. "Borderline" MVRs will be obtained and reviewed at least every 6 months. Driving privileges may be withdrawn or suspended and/or company vehicles removed for any authorized driver not meeting the above driver qualifications. In addition, appropriate disciplinary action may be taken.
3. Motor vehicle records (MVRs) will also be obtained and reviewed after every vehicle accident, reported traffic violation, driver complaint or other reported adverse driving observation. Drivers found with "Borderline" or "Poor" driving records may have to undergo corrective procedures or, in the worse case, may be prohibited from operating a vehicle for company business.

D. Standard Requirements

1. All traffic laws are to be observed and followed at all times.
2. The use of seat belts and shoulder harnesses is mandatory for all occupants of vehicles being used for company business whether company owned or employee owned.
3. Vehicle inspections are to be performed by the operator prior to the beginning of the workday to ensure the vehicle is fit for safe operation. Any problems or concerns noted during the inspection shall be reported immediately to the Auto Shop or Safety Department.

4. Perimeter inspections shall be performed around the vehicle prior to entering the vehicle to reduce the potential of backing into or striking stationary objects.
5. All vehicles are to be maintained and in good mechanical condition at all times.
6. The use of hand held telephones or hand held two-way radios by the driver are prohibited in company vehicles while the vehicle is in motion. Only the use of hands free telephones or hands free two-way radios by the driver will be allowed while the vehicle is in motion.
7. Radar detectors or other similar devices are prohibited in company vehicles at all times, whether in use or not.
8. No one under the influence of drugs or alcohol will be allowed to drive or operate company equipment (this includes prescription drugs that could impair a person's ability).
9. Drugs or alcohol shall not be consumed by anyone in a company vehicle.
10. Only company employees are allowed to operate company-owned, leased or rented equipment.
11. Both the interior and exterior of all vehicles must be kept clean. While the vehicle is in motion the top of the dashboard area shall be free of any and all items that are not firmly secured in place. These items shall not obstruct vision in anyway.
12. Transportation or storage of firearms, explosives and associated devices or materials will not be permitted in company owned or leased vehicles.
13. Transportation or storage of illegal drugs is strictly prohibited in company owned or leased vehicles, or in personal vehicles being used for company related business.
14. Driving under the influence of drugs and/or alcohol, as defined by State statute, is strictly prohibited in company-owned or leased vehicles, or in personal vehicles being used for company related business. This includes prescription or over-the-counter medications that could impair a person’s ability to drive safely.
15. Company vehicles may not be used for business activities of other companies.
16. Company vehicles may not be driven outside the United States.
17. Hitchhikers shall not be allowed as occupants in company-owned vehicles. Although, you are expected to be courteous and offer assistance to others when appropriate, such as a stranded motorist or a motorist requiring mechanical assistance.
18. Personnel involved in a preventable accident or incident may be required to attend driver-training classes conducted through Motor Vehicle Department (MVD) as arranged by the Safety Department. (See Section VIII of this policy)

IV. PERSONAL USAGE & PERSONAL VEHICLES

A. Personal Use Of Company Vehicles

Company-owned vehicles are provided to certain employees to carry out their job duties. All personal use is prohibited without prior knowledge and approval of appropriate management personnel. Personal use is a privilege extended only to the authorized employee. The company may withdraw the privilege of personal use at any time without notice. Any exceptions or variance to these rules require advanced, written approval by the Executive Management Committe.

The following additional rules apply to personal use of company vehicles:

1. Only the authorized employee may drive a company vehicle.
2. The company vehicle may only be used for incidental trips within 25 miles of your home.
3. Personal trailers, including boat and recreational vehicles, are not to be pulled.
4. Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
5. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
6. Driver and all passengers must wear available personal restraints.
7. Report any accident immediately to the police and the Safety Department.
8. The employee is financially responsible for any deductibles that must be paid resulting from any accidents that occur during non-business use, regardless of who is at fault.
9. Company vehicles are to be driven only by employees who have been assigned or who have been authorized to operate company vehicles. Immediate family members of the employee will only be allowed to drive company vehicles when the Executive Management Committee has given explicit written permission.

B. Personal Vehicles Used For Company Business

The following requirements pertain to personal vehicles that are being used on a regular basis for company business where it has been pre-arranged with appropriate management personnel and the driver is receiving a vehicle allowance or reimbursement for its use, as well as personal vehicles that are used for incidental purposes whether or not the driver is reimbursed:

1. These employees must be approved drivers.
2. These employees must observe the same policies governing the use of company-owned vehicles. This includes obtaining and reviewing the motor vehicle record (MVR) of these employees.
3. The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of their own personal vehicle.
4. These employees are required to maintain minimum insurance limits established by management. The reimbursement to the employees for the operation of their own personal vehicle on company business

includes the allowance for the expense of the automobile insurance. The insurance policy shall not exclude business use. The employee is required to have minimum liability limits of at least $100,000/person for bodily injury; $300,000/accident for bodily injury and $50,000/accident for physical/property damage. The company does not specify and assumes no responsibility for any other coverage employees carry on their own personal vehicles since this is a matter of individual status and preference.

V. MAINTENANCE

A. Preventive Maintenance

1. Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles shall not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.
2. Vehicle maintenance will include, at a minimum, the suggested maintenance schedule provided by the manufacturer in the warranty and operator's manuals provided with the vehicle. Documentation of all maintenance performed must be readily available.
3. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. Odometer reading is to be used to determine servicing schedule for most road vehicles.
4. Hour meters and hours or days utilized are to be criteria for inspections and maintenance of equipment.
5. Seat belts are to be maintained in good working order in all vehicles and used on all equipment where furnished.
6. Unsafe vehicles or equipment (faulty brakes, broken glass, improper lighting or any other item) will be removed from service until proper repairs are made. (See Health & Safety Plan - Section 15.4 Lock-Out/Tag-Out Procedures)

VI. ACCIDENT REPORTING AND REVIEW

A. Accident Reporting

Every driver is required to promptly report to the Safety Department any accident in which they are involved while operating a company-owned or leased vehicle.

1. This includes reporting any contact between the company vehicle and another vehicle, person or object, which results in death, injury or property damage.
2. Single vehicle accidents must be reported regardless of the severity of damage to the vehicle or injury to the driver. Such contact must be reported as an accident regardless of who was hurt, what property was damaged and to what extent, where it occurred or who was responsible.

3. All accidents must be reported to the Safety Department immediately, but never more than 24 hours after the accident. All vehicles shall have an accident report form and one-time-use disposable camera within the vehicle at all times so that appropriate information can be obtained in the event of an accident. All the facts, favorable or otherwise, must be reported. Reports shall be thoroughly completed and forwarded to the Safety Department for review and insurance processing.

B. Accidents Involving Company Vehicles

In the event of an accident, follow the instructions in the accident packet provided in the vehicle and immediately report it to the Safety Department.

1. Stop at Once! Check for personal injuries and send for ambulance, if needed. Do not leave the scene, but ask assistance of bystander.
2. Protect the Scene**.** Set emergency signals to prevent further injury or damage.
3. Secure Assistance of police officer whenever possible. Record name and badge number.
4. Record names, addresses and telephone numbers of all witnesses and occupants of involved vehicles. Record vehicle license numbers.
5. Do Not Argue! Make no statement except to proper authorities. Sign only official police reports. Do not plead guilty or admit fault.
6. Do not attempt settlement, regardless of how minor the accident.
7. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
8. Take photographs of the accident scene and vehicle and/or property damage if possible.
9. Call the police if injury to others is involved.
10. Complete the accident report provided in the vehicle.
11. Immediately report to a designated drug screen collection facility, with photo identification, for a post-accident alcohol/drug screen.
12. Turn all information over to the Safety Department within 24 hours.

C. Accident Review

All vehicle accidents will be reviewed by the Accident Review Committee to determine if the accident was preventable, and if so, whether corrective action shall be suggested for the employee driver in question. (See Health & Safety Plan - Section 5.4 Accident Review Committee)

D. Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle, whether being used for company or personal use, or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Classification of preventable accidents:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances

- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges

E. Vehicle Vandalism or Theft

In the event of vandalism or theft of a company vehicle, notify the local police and the Safety Department immediately.

VII. TRAFFIC VIOLATIONS

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as the owner of the vehicle.

A. Each driver is required to report all moving violations to the Safety Department within 24 hours. This requirement applies to all moving violations involving the use of any vehicle (company, personal or other) while on company business or not on company business. Failure to report violations will result in appropriate disciplinary action.

B. Please be aware that any traffic violations incurred during non-business (personal use) hours will affect your driving privileges as well and are subject to review.

VIII. DRIVER RECORDS AND CORRECTIVE ACTION

A. Driver Records

Personnel files will include motor vehicle records (MVRs), fleet accident histories and corrective action documentation for employees who drive either company-owned vehicles or employee-owned vehicles used for company-related business.

B. Corrective Action

Each employee will be monitored for any preventable vehicle accidents, traffic violations, driver complaints or other reported adverse driving observations over a rolling three-year period. The three-year period will begin with the employee's first incident and all incidents for the next three years will be accumulated and receive the corrective action as outlined below. Levels of corrective action shall consist of the following:

1. Preventable Accident

If an accident is determined to be "preventable", by the Accident Review Committee the following progressive corrective action will apply.

a. First Preventable Accident
   1. The Safety Department will counsel with the driver as to the consequences of additional preventable accidents and the driver will be required to review the AGC "Think Ahead: Driver's Safety Video".
   2. Supervisory field employees will lose 100 points towards their annual safety incentive program, for the program year in which the accident occurred.
   3. Non-supervisory field, shop and yard employees will lose 1,000 hours towards their safety incentive program.

b. Second Preventable Accident
   1. The driver will be required to attend and pay for a Defensive Driving Course on the employee's own time and will be required to pay up to $250.00 on accident related deductible costs.
   2. The driver will be placed on probationary driving status.
   3. Supervisory field employees will lose 200 points towards their annual safety incentive program, for the program year in which the accident occurred.
   4. Non-supervisory field, shop and yard employees will lose 2,000 hours towards their safety incentive program.

c. Third Preventable Accident
   1. The driver will be required to attend and pay for Driver Improvement School on the employee's own time and will be required to pay up to $500.00 on accident related deductible costs.
   2. The driver will have company vehicle driving privileges suspended for a period of thirty (30) days.
   3. Supervisory field employees will lose 300 points towards their annual safety incentive program, for the program year in which the accident occurred.
   4. Non-supervisory field, shop and yard employees will lose 3,000 hours towards their safety incentive program.

d. Fourth Preventable Accident
   1. Their supervisor and the Safety Department will review the employee's driving record. They will make reparatory recommendations to the Executive Management Committee that could include, but are not limited to, the revocation of the use of a company vehicle.
   2. The driver will be required to pay up to $1,000 on accident related deductible costs.
   3. Supervisory field employees will be disqualified from their annual safety incentive program, for the program year in which the accident occurred.
   4. Non-supervisory field, shop and yard employees will lose 4,000 hours towards their safety incentive program.

2. Adverse Driving Observation
   a. First Adverse Driving Observation
      1. The Safety Department will verbally counsel with the driver as to the reported driving observation and consequences of additional adverse driving observations.
   b. Second Adverse Driving Observation
      2. The Safety Department and the driver's supervisor will verbally counsel with the driver as to the reported driving observation and issue a verbal warning.
      3. The driver will be required to review the AGC "Think Ahead: Driver's Safety Video".
      4. Supervisory field employees will lose 25 points towards their annual safety incentive program, for the program year in which the incident occurred.
      5. Non-supervisory field, shop and yard employees will lose 250 hours towards their safety incentive program.
   c. Third Adverse Driving Observation
      1. The Safety Department and the driver's supervisor will verbally counsel with the driver as to the reported driving observation and issue a written warning.
      2. The driver will be required to attend and pay for a Defensive Driving Course on the employee's own time.
      3. Supervisory field employees will lose 50 points towards their annual safety incentive program, for the program year in which the incident occurred.
      6. Non-supervisory field, shop and yard employees will lose 500 hours towards their safety incentive program.
   d. Fourth Adverse Driving Observation
      1. The Safety Department and the driver's supervisor will verbally counsel with the driver as to the reported driving observation.
      2. Their supervisor and the Safety Department will review the employee's driving record. They will make reparatory recommendations to the Executive Management Committee that could include, but are not limited to, the revocation of the use of a company vehicle.
      3. The driver will be required to attend and pay for Driver Improvement School on the employee's own time.
      4. Supervisory field employees will lose 100 points towards their annual safety incentive program, for the program year in which the incident occurred.
      5. Non-supervisory field, shop and yard employees will lose 1,000 hours towards their safety incentive program.

IX. POLICY ENFORCEMENT

A. Failure to comply with any part of this policy will result in disciplinary action from removal of driving privileges up to and including dismissal.

B. Any exceptions or variance to any part of this policy require written approval from the Executive Management Committee.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for company business.

Print Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

MOTOR VEHICLE REPORT (MVR) AUTHORIZATION

I, _____ authorize Jaynes Corporation to obtain information from various consumer and state reporting agencies regarding my driving record.

I understand that such information may be required now and from time to time in the future to comply with the Fleet Safety Management Program of Jaynes Corporation and/or requirements of companies providing insurance to Jaynes Corporation.

License Number	State	Date of Birth	Social Security #
_____	_____	_____	_____

_____ _____
Signature Date

A REVIEW OF EMPLOYEE DRIVING HISTORY IS A CRITICAL COMPONENT OF THE FLEET SAFETY MANAGEMENT PROGRAM OF JAYNES CORPORATION. EMPLOYEES ARE EXPECTED TO MAINTAIN A SAFE AND ACCEPTABLE DRIVING RECORD.

JAYNES CORPORATION
VEHICLE DRIVING WAIVER

Date: _____

I, _____ Social Security # _____ have been instructed this day by the management of Jaynes Corporation that I may NOT operate company owned or leased vehicles or equipment; or operate non-company owned vehicles (including my personal vehicle) to conduct any company related business (such as running errands or going for random drug screens, etc.). Life threatening emergencies are the only exceptions.

Should I be requested to operate company owned or leased vehicles or equipment; or operate non-company owned vehicles (including my personal vehicle) to conduct any company related business, it is my responsibility to inform them that I do NOT have authorization unless it is a life threatening situation.

I understand that failure to comply with this rule may result in my immediate dismissal.

Signed: _____ Date: _____

Witness: _____ Date: _____

*Note: Acceptable witnesses consist of Human Resources and Safety Department personnel, as well as Supervisors and other pre-approved designated company personnel.

JAYNES CORPORATION
RELEASE OF DRIVING WAIVER

_____ has been released from all restrictions pursuant to the Jaynes Corporation Vehicle Driving Waiver dated _____.

This employee is now permitted to operate a company owned vehicle or non-company owned vehicle to conduct company related business as outlined in the Fleet Safety Management Program.

_____ Date _____

Director of Human Resources

VEHICLE PREVENTIVE MAINTENANACE & SAFETY INSPECTION CHECKLIST

CHECK DEFECTS ONLY & EXPLAIN UNDER REMARKS

Vehicle #: _____ Driver: _____

Mileage: _____ Date: _____

Instruments/Gauges	_____	Safety Equipment	_____
Horn	_____	Steering	_____
Windows/Windshield	_____	Brake System	_____
Rear/Side View Mirrors	_____	Battery	_____
Windshield Wipers & Washers	_____	Radiator & Hoses	_____
Speedometer	_____	Exhaust System	_____
Seat Belts	_____	Suspension	_____
Seats/Upholstery	_____	Fuel System	_____
Heater/Defroster	_____	Oil/Water Leaks	_____
Head Lights	_____	Oil Level	_____
Turn Lights	_____	Water Level	_____
Brake Lights	_____	Transmission	_____
Tail Lights	_____	Engine Performance	_____
Reflectors	_____	Vehicle Accident Report Packet	_____
Tire & Rims	_____	One-time Use Camera	_____

General Condition of Body: _____ Good _____ Fair _____ Poor

Remarks:

_____

_____

_____

_____

_____

_____

Driver/Inspector: _____ Date: _____

"SAFETY BRINGS YOU HOME" DRIVER OBSERVATION PROGRAM

What is the program?
Highly visible, individualized decals are applied to each participating company vehicle. Motorists are asked to comment on notable driving behavior by calling the toll free number on the decal.

The call center is staffed around the clock by highly trained professionals, who validate the caller's report and screen it for details. A very small percentage of calls cannot be validated and are discarded (less than 2% of all calls).

The reports are sent to the Safety Department for review. The Safety Department will discuss the report with the affected driver in order to establish the facts surrounding the call report. It is an attempt to understand what actually took place and to provide reinforcement of safe driving practices. To help focus the discussion, the Safety Department will provide the driver with safe driving bulletins to review with the driver during the coaching session.

The last step of the process involves the Safety Department and driver providing feedback information to the call center. The information is recorded and reported to the call center for closeout. This information is used to learn about how the program is working and to make improvements when possible.

Observation reports fall into three categories:

1. Reports of risk taking such as: tailgating; speeding excessively (for conditions, etc.); dangerous weaving in lanes of traffic; or ignoring traffic control devices, etc. The Safety Department will set up private meetings with each affected driver to discuss the report, get the driver's remembrance of the incident and review a safe driving bulletin.
2. Another type provides compliments about notably professional behavior. This type of report accounts for about 10% of all reports. Drivers receiving this type of report will be eligible for public recognition.
3. Finally, reports of emergency situations (breakdowns, accidents, etc.) are received and immediately dispatched to the Safety Department for prompt action. In most cases, the call center will place a telephone call to the Safety Department while the motorist caller is still on the line.

Reasons For Implementing the Program:
Traditional fleet safety programs have helped to reduce accident rates and public awareness campaigns have alerted non-commercial drivers to pay attention to how they handle themselves around larger commercial vehicles.

Unfortunately, motor vehicle accidents continue to be the number one leading cause of work related deaths. Hundreds of people die on the highway each day and many more are injured from crashes. Why do these crashes continue despite training, awareness, special licensing for commercial drivers, etc.?

The U.S. Department of Transportation (D.O.T.) completed a study that shows that as much as 90% of all commercial vehicle accidents are due to driver actions. We also know that it is a small group of drivers that contribute to most of the accidents.

Common sense says that no one chooses to drive unsafely – everyone believes that it is "the other person" that causes the accidents. Traditional training says to watch out for "the other person" – to drive "defensively". This is good advice, but if we could identify those drivers who are most likely to become involved in a crash and help them recognize the opportunity to "tune up" their driving habits before anything happened, we'd probably avoid at least some of the collisions.

Several major insurance companies studied real data – hundreds of fleets, big and small, all across the U.S. – they found that this method actually eliminated, on average, two out of ten accidents! That's a lot of accidents avoided.

It's not easy to maneuver a large commercial vehicle in today's traffic situations. Non-commercial drivers do not practice courtesy or consideration of others. Additionally, time constraints, high customer expectations and daily distractions often team up to add further stress to the situation.

Fortunately, in spite of these distractions, most commercial drivers are safe. It is a minority of drivers who are involved in most of the accidents. That is where our program comes into play – identifying the few who need some extra help with their driving habits.

Our program is designed to identify serious risk taking behaviors BEFORE an accident happens. The goal is to help drivers perform safely, not get them in trouble.

Additionally, insurance company studies have shown that companies using this type of program have an average of 20% fewer accidents than those who do not discuss reports with their drivers.

Who gets complaints from the program?
Eighty percent (80%) of all drivers NEVER get a call report. Of the remaining twenty percent (20%), half get one report and half get more than one report. This validates that most drivers are safe and will not be directly involved in a coaching session. Those who do get a complaint report should approach the coaching session with an open mind – any of us can

lapse into "automatic" driving habits without realizing it. The coach is designed to lend a helping hand before an accident could occur.

How accurate are these call reports?
The call center takes screening calls very seriously. Bad information is worse than no information at all. Here are some of the ways they double-check information:

1. They won't forward a report to the Safety Department unless they've validated it. They generally won't send any anonymous reports. There are very few exceptions and then only after they've discussed the report on the phone with the Safety Department. These are usually VERY serious calls or emergency situations.
2. The call center staff has been trained on how to tell if a caller is making up details as the call progresses. The staff will discreetly double check details during the call to spot discrepancies. The staff handles only calls related to this program so they can spot trouble very quickly.
3. Caller ID let's them verify the caller's phone number immediately. Entering the caller's zip code gives them a chance to verify their hometown and catch discrepancies.

The point of the program is to get the driver's side of the story before any conclusions are made. The Safety Department has the ability to get the caller's phone number to re-check the details directly with them before or after discussion with the driver.

Everyone will work hard to be fair about the process. The Safety Department needs the driver's honest and direct input as soon after the "event" as possible. The driver should be honest enough to admit when they might have taken a risk, but also spell out when they think that the caller was wrong. The Safety Department will give the driver the benefit of the doubt.

The best bet is to continue to drive safely. A call report should not "ruin" the driver's career; in fact, it may give the driver a chance to address a habit they didn't even know that they had – BEFORE an accident.

Complimentary Reports
Although most calls are about perceived risk taking, about one in ten is specifically made to honor notable professionalism that is seen on the highway. Drivers that receive complimentary reports will also be informed by the Safety Department and will be eligible for public recognition.

Why is Jaynes Corporation using the program?
Simply because it works very well. Studies have shown that when management and drivers talk about the reports on a consistent basis, accidents get reduced by 10-30%. Of course it depends on drivers working hard to be their best, with management's help, training or "practice".

The program promotes job stability and security by reducing accident costs. Fewer company assets are lost and more money is available to invest in capital improvements and overall growth of the company. Management realizes that it costs a lot of time and money to recruit and hire the best employees, they want to see every employee doing their best. This program is not about getting people "in trouble" over an observation report; it is about coaching for best performance.

The program sends a positive message to customers and the general public that Jaynes Corporation really takes safety seriously. At best, seriously enough to ask for feedback on performance and then to actually use the data to work on improving performance. Some companies only apply catchy slogans like "we care about safety" but take no action to prove their promise.

The program provides an additional way to communicate emergencies to companies. The call center has gotten calls about serious accidents where the driver was unconscious and there was no other way to contact the company for information or to summon help.

Most drivers never receive a complaint about risky driving behaviors. The program celebrates and validates the fact that most commercial drivers are already doing their jobs safely. It only highlights the need to help drivers who are having difficulties, whether a temporary situation or a chronic one.

Remember that the number one cause of accidental death on the job is from motor vehicle accidents. Any program that has a proven track record of reducing accidents is worth pursuing.

ROAD RAGE

It's the latest rage…but don't get caught up in it! It could mean serious injury and even death for those who play ***this*** game. The number of road rage related incidents on our highways and streets has been increasing steadily since 1990 when the "phenomenon" was first recorded. In 1990 there were 1,129 reported incidents of aggressive driving (now better known as ***Road Rage***). In 1996 the number had risen to 1,800… a 7% increase per year. At that rate we can expect that in the next five years the number of reported incidents will exceed 3,000 per year. That's just the reported incidents. The actual number of incidents is estimated to be 2 to 3 times that, as most incidents go unreported to the authorities.

Who triggers these acts of aggressive driving?
Although studies have shown the aggressive driver to be male between the ages of 18 and 26, the perpetrator can be almost anyone - - including ourselves. We may sometimes drive a bit too close to the car in front of us, or pull into traffic with not quite enough time or space to do so safely. It may not take much to "set the other person off," however. Events that cause acts of violence are all too often clearly trivial – a radio played too loudly or someone driving too slowly. People have retaliated by shooting to death other drivers because of action perceived as being inappropriate or offensive. It may not be a single incident that sparks the violence; but the combined effect of personal attitudes and an accumulation of mental stress in the road rager's life. These combined elements can escalate responses, which spin out of control. Sadly, victims are often ordinary, innocent folks.

What can be done?
The following are tips that may help prevent our drivers from being victims of road rage:

1. **Watch for signs of dangerous or competitive behavior on the part of other drivers:**
   - Weaving or constant lanes changing in order to be "first"
   - Tailgating
   - Animated gesturing
   - Driving well over the posted speed limit

2. **Minimize activities now know to be potential triggers of aggressive reactions:**
   - Don't make sudden unannounced turns. Doing so can not only trigger road rage anger, but it's dangerous in general. Signal your directional intentions ahead of time.
   - Check your turn signals to be sure they have canceled after your turn. Some people are aggravated by following a car for miles that has turn signals blinking while the driver has no intention of turning or shifting lanes.
   - Drive at a speed within the limits of the law - - fairly consistent with the flow of traffic – not too slow or too fast.
   - Don't tailgate! Leave plenty of room between your vehicle and the one in front of you at all times, even at traffic signals.
   - Allow others to pass safely.

- At night, use your high beam headlights properly turning them on and off appropriately.
- Avoid eye contact. Don't react to the aggression.

3. Don't become the aggressor:

- Don't exchange verbal abuse or inappropriate gestures.
- Avoid aggressive or agitating body language and facial gestures.

4. Take Action

- Be a defensive driver - - not an offensive driver.
- Check your mirrors at regular intervals – know what is going on all around you.
- Get help if you suspect an aggressive driver is targeting you. Call the police; drive to a safe populated place. Use your horn to get attention. DON'T drive home.
- Seek professional help for anger management if you are the aggressive driver.
- Make defensive driving and road rage the topic of a safety talk.

"HOW FAST CAN YOU DIE IN A SPEEDING VEHICLE CARSH?"

1/10th of a second: The front bumper and chrome "frosting" of the grillwork collapse. Slivers of steel penetrate the tree to a depth of 1.5 inches.

2/10ths of a second: The hood rises, crumples and smashes into the windshield. The rear wheels, spinning, leave the ground. The fenders come into contact with the tree, forcing the rear parts out over the front doors. Your body continues to move forward at the vehicle's original speed (20 times the normal force of gravity – your body now weighs 3,200 pounds). Your legs ramrod straight and snap at the knee joints.

3/10ths of a second: Your body is now off the seat, torso upright, broken knees pressing against the dashboard. The plastic and steel frame of the steering wheel begins to bend under your death grip. Your head is now near the sun visor, your chest above the steering column.

4/10ths of a second: The vehicle's front 24 inches have been demolished, but the rear end is still traveling at about 35 miles per hour. Your body is still traveling 55 mph. The half-ton engine block crunches into the tree.

5/10ths of a second: Your fear-frozen hands bend the steering column into an almost vertical position. The force of gravity impales you on the steering shaft. Jagged steel punctures your lungs and intercostal arteries. Blood spurts into your lungs.

6/10ths of a second: Your feet are ripped from your tightly laced shoes. The brake pedal shears off at the floorboards. The chassis bends in the middle, shearing body bolts. Your head smashes into the windshield. The rear of the vehicle begins its downward fall, its spinning wheels digging into the ground.

7/10ths of a second: The entire, writhing body of the vehicle is forced out of shape. Hinges tear, doors spring open. In one last convulsion, the seat rams forward, pinning you against the cruel steel of the steering shaft. Blood leaps from your mouth, shock has frozen your heart. YOU'RE NOW DEAD!

CONSTRUCTION JOB SITE SECURITY

I. SCOPE

Construction companies are losing more than $1 billion annually to equipment theft and vandalism. While Jaynes Corporation may not be able to keep determined "professional thieves" from stealing company property, we can make it extremely difficult for them and make it totally impossible for the average person. The security planning that goes into a construction project is often the difference between no losses and expensive thefts. A job site without proper security, fencing, adequate lighting or controlled access makes a very easy target for even the most inexperienced thief.

The loss of these items may be covered by insurance, but thefts can have indirect costs that can be devastating to Jaynes Corporation:

- When stolen tools aren't available when employees get to the job, delays will occur and inevitably production drops dramatically.
- Construction delays will impact the schedule and may damage relations with customers and owners.
- Subcontractors may buy "cheap" tools to cut losses. They tend to wear out quickly, break and have a negative impact on the morale of the workers.

There is no universally perfect program because job sites in different locations will require different protective procedures and devices. It is the responsibility of the project superintendent to make sure that the job site is as safe as possible from vandalism and theft. After reading this section review the Security Checklist (See Exhibit 12.1-A "Job Site Security Checklist") to see how secure the job site is and what can be done to improve it.

II. PURPOSE

This section address the need for security planning and covers key elements in reducing theft and vandalism of equipment on job sites.

III. JOB SITE SECURITY TIPS

A. Joint Venture Security

Ideally, Jaynes Corporation and the subcontractors and suppliers should share responsibility for initiation and funding of an effective vandalism and theft prevention program because each has exposure to substantial loss.

At the early stages of the construction project the Jaynes Corporation project manager and project superintendent should partner with the appropriate subcontractors and suppliers to develop and share the cost and responsibility for a job specific vandalism and theft prevention program. The Jaynes Corporation project superintendent will be in charge of the program and will be responsible for filing all reports to the police and Jaynes Corporation Safety Department.

B. Inventory

The first step in any protection program is to identify the equipment Jaynes Corporation has. An inventory should be made available for each job site. It is important to keep this information up to date and secure with a photo of the larger equipment. Newly purchased items should be entered immediately and copies of the inventory should be kept in a safe location both at the main office and on the job site. On new equipment information that will aid in insurance settlement and recovery includes: original date of purchase, original cost, age of equipment, manufacturer, serial number and location of serial numbers and any unique features of the equipment item.

A standard procedure for checking material on and off the job site should be established and followed:

1. A designated employee at the job site should be assigned to maintain a tight inventory control of all materials and tools delivered, signing for each delivery only after carefully checking the invoice for shortages.
2. Critical material should not be stored on the job site any longer than necessary. Whenever possible the delivery of high value material or those known to be in critical shall be timed on an as needed basis in conformance with the construction schedule.
3. Spot check materials and equipment frequently and do not allow empty cartons to accumulate, as they may be used to take supplies off the project. Supervise all trash removal so that valuable tools or materials cannot be hidden in the containers and then removed from the job site.

Building materials can be marked with a dye that is only visible under “black” light for identification purposes should they be stolen.

Arrange stacked materials at a right angle to the street. When materials are arranged parallel to the street, the police officer cruising past the job site at night with a spotlight can see very little. Turn the materials to a 90-degree angle to the eliminates hiding places

C. Law Enforcement

The project superintendent should contact the local law enforcement agency prior to starting the project or moving equipment onto the job site and ask for the site to be included in patrol patterns. Give them the details of the project, type of construction, work schedule, starting time and expected date of completion. Names and phone numbers of key personnel and contact information during non-working hours also essential. Keep the police posted on critical materials and unusual job site activities that might require their attention. Tell the police how the equipment is specially marked for identification.

The project superintendent should ask the local law enforcement agency to conduct a crime prevention survey of the job site and include them in all pre-job security planning. If we're going to use security personnel, it is sometimes good public relations to hire off-duty law enforcement personnel.

D. Speak Out On Theft

When Jaynes Corporation doesn't clearly state opposition to theft and vandalism and acts to prevent it, we're subject to more theft. Therefore, the project superintendent shall do the following:

1. Conduct meetings and provide handouts to let workers know Jaynes Corporation expects honesty on the job site.
2. Explain Jaynes Corporation's policy on "gray areas" such as taking scrap lumber or cutoff pipes, personal use of company cars or borrowing tools for overnight or weekend use.
3. Ask workers to report theft to management via a phone number that they can use after hours and on weekends.
4. Post signs addressing construction site theft and vandalism around the job site. (See Exhibit 13.1-C "Jaynes Corporation Construction Site Theft & Vandalism Sign")
5. Post signs to warn trespassers to keep out of the construction site. In most states, the police may have no authority to challenge or arrest trespassers if the site is not posted.

Employees can play a vital part in reducing losses of small tools and materials by constant surveillance of the job site. In preventing vandalism and theft, employees can be working with us as well as working for us.

E. Neighborhood Involvement

If we solicit their help in a friendly way, neighbors and their children can become efficient watchdogs of the projects during evening hours and on weekends.

The project superintendent should contact neighbors in the immediate area around the job site. Don't overemphasize concern about stopping crimes. Stress the way we are promoting safety so their children won't be tempted to play in the job site and get hurt.

We could pass out "flyers" with photos of equipment to nearby neighbors. We can offer rewards for information on any persons vandalizing, stealing, tampering with equipment or attempting to steal equipment on job sites.

Park equipment in clear view of the public and in well-lit areas or provide lights.

A videotape camera system cannot only deter crime, but also identify and aid in the prosecution of the persons who may vandalize or steal from the job sites. Even a "dummy" camera will assist in preventing losses, however, only the superintendents should know if the camera is not really recording.

F. Equipment Identification & Protection

One of the first things a thief does after stealing equipment is to remove the plate on which the manufacturer has listed the Model and Serial Number. Once recovered, a good portion of this equipment is never traced to the rightful owner.

Even if we are certain the equipment belongs to Jaynes Corporation, positive proof is a legal requirement to reclaim it. The project superintendent should keep a written record of all identification numbers on equipment on their job site, as well as, a color photo of each unit.

Use a hardened steel punch or etching tool to duplicate the serial and equipment numbers in at least two places, one obvious and one hidden. Record the locations and the numbers. Post warning notices on the equipment advising that all serial and equipment numbers have been recorded. If equipment is stolen and recovered in another town or state, police can trace ownership back to Jaynes Corporation and we can make positive identification.

All Jaynes Corporation equipment shall be painted with "Jaynes Green" paint to aid in identification.

The tops of all cabs and rollover protective structures of all Jaynes Corporation vehicles and equipment shall be marked to aid in aerial identification.

Make sure that storage sheds or fenced areas are used to properly secure all tools and equipment. A good inventory control, with "Check in and out"

system for tools issued to employees, could save the project from excessive losses. Position the office and storage trailers so the doors can be seen from the road.

Make sure cut-off saws, torches, pry bars and other tools that could be used to break into trailers or toolboxes are secured at the end of the workday.

When not in use, keep cabs on all vehicles locked and ignition keys removed. Use metal shields on equipment windows where practical and lock oil and gas tank caps. Immobilize equipment by removing the rotor or lowering the blade or bucket. Equipment that cannot be fenced should be disabled at night and on weekends. Remove the battery and electric starting system, particularly when the equipment is not used daily. Use concealed ignition cut-off switches, fuel line and system locks and hydraulic cylinder locks when possible.

Install alarms or anti-theft devices such as fuel cutoffs, hydraulic bypasses, track locks, hydraulic arm locks, arm locks, etc. Post signs and stickers warning that vandals will be prosecuted to the fullest extent of the law. Reporting crimes to prosecution is the best deterrent to future crimes.

There are companies that can provide invisible marking on our tools and equipment along with warning signs that can be used as a powerful deterrent and can be key in recovery.

New technology in global position devices can be used in tracking equipment. There are also police recovery systems for vehicles and equipment stolen on job sites or elsewhere. A small radio transceiver is hidden within the vehicle or equipment. If the vehicle or equipment is reported stolen, it can be tracked to its location. This is only available in certain areas of the United States.

G. Lock and Key Control

Controlling keys is an essential element in access protection. Key issuance must always be based on actual continuing need and not on convenience. The number of persons to whom responsibility of "key control" is given should be limited to as few as possible.

Keep an updated log listing the type of key issued, to whom, on what date and for what purposes. Keep all un-issued keys under lock and keep extra keys to a minimum.

A sure method of making "missing" keys useless is to periodically change locks. Considering the potential losses involved this simple act is well worth the time and money. Extra security locks, such as those having changeable combinations, may be the answer. To prevent unauthorized duplication,

"plug" keys with a rivet through the bow as a means of preventing alignment needed for machined duplication.

H. Appropriate Hardware

Select padlocks that do not have exposed shackles. Padlocks with exposed shackles are easily cut with bolt cutters. Never leave a padlock hanging around in the open position. Thieves can exchange the lock for one of their own. This means you will lock up with someone else's lock.

If the manufacturer has imprinted locks and keys with matching numbers, use steel wool to remove the numbers for the locks. Depending on the type of lock, thieves may be able to use a lock number to have a key made to fit the lock. Jaynes Corporation shall use our own numbering system to replace the manufacturers' numbering system.

When using mobile trailers, use heavy gage padlocks that are covered. Use fifth wheel locks and windows with bolted steel burglar bars

I. Fencing Controls

Give the fencing at the job site special attention. Fencing, either around the entire site or around storage areas and trailers, will help control who enters those areas. If chain link fencing cannot be used, consider 48-inch orange netting. While it will not stop a trespasser from crossing, it does define the perimeter of the construction site.

Fencing focuses all access through one or two points, making control easier. The gates to the project should be kept to a minimum and all strange vehicles should be challenged. When not in use all gates should be locked.

Thieves and vandals with minimal risk can easily scale a fence without strands of barbed wire. The weakest point of most chain link fences is at the bottom. A fence not secured to posts or a bottom wire can be lifted and rolled under.

Although some protective fencing, such as that which is used on a downtown construction site, is made of plywood, it is well to consider the use of an occasional section of chain-link fencing. It provides better opportunity for surveillance at off-duty hours by security patrols, police and the general public.

Separate parking areas outside the construction site should be provided for employees' cars. It prevents the pilfering of tools and equipment, which can easily be placed in vehicles and removed at the close of the working day.

Fenced in areas should be cleared of vehicles at the close of the workday to make sure no unauthorized vehicles remain to be used later for removing tools, equipment or supplies.

J. Security Lighting

The proper use of lighting as a crime deterrent should be high on the priority list for any plans to combat theft and vandalism. Adequate night lighting is also recognized as a significant deterrent to acts of "casual" or "impulse" crime.

Temporary lighting should be in place prior to job start-up and plans should be made to expand its coverage as the job progresses. Consider renting lighting systems if company owned systems are not available. Regardless of the fixtures selected, points such as the office trailer, material storage yard and equipment storage areas should be illuminated to the minimum extent of one-foot candlepower at the ground level. Critical areas should be visible from the most heavily traveled road bordering the site. Make sure the lighting shines into the site lighting up what is there instead of shining towards the road where it could block observation. A good lighting system can also be spotted during the daytime by would be thieves who might be casing the area.

The small cost of overnight lighting is a public relations bargain, as it tells others that Jaynes Corporation wants to help them protect their property and cut down on crime in the area.

K. Alarm Systems

Alarm systems are becoming popular on construction job sites to protect supply trailers, portable buildings and supplies. Some systems are highly sophisticated but cost of installation and service charges may be prohibitive, but alarm signs and decals are not.

L. Security Guards

Jaynes Corporation shall carefully check the backgrounds and qualifications of any private security guard firms prior to hiring them to ensure that they are licensed and can provide a certificate of workers' compensation and liability insurance.

M. Equipment Accountability Program

Jaynes Corporation shall enforce an Equipment Accountability Program. This program makes supervisors, foremen and employees responsible for equipment losses. The program will be monitored once a year and updated as needed.

No matter how small the loss from theft or vandalism, report all incidents to law enforcement officials and the Jaynes Corporation Safety Department. The information promptly supplied may save the job site from a repeat visit or discourage the vandals or thieves from striking another one of our projects. The project superintendent should return to the job site about 20 minutes after work stops everyday. Many times, thieves will "case" the job and steal directly at the end of the workday.

The Jaynes Corporation security guidelines and procedures will be review annually to look for ways to strengthen it even if we are successful in preventing thefts or vandalism.

IV. CONCLUSION

A construction job site security program can make a great difference in whether or not Jaynes Corporation job sites will be attacked by vandals or thieves. Planning ahead and implementing a few items noted above will be an important factor in equipment theft and vandalism.

JOB SITE SECURITY CHECKLIST

		Yes	No
A.	PERIMETER DEFENSE:		
1.	Are fences and gates needed?	( )	( )
2.	Is gate frame made of angle iron, pipe or steel, NOT wood?	( )	( )
3.	Are there gaps between base and ground?	( )	( )
4.	Is the chain and padlock locked when gate is open?	( )	( )
5.	Are materials stored close to fence?	( )	( )
6.	Are materials stacked at a right angle to the road?	( )	( )
7.	Are reward signs posted and visible to all passersby?	( )	( )
8.	Are guard dogs needed?	( )	( )
9.	Are vehicles that enter and leave controlled?	( )	( )
10.	Is personnel access controlled?	( )	( )
11.	Are there lights that are high, bright and carefully positioned?	( )	( )
12.	Are lights protected with polyglazing material to curb breakage?	( )	( )
13.	Is the power source, switches, fuses & controls for lighting protected from attack?	( )	( )
B.	INNER BUILDING SECURITY:		
1.	Is material stored in a central designated room or area which is locked and controlled?	( )	( )
2.	Is the room equipped with an alarm and so marked?	( )	( )
3.	Are all procedures under section C. LOCKS implemented?	( )	( )
4.	Are flammable liquids locked and secured?	( )	( )
C.	LOCKS:		
1.	Is lock code number removed and recorded?	( )	( )
2.	Is lock always locked even when door or gate is open?	( )	( )
3.	Are interchangeable cores readily available when a key is lost?	( )	( )
4.	Considered the keying arrangement best suited for your operation, i.e., one key fits all locks; separate keys with master key, etc.?	( )	( )
5.	Do padlocks have the company name stamped into them?	( )	( )
6.	Is the shackle vulnerable to weather or is it made of brass, bronze or chrome plated?	( )	( )
7.	Are locks shrouded or equipped with anti-wedge feature?	( )	( )
8.	Are hasps welded to the door and frame?	( )	( )
9.	Are security-type screws (clutch head & twist off head) used on hinges and hasps?	( )	( )
D.	TRAILERS:		
1.	Are doors made of plywood or more sturdy material?	( )	( )
2.	Are side panels secure?	( )	( )
3.	Are door hinges rusted?	( )	( )
4.	Are doors equipped with one-way non-retractable screws?	( )	( )
5.	Are there alarms on the trailers?	( )	( )
6.	If equipped with an alarm system is there an emblem notifying that the premises are alarmed?	( )	( )

		Yes	No
7.	Is there a hasp locking device with a high quality padlock?	( )	( )
8.	Is the trailer equipped with a locking device that would prevent easy removal of the entire trailer?	( )	( )
9.	Are the locks always closed even when the door is open?	( )	( )
10.	Are office trailers equipped with a security package which includes smaller windows with bars and special locking devices?	( )	( )
11.	Is office equipment locked and secured within the trailer?	( )	( )

E. OPERATION IDENTIFICATION:

1.	Is all equipment engraved with a company number in two or more places?	( )	( )
2.	Are valuable removable parts also marked?	( )	( )
3.	After marking, are all items recorded and inventoried?	( )	( )
4.	Are signs posted at the site which notify individuals of the implementation of Operation Identification?	( )	( )
5.	Is every new employee given a letter which informs them of Operation Identification?	( )	( )

F. VEHICLES & EQUIPMENT:

1.	Is equipment secured with a chain and padlock?	( )	( )
2.	Are keys always removed?	( )	( )
3.	Is there a hidden ignition cut-off switch?	( )	( )
4.	Is a part of ignition system removed at day's end?	( )	( )

G. SCRAP REMOVAL:

1.	Are gathering, storage and removal supervised?	( )	( )
2.	Is an individual assigned this responsibility?	( )	( )

H. GANG BOXES:

1.	Is the shackle on the padlock exposed to attack or is it shrouded in steel to curb cutting?	( )	( )
2.	Is the gang box fastened to any structure or equipment to prevent removal?	( )	( )
3.	Are wheels removed when not needed to prevent removal?	( )	( )
4.	Is there a central storage place for gang boxes?	( )	( )
5.	Are procedures under section C. LOCKS in effect?	( )	( )

I. FORMS & REPORTS

1.	Are local police departments notified prior to beginning a new project?	( )	( )
2.	Are appropriate damage and theft reporting forms available?	( )	( )
3.	Are procedures under Operation Identification implemented?	( )	( )
4.	Have all workers been informed of potential arrest & prosecution?	( )	( )
5.	Have you implemented an "End of Day Inspection Report" and procedure?	( )	( )

OFFICE, SHOP & YARD SECURITY

I. GENERAL BUILDING SECURITY

The best way to prevent a crime of intrusion is to make its commission difficult.

A security system can begin with a simple deadbolt lock and expand to sophisticated electronic intrusion and notification equipment. There is no security system that is infallible, but the more carefully chosen and designed the system is for the particular circumstances the smaller chance there is that it will be defeated.

The following is recommended:

A. Lighting

The value of adequate lighting as a deterrent to crime cannot be overemphasized. Adequate lighting is a cost-effective line of defense in preventing crime. All sides and approaches to the facility should be illuminated. Lighting should be directed downward and away from the facility and away from personnel assigned to patrol the facility. The goal is to create as few shadows as possible. Perimeter lights should be installed co the cones of illumination overlap, eliminating areas of total darkness if any one light fails to illuminate. A weekly visual examination should be made of all exterior illumination to ensure proper function.

Lighting should be controlled by an automatic photoelectric cell allowing an extension of the daylight hours and providing protection against human error. This will ensure operation during inclement weather. All exterior lighting fixtures should be secured in vandal and weather resistant housings. Timers should also regulate interior lights when the building is unoccupied.

B. Fencing

Take note of all local building and zoning codes regarding fencing prior to planning or constructing a new fence. Existing or new fencing should be strong and well maintained. Fence lines should be kept free of trash and debris. Clear away trees and vines that might aid a climber. Weeds and shrubs along fence lines, sides of buildings or near entrance points could hide the activities of a criminal. Keep shrubs low, less than 36 inches high or clear them away completely. Cut back vines attached to buildings in order to prevent determined intruders from gaining access to upper windows or unprotected roof doors.

C. Skylights

Skylights, ventilators and large door transoms can provide easy access to intruders unless properly protected. If permanent sealing is not possible, steel bars or screens of expanded metal may be required.

D. Fire Exits & Stairways

Fire and emergency exits should be designed for quick exit but difficult entry from outside. Emergency stairways should be lighted and doors leading to them kept in good repair. Unauthorized or illegal locking devices must be avoided, but safe locks with quick-release plates or bars are commercially available. Some locks come with built-in sound devices that announce an unauthorized entrance or exit.

E. Windows

Windows should provide light, ventilation and visibility, but not easy access. Glass bricks can be used to seal a window, allowing a continued light source while providing increased security, although visibility and ventilation will be lost. Gates and expanded steel screening, while often unattractive, will provide a high degree of security. Local building codes and fire safety regulations should be consulted prior to all such installations to avoid costly violations.

F. Locks

Door locks should be chosen and installed to provide proper security for the location involved. Locks with single cylinders and interior thumb turns, installed on doors with glass panels, should be placed more than 36 inches away from the nearest glass panel. The end-of-day locking procedure should include a visual examination of all areas of the building to prevent "stay-behind" burglars.

1. All exterior door lock cylinders should be protected with metal guard plates or armored rings to prevent cylinder removal. The guard plates should be secured with round-head carriage bolts. Some highly pick-resistant cylinders have a guard plate assembly built around them.
2. All exterior locks should conform to the following:
    a. Lock cylinders should be highly pick-resistant.
    b. Deadbolt locks should have a minimum bolt extension of one full inch.
    c. Drop-bolt locks should be installed with the proper strike: wood frame, angle strike, metal frame, flat strike.
    d. All cylinders should be protected with a guard plate or an armored ring.

3. Doors that have air, hydraulic or spring returns should be periodically tested to insure that doors return to their fully closed or locked position.

G. Doors

All external doors, main building doors and lobby door leading to common hall should conform to the following guidelines:

1. Solid core wood or metal. If found to be semi-solid, the doors should be strengthened by applying a ½ inch sheet of plywood inside or cover with metal on both sides.
2. Glass door panels or side panels should be secured with expanded metal to steel mesh secured to the inside of the door. An acceptable alternative is ½ inch thick polycarbonate secured to the inside of the door or frame.
3. If an alarm system is present or planned for the location the doors should be equipped with one or more of the following sensor devices: magnetic contact switch, shock sensor or laced panel board. "Glass bugs" which detects glass breakage should be attached to all glass panels and side panels.
4. Doors protected with sensors connected to an alarm system will transmit a signal when violated. If the system is local or proprietary, a sound device, bell or siren will announce any intrusion at the location. If the system is connected to a central-stations monitoring company, the signal will be received at the monitoring company. When a signal is received, police and company officials are notified.
5. The doorframes should be sturdy and appropriate for the type of door hung. Weak frames should be replaced or rebuilt.
6. Exterior door locks should conform to the guidelines found in Section "F" (Locks). Interior or office doors should be equipped with heavy-duty, mortised latch sets that have deadbolt capacity. Where needed, rim mounted deadbolt or drop-bolt locks can be installed to increase the security of important offices or rooms.
7. Doors that have external or exposed hinges may be vulnerable to pin removal. The hinge pins should be made non-removable by spot welding or other means or the hinges should be pinned to prevent separation.
8. Doors to utility closets should be equipped with working deadbolt locks and kept locked at all times. Such closet, if unsecured, can become hiding places for "stay-behind" criminals.
9. All exterior doors which do not have glass vision panels should be equipped with wide-angle interviewers (peepholes).
10. Check all local building and fire codes regarding elevators prior to installing locks or other security devices on elevator doors or cabs. If

no restrictions exist, the floor doors can be equipped with locking devices to prevent unauthorized entry.

a. Elevator cabs should be programmed either by key or relay to bypass floors that are closed or unoccupied.
b. Elevator doors on each floor can be equipped with sets of magnetic contacts connected to the alarm system, which signal any violation of the door.
c. All elevator cabs should be equipped with corner-view mirrors to allow observation of the interior prior to entering.

11. Fire doors must conform to all local fire and building codes and should have an Underwriters Laboratory rating.
    a. Fire doors should be secured with approved latching or locking hardware, a panic bar with a spring latch or safety lock.
    b. If the fire door is solid core, the interior material must be fire resistant.
    c. An adjustable spring or air return will ensure that the door is always closed.
    d. As with all doors, sensor devices connected to a sound device or system will announce their opening.

II. PROTECTIVE DEVICES

A. Intrusion & Fire Alarms

Intrusion and fire-detection alarm systems are of obvious benefit, but are costly. The installation of an alarm system can materially upgrade the security at most locations. The sophistication and coverage provided vary widely from system to system. The size, location and type of facility will help determine the type of system required. Special features such as emergency panic buttons and robbery signal circuits may be considered.

B. Surveillance

Closed-circuit television coverage may also be useful, as such systems permit surveillance of exterior exits and interior halls by a single trained security officer at a master console.

C. Signs

Post deterrent “warning“ signs on the exterior of the facility. In other words, advertise your crime prevention readiness.

D. Emergency or Silent Alarm

An emergency or silent alarm transmitter device should be located so that it can be activated without any unnatural or sudden movements. Such

movements can be very dangerous when facing an armed intruder or an emotionally disturbed or angry person.

E. Professional Assistance

In evaluating your security readiness you may require professional assistance. Start by contacting the local law enforcement agency and request help from the Crime Prevention. Crime Resistance or Burglary Prevention Officers. These specially trained officers can offer expert guidance. Keep in mind that the officer is not selling a product or system but is there to help you. I further assistance of a particular type is needed, you may want to retain the services of a private security consultant.

III. PROTECTING VALUABLES

A. Whenever possible, all office machines and equipment should be bolted to counter or desk tops or otherwise secured with locking hardware or cable and padlock devices commercially available.

B. All office machines and equipment should be included in an up-to-date inventory and marked with an owner-applied identification code. Many municipalities have such marking programs. Check with your local law enforcement agency to determine if such a program exists locally and what form the code should take.

C. Valuable portfolios and files should be stored in fire-resistant metal cabinets. The best type of cabinets will have fire ratings awarded by Underwriters Laboratories and will be tagged for identification as fire-retardant chests or cabinets with a UL sticker. Most quality storage units have built-in locking devices. It should be noted that fire-resistant files and chest do not normally have a high rating for burglary resistance.

D. Key control for all doors should be strictly maintained. Key possession should be limited to a “must have” basis or one of “demonstrated need”. If a key-holder leaves the company or changes position and no longer requires a key, the cylinder should be changed and all keys reissued.

E. Ideally, high-value items should be stored in a safe. The safe should be secured to the floor with a reinforced concrete base.

IV. TYPES OF INCIDENTS

Incursions, vandalism and other incident can occur even where apparently adequate security systems are in operation. A few general principles for reporting and otherwise handling such occurrences are suggested below.

A. Terrorism & Incursions by Armed Attackers

In such situations there may be little action one can take without risking one's own life or the life of an innocent person.

1. Try to keep calm but alert to facts that could later prove helpful to law enforcement.
2. If faced with demands by armed attackers, comply if possible and avoid antagonizing them; sudden movements can be fatal mistakes.
3. If children are involved, try to keep them calm.
4. Notify police as soon as you safely can.
5. See Section 12.3 "Workplace Violence Policy & Prevention"

B. Vandalism & Burglary

1. Immediately notify the Safety Department and police no matter how minor the incident. Watchful and knowledgeable persons will occasionally be able to notify the police in time for them to apprehend an offender in the act or shortly thereafter.
2. An accurate inventory of any stolen or otherwise missing articles can materially aid the police in their investigation and with insurance claims.
3. If there is physical damage, refer to Section 18.5 "Property Loss / Damage Reporting".
4. Apprise the Safety Department and police as to anything out of the ordinary in the conditions of the premises no matter how insignificant.

C. Mail Bombs

Bombs and other incendiary devices have been employed against both individuals and companies for purposes of revenge, extortion and terrorism. The physical appearance of such devices is limited only by the imagination of the senders; they have been letters, books and parcels of various sizes and shapes. They have, however, exhibited unique characteristics in the majority of known instance. The first rule for security is to be thoroughly knowledgeable concerning the types of mail normally received and to be on guard against the unusual, particularly mail or deliveries exhibiting these characteristics. The second is to take all possible precautions when suspicious mailings arrive.

1. What to look for:
    a. Name and title of addressee are not accurate.
    b. No return address or the sender is not known to the addressee.
    c. Handwriting appears distorted or foreign.
    d. Mailing is unprofessionally wrapped, appears uneven, abnormally bulky or lopsided and contains bulges or soft spots.

e. Poorly wrapped package is marked “Fragile – Handle With Care”, “Rush –Do Not Delay” or has unusual restrictions such as “Personal” or “Private”.
f. Letters or packages show an excessive amount of postage stamps.
g. Protruding wires or tinfoil.
h. Package makes a buzzing or ticking noise, a sloshing sound or emits a peculiar odor.

2. What to do:
   a. Don’t open the article. Don’t put it in water or in a confined space, such as a drawer or cabinet.
   b. Isolate the article and secure the immediate area, closing nearby doors. If possible, open windows in the immediate area to help venting potential gases.
   c. Contact the local Law Enforcement agency and Postal Inspector for professional assistance.

D. Bomb Threats

See Section 19.4 “Bomb Threat”

WORKPLACE VIOLENCE POLICY & PROCEDURES

I. PURPOSE & SCOPE

This section describes Jaynes Corporation policy for preventing and responding to disruptive, threatening or violent behavior involving any member of the Jaynes Corporation community (employees, subcontractors/suppliers, owners, etc.), as well as guidance for protecting the Jaynes Corporation community from and responding to, such conduct when directed toward them by unaffiliated visitors or members of the general public.

II. DEFINITIONS

A. **Intimidating Behavior** – An act towards another person, the purpose of which is to coerce and the result of which could reasonably cause the other person to fear for their safety or the safety of others.

B. **Disruptive Behavior** – Disruptive behavior disturbs, interferes with or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

C. **Threatening Behavior** – Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property ("you better watch your back" or "I'll get you") as well as implicit threats ("you'll be sorry" or "this isn't over").

D. **Violent Behavior** – Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (e.g., throwing things, pounding on a desk or door or destroying property); and specific threats to inflict physical harm (e.g., a threat to shoot a named victim).

III. POLICY

A. Jaynes Corporation can best perform its mission when employees, subcontractors, owners, visitors and members of the general public can share a climate that supports the free exchange of ideas and utilizes constructive methods of conflict resolution. Jaynes Corporation is committed to creating and maintaining a work environment that is free from intimidating, disruptive, threatening or violent behavior.

B. Jaynes Corporation will not ignore, condone or tolerate intimidating, disruptive, threatening or violent behavior by any member of the Jaynes

Corporation community or by unaffiliated visitors or members of the general public. Acts of intimidating, disruptive, threatening or violent behavior by Jaynes Corporation employees will be considered serious misconduct and will be the basis of disciplinary action, up to and including dismissal.

C. Certain instances of intimidating, disruptive, threatening or violent behavior are prohibited under criminal or civil law. When appropriate Jaynes Corporation will refer cases for civil action or criminal prosecution.

D. An individual may be prohibited from Jaynes Corporation premises for certain reasons, including intimidating, disruptive, threatening or violent behavior. Subcontractors and/or suppliers and unaffiliated visitors may be temporarily or permanently prohibited from Jaynes Corporation premises, which include construction sites under Jaynes Corporation control.

E. The Safety Department, management and supervisors are responsible for (1) formulating and implementing Jaynes Corporation's response to intimidating, disruptive, threatening or violent behavior, and/or (2) reporting such behavior through normal lines of communication. Assurance of a safe working environment is important to everyone. It is the responsibility of all Jaynes Corporation, subcontractor and owner employees to report any occurrence of intimidation, threat or violence to their supervisor and the Safety Department.

F. Jaynes Corporation maintains an Employee Assistance Program (EAP) provider to assist management, supervisors and other employees. The EAP provider may coordinate management of ongoing or recurring problems, assist victims, recommend appropriate intervention and develop strategies for promoting safety and preventing high-risk situations from escalating to emergencies. (See Section 9.2 Employee Assistance Program (EAP))

IV. AWARENESS

A. Indicators of Problem Behavior

Below is a list of behaviors and attitudes that may be indicators of intimidating, disruptive, threatening or violent behavior. If you observe a ***pattern*** of such behaviors and attitudes that cause concern, please contact a member of the Safety Department for a consultation.

1. Behavior
   a. Upset over recent event(s) either work or personal crisis
   b. Recent major changes in behavior, demeanor or appearance
   c. Recently has withdrawn from normal activities, family, friends, and co-workers
   d. Intimidating, verbally abusive, harasses or mistreats others.
   e. Challenges and/or resists authority

f. Blames others for problems in life or work; suspicious or holds grudges
g. Use/abuse of drugs and/or alcohol
h. Unwelcome obsessive romantic attention
i. Stalking
j. Makes threatening references to other incidents of violence
k. Makes threats to harm self, others or property
l. Weapons – has or is fascinated with weapons
m. Has known history of violence
n. Has communicated specific proposed act(s) of disruption or violence

2. Attitude
   a. Is isolated or a loner
   b. Morally superior, self-righteous
   c. Feels entitled to special rights and that rules don't apply to them
   d. Feels wronged, humiliated, degraded; wants revenge
   e. Feels without choices or options for action except violence

V. RESPONSE

A. **STEP 1:** General Response to Face-to-Face Intimidating/Disruptive Behavior (No Threats or Weapons)

1. Respond quietly and calmly. Try to defuse the situation.

2. Do not take the behavior personally. Usually, the behavior has little to do with you, but you are used as a target in the situation.

3. Ask questions. Respectful concern and interest may demonstrate that aggression is not necessary.

4. Consider offering an apology. Even if you've done nothing wrong, an apology may calm the individual and encourage cooperation. "I'm sorry that happened. What can we do now that will solve the problem?"

5. Summarize what you hear the individual saying. Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual's concerns reflects your attention. Focus on areas of agreement to help resolve the concern.

If this approach does not stop the disruption, assess whether the individual seems dangerous. If in your best judgment they are upset but not a threat, set limits and seek assistance as necessary.

B. **STEP 2:** Step 1 Response Ineffective, Individual DOES NOT Seem Dangerous

1. Calmly and firmly set limits. "Please lower your voice. There will be no disruptions in this office." "Please be patient so that I can understand what you need and try to help you."

2. Ask the individual to stop the behavior and warn that official action may be taken. "Disruption is subject to Jaynes Corporation disciplinary action. Stop or you may be reported."

3. If the disruption continues despite a warning, tell the individual that they may be disciplined or prosecuted, state that the discussion is over and direct them to leave the area. "Please leave now. If you do not leave, we will call the Police."

4. If the individual refuses to leave after being directed to do so, state that this refusal is also a violation subject to discipline, exclusion from work or arrest.

C. **STEP 3:** Step 1 Response Ineffective and the Individual SEEMS DANGEROUS

1. If possible, find a quiet, safe place to talk, but do not isolate yourself with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back and stay seated if possible. Leave the door open or open a closed door and sit near the door. Be sure a co-worker is near to help if needed.

2. Use a calm, non-confrontational approach to defuse the situation. Indicate your desire to listen and understand the problem. Allow the person to describe the problem.

3. NEVER touch the individual yourself to try to remove them from the area. Even a gentle push or holding the person's arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.

4. Set limits to indicate the behavior needed to deal with the concern. "Please lower your voice." "Please stop shouting (or using profanity) or I'll have to ask you to leave."

5. Signal for assistance. The individual may be antagonized if you call for assistance so use a prearranged "distress" signal to have another co-worker check on you to determine how you are. If you need help, the co-worker should alert your supervisor and/or the police.

6. Do not mention discipline or the police if you fear an angry or violent response.

7. If the situation escalates, find a way to excuse yourself, leave the room/area and get help. "You've raised some tough questions. I'll consult my supervisor to see what we can do."

D. Telephone Threats

1. Write down everything the caller says and ask why the threat is being made and when and where it will be carried out.

2. If violence appears imminent, keep the caller on the line and notify police and the Safety Department as soon as possible.

3. Notify anyone named in the threat as a potential victim.

E. Written Threats

1. Preserve the threat in its original form, whether it's a letter in an envelope, a package or an email.

2. Notify the police and the Safety Department as soon as possible.

3. Do not allow anyone but the police to handle it.

4. Notify anyone named in the threat as a potential victim.

VI. EMERGENCY SITUATIONS

A. For crimes in progress, violent incidents or specific threats of imminent violence, call 9-1-1.

B. Immediately contact the Police or have someone call for you if an individual:

1. Make threats of physical harm toward you, others or themselves

2. Has a weapon

3. Behaves in a manner that cause you to fear for your own or another's safety

C. Use a telephone out of sight and hearing of the individual. The police will respond and take appropriate action.

1. Do not attempt to intervene physically or deal with the situation yourself. It is critical that the police take charge of any incident that can or does involve physical harm.

2. Get yourself and others to safety as quickly as possible.

3. If possible, keep a line open to police until they arrive. If you cannot stay on the line, call 9-1-1 and the dispatcher will direct the police to you. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.

VII. POST INCIDENT RESPONSE

A. When a violent incident occurs, many are affected: the victim, witnesses, bystanders, as well as friends, relatives and co-workers of those involved in or witnessing the event. To avoid long-term difficulties following a violent event (often-called post-traumatic stress syndrome) certain follow-up responses and interventions must take place. For post-event counseling and intervention, call the Safety Department, Human Resources Department or the Employee Assistance Program (EAP) provider.

B. Intimidating, disruptive, threatening or violent behavior can occur in the workplace. Jaynes Corporation does not expect you to experience such an incident, but hopefully this information will assist you if one should occur.

WEAPONS POLICY

I. SCOPE

Consistently year after year job-related homicides are the number two cause of death on the job, second only to vehicular accidents. Construction differs from most industries in that the causes of violence on job sites are generally related to personal disputes, not to robberies or other crimes.

II. PURPOSE

This section discusses how to minimize the threat of job site violence by implementing a "no weapons policy".

III. DEFINITION

For the purpose of this Policy, a weapon is defined as any instrument or device that is specifically designed, made or adapted for the purpose of inflicting bodily injury or death. This includes, but is not limited to; clubs, firearms, handguns, illegal knives, explosives, crossbows, bow and arrows, throwing stars and knuckles.

IV. POLICY

A. To provide a safe environment for employees, subcontractors and visitors, Jaynes Corporation enforces a "no weapons policy'. This policy prohibits the possession of weapons on property owned, operated or controlled by Jaynes Corporation, including company vehicles or at company sponsored events. This also includes weapons in personal vehicles when parked on property owned, operated or controlled by Jaynes Corporation, which shall include construction job sites under Jaynes Corporation control.

B. Furthermore, Jaynes Corporation prohibits the carrying of a concealed or visible firearm; even those for which the owner has obtained a permit, on property owned, operated or controlled by Jaynes Corporation, which shall include construction job site under Jaynes Corporation control or at company sponsored events.

C. Since the "no weapons policy" applies to subcontractors and delivery personnel signs shall be posted at Jaynes Corporation job sites stating that "weapons of any kind are not allowed". (See Exhibit 13.1-A "Construction Site Safety Sign")

D. To facilitate enforcement of this policy the following shall be subject to search while located on property owned, operated or controlled by Jaynes Corporation, which shall include construction job sites under Jaynes Corporation control:

1. Vehicles and equipment
2. Trailers, toolboxes and other containers
3. Lunch boxes, lockers, closets and desks
4. Outer clothing

E. Non-employees of Jaynes Corporation who violate this policy will be subject prosecution and removal from the property owned, operated or controlled by Jaynes Corporation, which shall include construction job sites under Jaynes Corporation control.

F. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment and may be prosecuted.

G. Only authorized law enforcement officers in the course of their duties are exempt from this Policy.

V. PROCEDURES

A. When searches are to be conducted the following procedures must be followed:

1. Contact the Director of Human Resources and/or in-house legal counsel prior to conducting a search.
2. Be sure that Jaynes Corporation has a signed consent form from an effected Jaynes Corporation employee before instituting a search.
3. Two employees shall be present when searches are conducted.
4. Limit searches to vehicles, equipment, trailers, toolboxes, other containers, lunch boxes, lockers, closets, desks and outer clothing. Do not conduct body searches.
5. Never confront an armed person after threats have been made or potential violence is suspected. If weapons are involved, notify the police and request their participation.

B. When conducting investigations, maintain as much confidentiality as practical, taking care not to humiliate any individual.

C. To insure the safety of employees, subcontractors and visitors, individuals are encouraged to inform the project superintendent and Jaynes Corporation Safety Department if they suspect that someone is carrying a weapon. Employees shall not attempt to disarm another individual.

PROJECT SIGNAGE

I. Jaynes Corporation Construction Site Project Sign

Whenever possible each construction project shall have at least one "Jaynes Corporation Construction Site Project Sign" (See Exhibit 13.1-A).

Signs shall be displayed in prominent and visible locations, where they will provide the most effective advertisement for passing pedestrians and motorists, as well as identifying the location of the project.

Signs shall be erected in a professional and presentable manner, which includes being substantially anchored, plumbed, leveled, squared, cleaned and undamaged.

Signs shall include the appropriate Project Manager and Superintendent nameplates. When applicable, the appropriate Building Concrete and Site Concrete nameplates shall be included.

II. Jaynes Corporation Construction Site Safety Sign

Whenever possible each construction project shall have a least one "Jaynes Corporation Construction Site Safety Sign" (See Exhibit 13.1-B).

Signs shall be displayed in prominent and visible locations, where they will provide the most effective and immediate notice for anyone entering the construction site.

Signs shall be erected in a professional and presentable manner, which includes being substantially anchored, plumbed, leveled, squared, cleaned and undamaged.

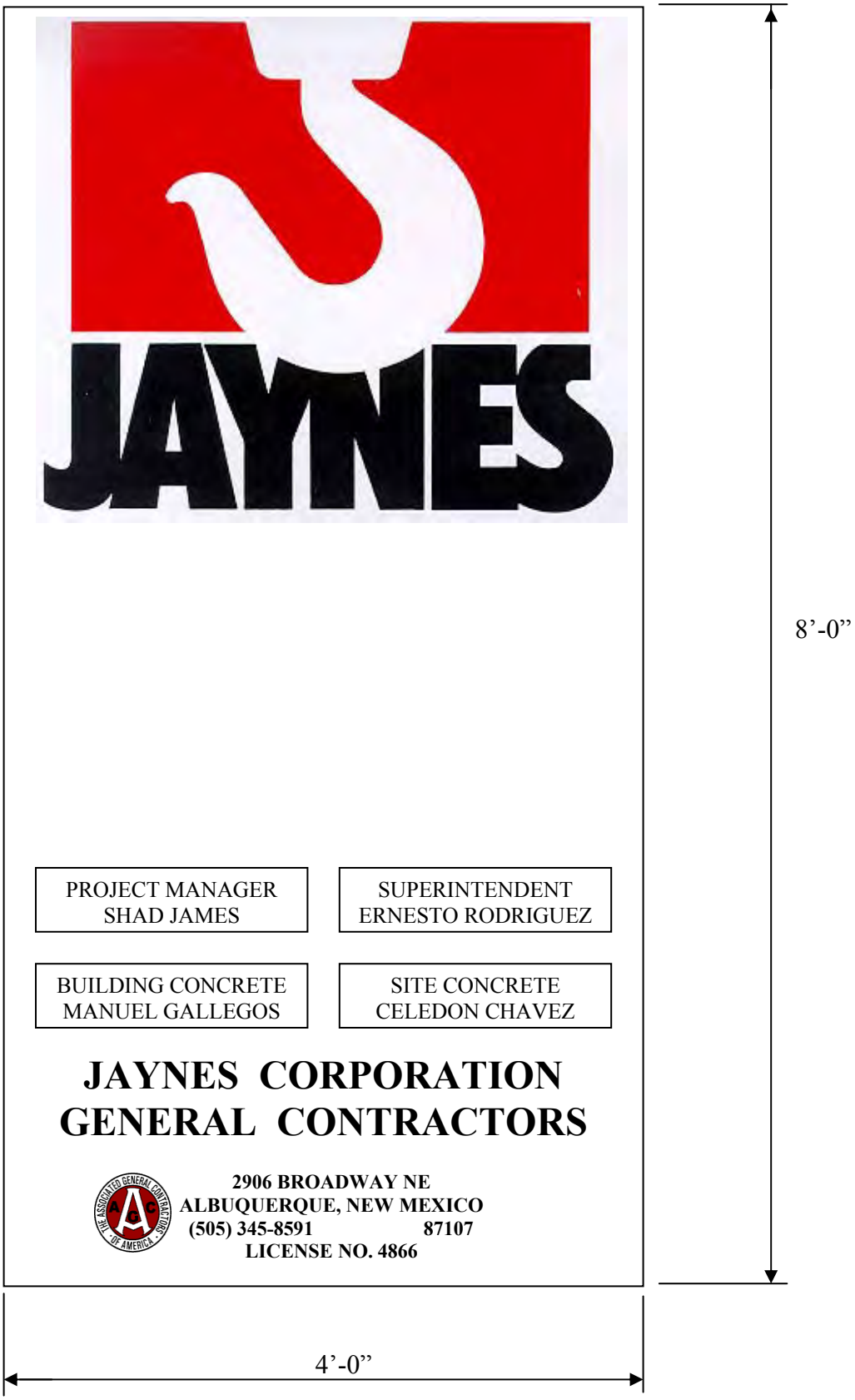
III. Jaynes Corporation Construction Site Theft & Vandalism Sign

Whenever possible each construction project shall have at least one "Jaynes Corporation Construction Site Theft & Vandalism Sign" (See Exhibit 13.1-C).

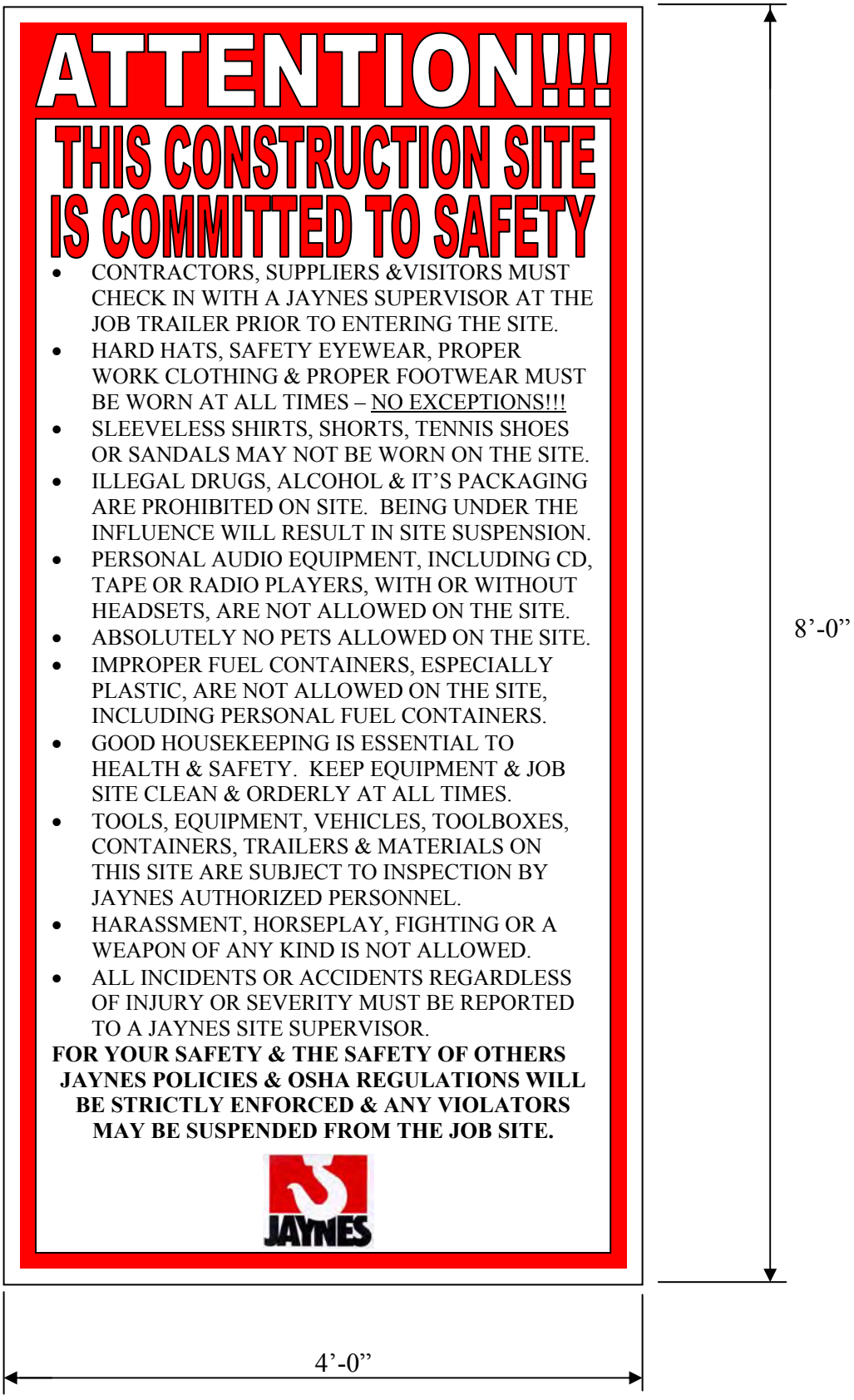
Signs shall be displayed in prominent and visible locations, where they will provide the most effective view to people in sight of the construction site.

Signs shall be erected in a professional and presentable manner, which includes being substantially anchored, plumbed, leveled, squared, cleaned and undamaged.

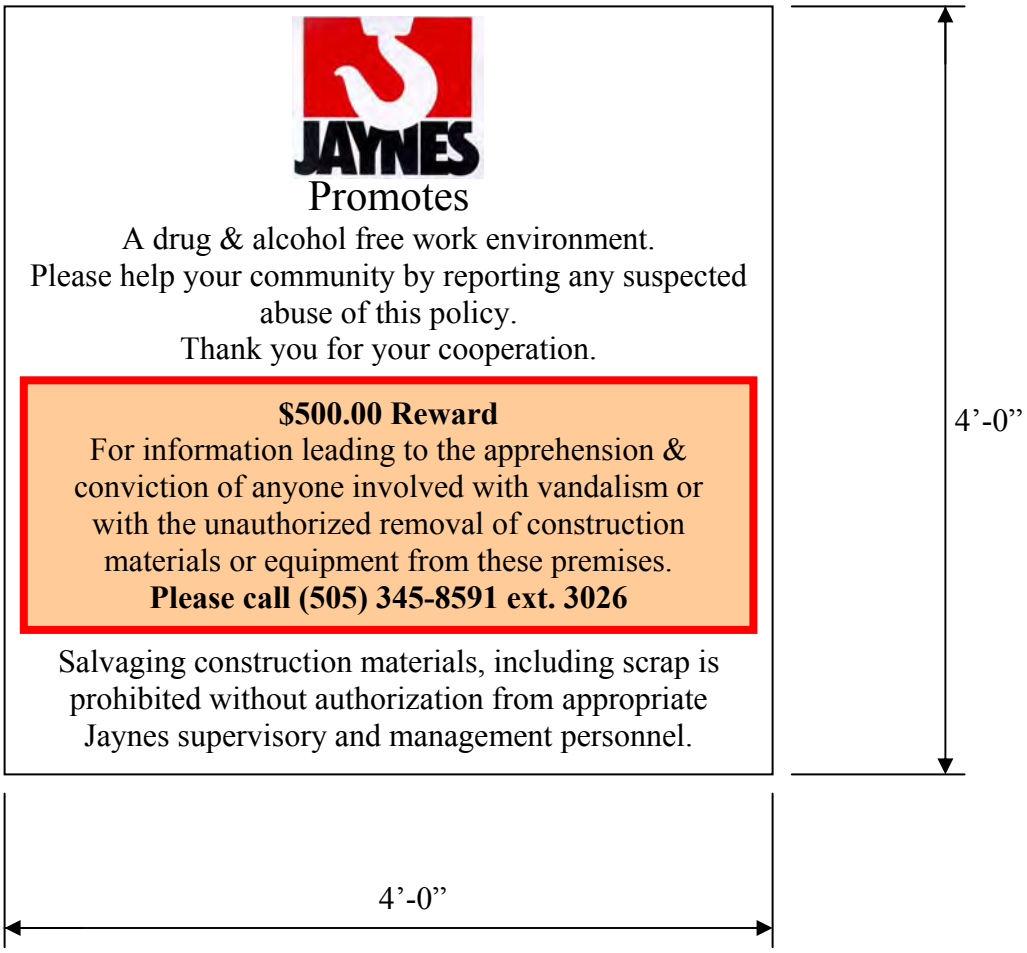
JAYNES CORPORATION CONSTRUCTION SITE PROJECT SIGN



JAYNES CORPORATION CONSTRUCTION SITE SAFETY SIGN



JAYNES CORPORATION CONSTRUCTION SITE THEFT & VANDALISM SIGN



PROJECT OFFICES & STORAGE TRAILERS

I. Project Offices

A. Setup & Appearance

1. Whenever possible project offices shall be positioned in the most efficient location near the prominent or designated entrance into the project site.
2. Project offices shall be setup on substantial and stable foundations and anchored adequately.
3. Project offices shall have safe and proper means of access and egress.
4. Project offices shall be adequately secured from theft and unauthorized entry.
5. Project offices shall exhibit a professional and presentable appearance on both the interior and exterior.

B. Required EHS & HR Related Items

There are a number of environmental, health & safety (EHS) and human resources (HR) related items and equipment required to be kept in the project offices. Many of these items consist of printed documents, forms and checklists. Most of the listed EHS related items, as well as additional forms and checklists are included in the Jaynes Corporation Environmental, Health & Safety Plan. Following is a list of the most common EHS and HR related items that shall be located in the project office trailer or other designated project office area, it is not an all inclusive list:

<u>Environmental, Health & Safety (EHS) Related Items & Equipment</u>

1. Jaynes Corporation Environmental, Health & Safety Plan
2. Material Safety Data Sheets (MSDS)
3. Supervisory Field Safety Inspection Checklists
4. Weekly Job Site Safety Meetings (Toolbox Talks) Documentation
5. Incident Occurrence Reports
6. Workers' Compensation Injury or Illness Reports
7. Supervisor's Accident Investigation Reports
8. Non-Jaynes Corporation Employee Bodily Injury Reports
9. Vehicle Accident Reports
10. Property Loss/ Damage Reports
11. Alcohol / Drug Screen Authorization Forms
12. Employee Safety Violation Notices
13. Subcontractor / Supplier Safety Violation Notices
14. OSHA and/or MSHA Regulations
15. Adequate First Aid Kit
16. Adequate Fire Extinguisher

17. Ground Fault Circuit Interrupter Tester
18. Lock-Out / Tag-Out Kit

Human Resources (HR) Related Items

1. New Hire Paperwork Packets
2. Absence Reports
3. Termination Notices
4. Timesheets / Time Cards

II. Storage Trailers

A. Setup & Appearance

1. Whenever possible storage trailers shall be positioned in the most efficient location on the project site.
2. Storage trailers shall be setup on substantial and stable foundations and anchored adequately.
3. Storage trailers shall have safe and proper means of access and egress.
4. Storage trailers shall be adequately secured from theft and unauthorized entry.
5. Storage trailers shall exhibit a professional and presentable appearance on both the interior and exterior.

B. Required EHS & HR Related Items

1. Adequate Fire Extinguisher

JOB SITE INFORMATION POSTING REQUIREMENTS

There are a number of informational notices that are required to be kept and/or posted on our job sites. Many of the items to be posted are information posters from OSHA and DOL. Following is a list of items: (Items marked with an * are required to be posted on the job.)

Environmental, Health & Safety (EHS) Related Items

State Mandatory Postings:

* State Job Health & Safety Protection (OSHA)
* State Workers' Compensation Act & Notice of Accident Forms

Federal Mandatory Postings:

* Federal Job Safety & Health Protection (OSHA)
  OSHA's Form 300A Summary of work-related injuries & illnesses
  (* Required to be posted from February 1st to April 30th)

Company Mandatory Postings:

* Workers' Compensation Insurance Carrier Information
* Emergency Telephone Number Poster
* List of Hazardous Chemicals Present on the Site
* State "Call Before You Dig" Information

Human Resources (HR) Related Items

State Mandatory Postings:

* New Mexico Minimum Wage Act
* Unemployment Insurance Notice

Federal Mandatory Postings:

* Equal Employment Opportunity is the Law
* Federal Minimum Wage
* Employee Polygraph Protection Act
* Your Rights under the Family and Medical Leave Act (FMLA) of 1993

Company Mandatory Items:

* Employee Assistance Program (EAP) Information

GENERAL

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.1 through 1926.5 of Subpart "A" – General.

GENERAL INTERPRETATIONS

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.10 through 1926.16 of Subpart "B" – General Interpretations.

GENERAL SAFETY & HEALTH PROVISIONS

1.0 Illumination

Adequate illumination shall be provided in all active work areas and access ways. Specified areas, outlined in the OSHA standard 29 CFR 1926.56 are included in Table 1-1. Lighting intensity will be surveyed during the regular Jaynes Corporation job site inspections. Working at night without proper illumination and at times when 5 ft-candles cannot be achieved will not be permitted.

TABLE 1-1 Minimum Illumination Intensities in Foot-Candles

FOOT-CANDLES	AREA OR OPERATION
5	**General construction area lighting.**
3	**General construction areas, concrete placement, excavation and waste areas, access ways, active storage areas, loading platforms, refueling, and field maintenance areas.**
5	**Indoors: warehouses, corridors, hallways, and exit ways.**
5	**Tunnels, shafts, and general underground work areas: (Exception: minimum of 10 foot-candies is required at tunnel and shaft heading during drilling, mucking, and scaling. Bureau of Mines approved cap lights shall be acceptable for use in the tunnel heading.)**
10	**General construction plant and shops (e.g., batch plants, screening plants, mechanical and electrical equipment rooms, carpenter shops, rigging lofts and active storerooms, barracks or living quarters, locker or dressing rooms, mess halls, and indoor toilets and workrooms).**
30	**First aid stations, infirmaries, and offices.**

2.0 Sanitation

Potable and non-potable water containers and construction toilets shall comply with OSHA 29 CFR 1926.51 requirements. In addition to these requirements, single-use cup dispensers shall be provided adjacent to all potable water dispensers. Water shall not be dipped from containers. Water dispensers shall be clearly identified as "Drinking Water". Water dispensers shall be cleaned regularly according to a Jaynes Corporation approved, pre-established schedule. Drink stations shall only be installed in locations approved by Jaynes Corporation. Hand wash facilities will be available at the construction site and will comply with the requirements of non-potable water. Rest

areas shall be kept clean and trash shall be removed from them daily. Trash receptacles shall be stationed in all eating areas and emptied regularly.

HOUSEKEEPING

1.0 Housekeeping

No other activity will have as much influence on the safety of a construction site as the quality and consistency of site clean up. For this reason, Jaynes Corporation and subcontractors will strictly enforce and maintain good housekeeping at all times. All material, scrap, tools and toolboxes and other equipment shall be stored in a neat and orderly fashion. Construction trash and scrap shall be removed from the work area on a regular basis (i.e., at least daily, before the end of each work shift). It shall never be allowed to accumulate and constitute a hazard, especially in walkways, under stairs, at the bases and landings of stairs and ladders and near flammable substances.

Housekeeping will receive a major emphasis during Jaynes Corporation safety surveys. If Jaynes Corporation determines that housekeeping has become a problem, Jaynes Corporation reserves the right to suspend work activities and require a clean up before work resumes.

Jaynes Corporation will provide general use dumpsters for the subcontractors. The dumpsters will be located in strategic areas around the site to provide access for all subcontractors. Subcontractors are required to ensure that materials are separated and placed in the proper dumpsters. If materials are placed in the wrong dumpster, the subcontractor will be backcharged for the sorting or cleanup. Special use dumpsters or drums (Haz-material, oil cleanup, etc.) are the responsibility of the individual subcontractors to provide. Containers shall be provided by subcontractors for the collection and separation of waste, oily and used rags, and other like refuse. Jaynes Corporation shall provide ordinary trash barrels. Containers used for garbage, oil and flammable wastes shall be equipped with covers. All waste containers will be emptied and the waste material hauled to a designated location for disposal on a daily basis.

Subcontractors shall maintain an orderly work site free from accumulations of construction debris. Clean up shall be performed on an on-going basis. Failure to maintain cleanliness will result in clean up by others with subsequent backcharge to the responsible subcontractor.

1.1 Slip, Trip, and Fall Hazards

The construction site, especially roadways, access ways, aisles, stairways, scaffolds and ladders, shall be kept clean and clear of hoses, extension cords, welding leads and other obstructions that may cause tripping or other accident hazards. Slipping hazards such as grease, oil, water, ice, snow or other liquids shall be cleaned up or eliminated on walkways, ladders, scaffolds, or other access ways or working areas. If slips, trips, or fall hazards cannot be completely eliminated, the area shall be barricaded and posted with applicable hazard postings. If a slipping, falling and/or tripping hazards

exist at an elevation of greater than six (6) feet, personnel shall be placed under fall protection.

1.2 Sanitation

Lunch and break areas shall be kept clean at all times. Lunch type trash shall be disposed of properly before leaving the area. Trash receptacles shall be stationed in all eating areas and emptied regularly. Anyone who does not dispose of lunch type trash immediately and properly will not be allowed to eat on the construction site.

FIRST AID & FIRST RESPONDER

Emergency Medical Procedures

Jaynes Corporation strives to ensure a safe and healthy work environment on all job sites and office locations, in the event there is an accident involving and injury or some type of medical emergency, the steps that should be taken can vary from simple first aid care to emergency life saving treatment. In the event an employee is injured on the job, seeking proper care is of first priority. Any first aid trained personnel on the job should be summoned immediately, this person should be able to determine if more advance care is needed, either by the person being transported by the supervisor to the nearest medical facility for treatment of minor injuries, or if the need for an ambulance and advance medical personnel is needed to treat and transport the employee to a hospital.

If the employee has been injured in a fall or some other type of accident that may give reason to suspect spinal injury, Do Not Move the employee, secure the area and call 911 or other local emergency number to get advanced help for the injured employee immediately.

In the event the job site is in a remote area, notification to local EMS and Fire Departments shall be made prior to the start of work to ensure proper care can be given in the case of an in jury.

Medical Services and First Aid

Jaynes Corporation shall insure the availability of medical personnel for advice and consultation on matters of occupational health.

Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the work site, which is available for the treatment of injured employees, a person who has a valid certificate in first aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the work site to render first aid.

First aid supplies shall be maintained and easily accessible in all Jaynes Corporation job site offices and vehicles.

The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item, and shall be checked by the superintendent before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced.

Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided.

In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

First aid and CPR training for Jaynes Corporation employees is provided using set standards by the American Red Cross, The American Heart Association or the National Safety Council. Jaynes Corporation understands that the job sites we have meet the requirements set forth by OSHA as for work sites being accessible by time and distance for emergency help to render aid in the event of an accident. Employees that are First Aid and CPR trained, shall be trained under one of the above mentioned organizations and be identified as First Responders on our job sites. Training is available through the Jaynes Corporation Safety Department.

OCCUPATIONAL HEALTH & ENVIRONMENTAL CONTROLS

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.50 through 1926.66 of Subpart "D" – Occupational Health & Environmental Controls.

PERSONAL PROTECTIVE & LIFE SAVING EQUIPMENT (PPE)

GENERAL

1. All Personal Protective Equipment (PPE) to be used on the project must be of sound condition and meet or exceed the OSHA requirements and ANSI standards.

2. When engineering or administrative methods for controlling hazards are not feasible, PPE is designated and will be provided by the subcontractor to create an effective barrier between a person and potentially dangerous objects, substances, processes, etc.

3. When Jaynes Corporation dictates protective equipment, the use of such equipment is absolutely mandatory and is not open to discussion.

4. Jaynes Corporation shall monitor and evaluate the use and effectiveness of all PPE and recommend improvements where indicated.

BASIC PERSONAL PROTECTIVE EQUIPMENT FOR CONTRACT START

It is the responsibility of the subcontractor to ensure that the following PPE is available prior to the start of construction activities an that it has received approval of Jaynes Corporation:

1. Hard hats (meeting the requirements of 29 CFR 1926.100 and ANSI Z89.1-1969)
2. Safety glasses with side shields (meeting the requirements of 29 CFR 1926.102 and ANSI Z87.1-1968)
3. Safety harnesses, lanyards and/or rope grabs (meeting the requirements of 29 CFR 1926.104) when elevated work is part of the contract
4. Respiratory protective equipment as dictated by hazard; to include, but not limited to, respirators, hoods, masks, etc. Respiratory protective devices shall be provided and used in accordance with the requirements of all applicable laws governing personal protection. Only respiratory devices approved by the appropriate OSHA agencies shall be provided.
5. Goggles – coverall or mono-goggles
6. The subcontractor shall be responsible for protecting employees and the general public from the effects of harmful noise levels. Such responsibility shall include provision for determining the presence of harmful noise levels and the implementation of an effective hearing protection program when noise levels exceed exposure limits.
7. Sturdy steel-toed leather footwear (meeting the requirements of 29 CFR 1926.96 and ANSI Z41.1-1967). Athletic shoes such as running, tennis, or canvas shoes, or sandals and open-toed shoes are NOT acceptable under any circumstances at any Jaynes Corporation construction sites.
8. Foot guards when the task calls for compacting, jack hammering, etc.
9. Cutting goggles if burning operations are anticipated within task scope
10. Welding hood and lenses with hard hats

11. Welding gloves
12. Welding jackets and sleeves
13. Full face shields (for operations producing flying chips, particles or sparks)
14. Rubber boot, gloves, etc (for concrete placing operations)
15. Ground crews working with earth moving equipment or adjacent to active roadways shall wear an orange, fluorescent vest. Ground crews shall keep as much space between themselves and the equipment as possible but remain in view of the operator's mirrors.
16. Appropriate shirts with at least 4 inch sleeves that covers and protects the shoulders and upper arms will be required. Shirts must be worn and buttoned at all times. Tank tops will not be permitted.
17. Appropriate work pants must have full length pant legs and fit properly. Cut-off pants, shorts and rolled up pant legs will not be permitted.
18. Jewelry such as finger rings, loop type earrings, nose rings, necklaces, chains, bracelets, other jewelry, loose clothing and long hair that could get caught in tools, equipment or machinery are prohibited at all job sites.
19. Badge lanyards or ties will not be permitted near rotating machinery or equipment.
20. The subcontractor will develop a method ensuring that an adequate shelf-stock of this equipment is maintained.

SELECTING PERSONAL PROTECTIVE EQUIPMENT

PPE must meet the following requirements:

1. Provide desired protection against the hazard to which the worker will be exposed
2. Maximum comfort coupled with minimum weight
3. Minimum restrictions of essential body movement, vision, etc.
4. Durability and maintainability (on the work site when possible)
5. Construction in accordance with accepted standards for performance and materials.

PROTECTIVE HEADGEAR AND EYE PROTECTION

1. Employees, visitors, etc., entering the construction area will be required to wear protective headgear and safety glasses with side shields. Notices to this effect shall be posted conspicuously at the entrances to the project.
2. Face and eye protection shall be kept clean and in good repair. The use of this type of equipment with structural or optical defects shall be prohibited.
3. Employees whose vision requires the use of corrective lenses or spectacles and who are required to wear eye protection shall be protected by goggles or spectacles of one of the following types:

a. Spectacles where approved protective lenses provide optical correction

b. Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles

c. Goggles that incorporate corrective lenses mounted behind the protective lenses.

4. Welding and cutting operations present a serious hazard to the eyes and must be treated accordingly. The subcontractor, as outlined below, will provide eye and face protection.
5. Welding helmets or face shields shall be used during all arc welding or arc cutting operations.
6. Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations. Spectacles with side shields and cup-type and cover-type goggles may be used for all gas welding and oxygen cutting operations.
7. Depending on the particular job, all operators and attendants of resistance welding or resistance brazing equipment shall use appropriate shields or goggles to protect their faces or eyes as required.
8. Welding helmets and face shields shall be made of a material that is an insulator for heat and electricity. Helmets, shields and goggles shall not be readily flammable and shall be capable of withstanding sterilization.
9. Welding helmets and face shields shall be arranged to protect the face, neck and ears from direct radiant energy from the arc.
10. Helmets shall be provided with window lenses and filter cover plates designed for easy removal.
11. All parts shall be constructed of a material that will not readily corrode or discolor the skin.
12. Goggles shall be ventilated to prevent fogging of the lenses as much as practicable.
13. Cover lenses or plates shall be provided to protect each helmet, face shield or goggle filter lens or plate.
14. All glass for lenses and cover plate shall be tempered, substantially free from air bubbles, waves and other flaws. Except when a lens is ground to provide proper optical correction for defective vision, the front and rear surfaces of lenses and windows shall be smooth and parallel.
15. Lenses shall bear some permanent distinctive marking which may readily identify the source and shade.
16. Helmets and goggles shall be well maintained. They should not be transferred from one employee to another without being disinfected.

FOOT PROTECTION

1. All employees engaged in work on the project (expect office areas) shall wear sturdy leather footwear.
2. Sandals, canvas, and tennis shoes are not acceptable for construction work.
3. When work boots or shoes will not provide sufficient protection, the subcontractor will provide, and the employee will be required to wear, approved foot guards, e.g., strap on metatarsal guards. No high heels are permitted on the project.

SAFETY HARNESSES, LANYARDS, LIFT LINES, SAFETY NETS

1. If employees are working at height of 6 feet or greater from any location when not protected by fixed scaffolding, guardrails, or safety nets, to a surface below a safety harness and lanyard shall secure them. The subcontractor shall provide instructions and training for employees using safety harnesses and lanyards.
2. The subcontractor will provide fall protection equipment for its employees.
3. Any employee whose work places them outside any secured area otherwise protected by finished or temporary handrails or where their work is to be performed on single and two-point suspension scaffolds or any other working surface where they may be subject to a fall greater than 6 feet shall wear and use safety harnesses, lanyards and lifelines, etc.
4. At the time of hire and during safety meetings, each employee shall be made aware of their obligation to wear and use safety harnesses and lanyards and associated equipment when the work task dictates. This policy will be adhered to strictly and any employee found not to be using safety harnesses and lanyards as required will be subject to immediate removal from the project.
5. Lifelines, safety harnesses, and lanyards shall be used only for employees safeguarding. When any of these are actually subject to in-service loading, they shall be immediately removed from service and shall not be used again for employee safeguarding.
6. Lifelines and lanyards shall be secured above the point of operation to an anchorage or structural member capable of supporting the minimum dead weight required by OSHA.
7. Safety harnesses and lanyards shall meet OSHA standards and shall be used in such a way that the maximum length for free fall is no greater than 6 feet. The lanyard shall have a breaking strength in accordance with OSHA standards. All lanyards used with safety harnesses must be equipped with a shock absorber or deceleration device.
8. All safety harnesses and lanyard hardware shall be drop forged or pressed steel, cadmium plated. Surface shall be smooth and free of sharp edges.
9. All safety harness and lanyard hardware, except rivets, shall be capable of withstanding a tensile loading in accordance with OSHA standards without cracking, breaking or taking a permanent deformation.
10. All lifelines, safety harnesses and lanyards and associated hardware shall be inspected prior to each use for wear and possible damage due to use. Additionally, monthly inspection of lifelines, safety harnesses and lanyards and associated hardware shall be

made to ensure that they have not been subject to damaged or deterioration due to storage conditions and other factors that may reduce their strength characteristics. A written inspection report shall be maintained on all safety harnesses, lifelines and lanyards to show the date inspected, the condition of the equipment and the serial number for each safety harnesses.

11. Safety nets shall be installed to protect employees when work places are more than 30 feet above adjoining surfaces where use of scaffolding, catch platforms, temporary floors, safety harnesses and/or lifelines is impractical. Safety nets shall be used to protect employees and/or the public exposed to hazards from overhead construction.
12. Safety nets shall be installed as close under the work surface as practical, but not over 30 feet below the working level. Nets shall extend at least 8 feet beyond the perimeter of the work area.
13. Nets shall be inspected daily for damage and necessary replacement or repairs shall be made before work above the net is resumed. Debris shall be removed form the nets at least daily.
14. International orange colored Type III personal flotation devices or buoyant work vests shall be provided and worn by employees as needed.

HEARING PROTECTION

1. Employees shall not be exposed to noise in excess of 85 decibels over an 8-hour period. This may be accomplished (in order of preference) by:
   a. Instituting engineering controls
   b. Work practices/administrative control
2. There are two types of recognized hearing protectors available for use in effectively reducing noise exposure:
   a. Earplugs
   b. Earmuffs
3. In most instances earplugs are acceptable hearing protectors. Cotton plugs are not acceptable and will not be used.
4. When using earmuffs for hearing protection, special care must be given to ensure that they are disinfected before being issued to another employee.
5. Employees are to be informed of the hazards associated with exposure to noise and the purpose and limitation of protective hearing devices. The wearing of this equipment **is** mandatory in high noise areas.

FIRE PROTECTION & PREVENTION

General Requirements

Access to fire fighting equipment shall be maintained at all times.

Fire fighting equipment shall be conspicuously located.

Fire fighting equipment shall be periodically inspected and maintained in good operating condition. Equipment found to be defective shall be immediately replaced.

Fires and open flame devices shall not be left unattended.

Fire Extinguishers

A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet.

Travel distance to a fire extinguisher shall not exceed 100 feet.

One or more fire extinguishers shall be provided in each building (including all office, job and storage trailers) and on each floor. On multistory buildings on fire extinguisher shall be located adjacent to the stairway.

Fire extinguishers shall be protected from freezing.

Fire Prevention

Smoking shall be prohibited when operations present a fire hazard. Areas shall be posted "No Smoking or Open Flame."

Portable battery powered lighting used in conjunction with the storage, handling or use of flammable gases or liquids shall be approved for hazardous locations.

Temporary Buildings

Temporary buildings shall not be erected where it will adversely affect any means of exit.

Temporary buildings within another building shall be of noncombustible construction or of combustible construction having fire resistance rating of not less than 1 hour.

Flammables/combustibles shall be located at least 10 feet away from another building.

Open Yard Storage

Combustible materials shall not be piled higher than 20 feet.

Driveways shall be at least 15 feet wide and maintained free of rubbish, equipment, etc.

Weeds and grass shall be controlled.

A regular procedure shall be implemented for cleanup of the area.

No combustible materials shall be piled within 10 feet of a building.

Indoor Storage

Storage shall not obstruct exits.

A barrier having a fire resistance rating of at least 1 hour shall separate non-compatible materials that may create a fire hazard.

Clearance of at least 36" shall be maintained between top level of material and sprinklers.

Aisle ways shall be kept clear at all times.

Clearance shall be maintained around lights and heating units.

Flammables and Combustibles

All sources of ignition shall be prohibited in areas where flammable and combustible liquids are stored, handled or processed. **"NO SMOKING OR OPEN FLAME"** signs shall be posted in such areas.

At least 1 portable fire extinguisher, rated not less than 20B, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.

Flammable liquids shall be kept in closed containers when not in use.

Workers shall guard against any part of their clothing becoming contaminated with flammable or combustible fluids. If clothing becomes contaminated, they must remove or wet down the clothing immediately.

No flammable liquid with a flash point below 100 degrees Fahrenheit shall be used for cleaning purposes or to start fires.

Ventilation adequate to prevent accumulation of flammable vapors to hazardous levels shall be provided in all areas where flammable/combustible liquids are handled or used.

In areas where flammable and combustible liquids are handled or stored, a self-closing metal can, listed by a nationally recognized testing laboratory, shall be provided and maintained in good condition.

Unopened containers of flammable and combustible liquids (i.e.: paint, varnish, lacquer, thinner, solvents) shall be kept in a well-ventilated location, free of excessive heat, smoke, sparks, flame, or direct rays of the sun.

Fire extinguisher, rated at least 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are being used. This does not apply to motor vehicles.

No more than 25 gallons of flammables or combustibles shall be stored in a room outside an approved storage cabinet.

No more than 60 gallons of flammable or 120 gallons combustible shall be stored in any single storage cabinet.

No more than 3 storage cabinets may be located in a single storage area.

At least 1 portable fire extinguisher, at least 20B, shall be located outside of but not more than 10 feet from the door of any room used for storage of more than 60 gallons of flammable or combustible liquids.

Portable Containers

All flammable and combustible liquids shall be stored in approved metal safety containers with flash arrestors. For quantities of 1 gallon or less, only the original container or approved metal safety cans shall be used for storage, use and handling.

Containers of flammable and combustible liquids shall be tightly capped.

Flammable and combustible liquids shall not be stored in areas used for exits, stairways or passage of people.

Temporary Fuel Storage Tanks

Tanks must be set on firm, level soil, capable of supporting a fully filled tank.

Tanks must be set a minimum of 20 feet from any building or structure.

Tanks must be located in such a manner that will minimize the possibility of damage due to collision.

Storage area shall be graded in a manner to divert possible spills away from buildings or other exposures such as drains, storm sewers, waterways, etc. If it is not possible to divert possible spills then the area is to be surrounded by a plastic lined cub or earth dike at least 12 inches high. When curbs or dikes are used, provisions must be made for draining off accumulating ground/rain water or spills of fuel.

Within 200 feet of each tank, there shall be a 12-foot wide access way to permit approach of fire control apparatus.

Area around tanks shall be kept free of weeds, debris and other combustible material not necessary to the storage of fuel.

Portable tanks shall be provided with emergency venting.

No smoking is allowed within 50 feet of the fuel tank. The area shall be posted with warning signs indicating "No Smoking or Open Flame."

Gravity operated tanks must be equipped with a shut off valve located between hose and tank. Value must remain closed except during use.

The dispensing nozzle shall be an automatic closing type without a latch-open device.

A fire extinguisher rated not less than 20B shall be provided not closer than 25 feet or more than 75 feet from the fuel tank.

The motors of all equipment being fueled shall be shut off during refueling operations.

Storage Cabinets/Rooms

No more than 25 gallons of flammable or combustible liquid shall be stored in a room outside of an approved metal storage cabinet. An approved metal storage cabinet meeting the requirements of NFPA 30, Flammable and Combustible Liquids shall be used for the indoor storage of flammable or combustible liquids in quantities more than 25 gallons.

Cabinets shall be conspicuously labeled "FLAMMABLE – KEEP FIRE AWAY."
No More than 60 gallons of flammable or 120 gallons of combustible liquid shall be stored in a single storage cabinet. No more than 3 cabinets may be located in a single storage area.

When containers of flammable or combustible liquids of over 30 gallons capacity are stored indoors they shall not be stacked on each other.

In every indoor storage room, one clear aisle at least 3 feet wide shall be maintained.

Indoor storage rooms shall comply with the following:

Fire Protection Provided	Fire Resistance Rating (Hr)	Max. Size (Sq/Ft)	Allowable Quantity (Gal/Sq Ft)
Yes	2	500	10
No	2	500	4
Yes	1	150	5
No	1	150	2

Electrical wiring and equipment located inside storage rooms shall be approved for hazardous conditions.

Indoor storage rooms shall be ventilated by a gravity or mechanical exhaust system; the exhaust system shall begin not more than 12 inches above the floor and shall provide for a complete change of air within the room at least 6 times per hour. If mechanical exhaust system is used, a switch located outside the door shall control it. The same switch shall operate the ventilating equipment and all lighting fixtures.

If a gravity system is used, the fresh air intake, as well as the exhaust outlet from the room, shall be on the exterior of the building.

Flammable and combustible liquids in quantities greater than what is required for one day's use shall not be stored in buildings under construction.

Outdoor Storage Areas

Storage of containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one area.

Groups of containers shall be separated by a 5-foot clearance and shall not be closer than 50 feet to a building.

A 5-foot clear area shall separate individual portable tanks exceeding 1,100 gallons, or two or more portable tanks grouped together having a combined capacity in excess of 2,200 gallons.

Storage areas shall be kept free of accumulation of weeds, debris and other combustible material not necessary to the storage.

FIRE WATCH

I. Purpose

A **fire watch** is a system for eliminating or controlling fires around operations that could cause heat, sparks or fires.

II. Definition

A **fire-watcher** is a person who is trained and responsible to watch for fires and extinguish them immediately or call for assistance.

III. Requirements

A. Welding, cutting, hot roofing, grinding and similar operations may require one or more persons posted on fire watch.

B. A fire watch is required if there is combustible building construction or contents within 35 feet of heat, sparks or fire producing operations if:

1. There are easy to ignite materials within 35 feet;
2. There are holes, cracks or other ways by which sparks could escape to adjacent or concealed areas.
    a. Not all sparks die harmlessly. Sparks go rolling, bouncing, flying or falling into areas where fires could start. Sparks, hot slag and molten metal start many fires.

C. A fire watch is required where there are combustibles on the other side of nearby metal walls, ceilings or partitions that are likely to be ignited by conduction or radiation.

D. A fire watch shall be maintained through lunch or any rest breaks and must extend beyond completion of the work at least 30 minutes. Afterward, a careful visual inspection of the fire watch area and adjacent areas shall be performed to detect smoldering embers that could start fires after everyone is gone.

E. A fire watch shall be assigned during hot work permit situations. A permit system is a proactive way to control hazards during welding or cutting operations.

F. A fire-watcher shall keep at least a 10 lb. ABC type fire extinguisher ready for immediate use at all times.

G. A fire-watcher shall be identified by wear an orange vest.

IV. Responsibility

A. A fire-watcher is responsible for taking their job seriously.

B. A fire-watcher must know the location of the nearest fire exit.

C. A fire-watcher must make a visual inspection of the work area 30 minutes after completion of potential fire producing operations.

D. A fire-watcher must have the appropriate type fire extinguisher for the job.

E. A fire-watcher must know the location of additional back up fire extinguishers.

F. A fire-watcher must be familiar with locations and methods of sounding alarms

G. A fire-watcher is responsible for notifying appropriate personnel when a fire occurs.

H. A designated fire-watcher is responsible for coordinating with another fire-watcher to take their place when they are on breaks or during lunch.

FLAMMABLE & COMBUSTIBLE LIQUIDS

DEFINITIONS

Flammable Liquids

A flammable liquid is any liquid having a flash point below 100 degrees F. Flammable liquids will be known as Class I Liquids. Class I Liquids are divided into three (3) categories as follows:

Class I-A = Flash point below 73 degrees F, boiling point below 100 degrees F.

Class I-B = Flash point below 73 degrees F, boiling point at or above 100 degrees F.

Class I-C = Flash point at or above 73 degrees F, but below 1000 degrees F.

Combustible Liquids

A combustible liquid is any liquid having a flash point at or above 100 degrees F. Combustible liquids will be known as Class II Liquids. Class II Liquids are divided into three (3) categories as follows:

Class II = Flash point at or above 100 degrees F, but below 140 degrees F.

Class II-A = Flash point at or above 140 degrees F, but below 200 degrees F.

Class II-B = Flash point at or above 200 degrees F.

Safety Can

A safety can is an approved container of not more than five-gallon capacity having a spring-closing lid and spout cover that has been designed so that it will safely relieve internal pressure when subjected to fire exposure. In addition, a safety can shall have a flame /spark arrestor properly positioned in the spout.

STORAGE

Only approved containers and portable tanks will be used for storage of flammable or combustible liquids. No more than 25 gallons will be stored in a room outside of a storage cabinet. Storage cabinets will be labeled with conspicuous lettering. “FLAMMABLE – KEEP FIRE AWAY”.

Not more than 60 gallons of flammable or 120 gallons of combustible liquids will be stored in any one-storage cabinet or container. No more than three (3) such cabinets may be located in a single storage area. Materials that react with water to create a fire hazard will not be stored with flammable or combustible liquids. Outside portable tank storage will be located

no closer than 20 feet to any building. Tanks and dispensing units will be protected against collision damage.

Storage areas will be kept free of weeds, debris and combustible material not necessary to the storage. Tanks and containers shall be conspicuously marked with the name of the product they contain and "FLAMMABLE – KEEP FIRE AWAY". "No Smoking" signs will be posted in hazardous areas. Approved smoking areas will be designated and properly posted.

Static grounding lines shall be provided for all storage containers.

HANDLING

Transfer of flammable liquids from one container to another will be done only when containers are electrically interconnected (bonded). Drawing or transferring will be done only through a closed piping system from safety cans by means of a device drawing through the top or by gravity or pump through an approved self-closing valve. Transferring by means of air pressure is prohibited.

Dispensing devices and nozzles for flammable liquids will be of the approved type. Flammable and combustible liquids will not be used within 50 feet of open flame or other source of ignition. "No Smoking" signs will be posted in appropriate areas. Flammable and combustible liquids will be kept in closed containers when not actually in use.

DISPOSAL

Disposal of flammable and combustible liquids will be in accordance with governing EPA requirements.

FIRE CONTROL

At least one (1) portable fire extinguisher having a rating of not less than 20B will be located outside of, but not more than 10 feet from, the door of the room used for storage of more than 60 gallons of combustible liquid. At least one (1) portable fire extinguisher having a rating of not less than 20B will be located not less than 25 feet or more than 75 feet from any flammable liquid storage area.

At least on (1) portable fire extinguisher having a rating of not less than 10B:C will be provided on any vehicle loading, transporting, or dispensing flammable or combustible liquids; in all service and refueling areas; and within 75 feet of each pump or dispenser.

SIGNS, SIGNALS & BARRICADES

I. Signs

A. General Information

1. Signs shall be visible at all times when work is being performed and shall be promptly removed or covered when the hazard no longer exists. All signs shall be properly colored and labeled as prescribed by OSHA standards. Signs shall be constructed of metal, fiberglass or plastic.

2. Damaged or illegible signage is to be replaced.

3. Safety signs are available from the safety department or yard.

4. All Jaynes Corporation projects shall have posted at all entrances the standard corporate "Construction Site Safety Policy" sign.

B. Danger Signs

1. Shall be used only where an immediate hazard exists.

2. Danger signs shall have red as the predominate color for the upper panel; black outline on the borders; and a white lower panel for additional wording.

C. Caution Signs

1. Caution signs shall be used to warn against potential hazards or to caution against unsafe work practices.

2. Caution signs shall have yellow as the predominate color; black upper panel and borders; yellow lettering of "CAUTION" on the black panel; and the lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.

D. Exit Signs

1. Exit signs, shall be lettered in legible red letters, not less than 6 inches high, on a white field and the letters shall be at least ¾" in width.

E. Traffic Signs

1. Construction areas shall be posted with legible signs at all points of hazards

F. Accident Prevention Tags

1. Accident prevention tags shall be used as a temporary means of warning employees of an existing hazard. They shall not be used in place of or as a substitute for accident prevention signs.

II. Signals

When signs, signals and barricades do not provide the necessary protection on or adjacent to a highway or street, flagmen or other appropriate traffic controls shall be provided.

Hand signaling by flagmen shall be by use of orange or red flags at least 18" square or sign paddles. In periods of darkness red lights shall be used.

Flagmen shall be provided with and shall wear a red or orange warning garment/safety vest. Warning garments/safety vests worn at night shall be of reflective material.

III. Barricades

A. General Information

1. The types of barricades permitted on the project include rope, tape and hard barricades. The color of the barricades shall coincide with the OSHA color classifications. If hazard information is not provided on a barricade, signs or tags shall be attached to it at 20-ft intervals. If hazard information is not printed on barricades at doorways, signs or tags shall be attached to the doorways.

2. Turnbuckles shall be used when a barricade is constructed of wire rope with the appropriate number of clips for the diameter of the wire.

3. Before any work is done on building roofing, a solid working surface shall be provided with all the openings guarded and skylights protected. A tape barricade shall be erected 6 ft. from the edge of any unprotected roof edge. Personnel crossing barricades shall wear a full body harness attached to retractable block lifelines.

B. Fencing

1. Temporary fencing shall be provided on all projects located in areas of access to the public, proximate to family housing and schools.

2. Signs warning of the presence of construction hazards and requiring unauthorized persons to keep out of the construction area shall be posted on

the fencing. Posting shall be on all fenced sides of the project and shall be spaced no more than 100 feet apart.

C. Barricade Tape Program

Three types of barricade tape will be utilized on projects as a visual warning for workers. Barricade tape does not offer physical protection for floor edges, roof edges, floor openings, etc. and shall not be used for physical protection.

1. Yellow/Black Barricade Tape

This type of barricade tape shall serve as a caution to indicate to persons that a potential hazard exists. Persons may enter without permission from the subcontractor. This barricade tape shall be used for, but not limited to the following:

a. Excavations less than 4 feet in depth
b. Identification of trip hazards, low hanging objects, etc.
c. Material storage on the site

2. Red Barricade Tape

This type of barricade tape shall indicate "DANGER" and that potential serious hazard may be present. NO PERSON, other than that craft assigned to work inside a RED barricade area may enter without first obtaining permission from the subcontractor. This barricade tape shall be used for, but not limited to the following:

a. Overhead work
b. Live electrical components
c. Scaffold under construction
d. Around swing radius of equipment with a rotating super structure

3. Magenta (Purple)/Yellow Barricade Tape

This barricade tape shall be used to indicate "DANGER - RADIATION", and that possible exposure may be present. This barricade tape is to be considered as equal too red, in that, NO PERSONS ARE ALLOWED to enter this area. This color is representative of X-Ray work being performed.

Signs must also be posted to protect areas where radiation operations are in progress.

MATERIALS HANDLING, STORAGE, USE & DISPOSAL

1.0 Material Handling and Storage

All new material shall be stored on dunnage and secured as necessary to prevent blowing, falling, sliding or collapsing. Debris and scrap material need not be stored on dunnage if the material is not to be moved with rigging and can be maintained in a stable manner.

Walkways and aisles shall be kept clear at all times and laydown areas shall be neat and orderly. Material shall be stored on level ground and the boundaries of letdown areas shall be identified. Material shall not be stored within 6 feet of hoistways or floor openings, or within 6 feet of roof edges. Poles, pipe and other stock that may roll shall be wedged to prevent spreading and rolling.

Nails shall be removed from lumber that is to be reused. Nails in scrap lumber that will not be reused shall be bent back or removed.

No material, tools or equipment shall be leaned against other objects or walls unless they are secured from movement. Personnel moving material by hand shall use proper lifting techniques and gloves. Safe working load limits shall be labeled on all temporary elevated floors or platforms and these limits shall not be exceeded.

TOOLS – HAND & POWER

1.0 Tools

All tools shall be kept in good condition and properly stored. Tools shall not be altered and they shall be used only for their intended purposes and within manufacturer guidelines. Guards shall not be removed from tools and all pinch points, open drums and flywheels shall be guarded. The user before use shall inspect all tools with special attention given to power cords and the condition of teeth. If a power cord has been damaged, the tool shall be tagged defective in accordance with paragraph 1.1 of this section and not used until a new power cord is installed. Owners' manuals shall be available and Jaynes Corporation and subcontractor personnel shall be trained in the safe operation of all tools used.

Power tools shall be equipped with constant pressure switches (dead man switches) that will shut the tool off when the switch is released. All power tools and electrical equipment shall be double insulated or be equipped with ground plugs.

Jaynes Corporation and its subcontractor personnel using powder-actuated tools shall be qualified to operate the equipment.

All bench mounted and floor mounted tools shall be secured. Bench mounted grinders shall be set up and operated according to 29 CFR 1926.303. Tools equipped with handles shall have the handles installed. Cracked, splintered or taped wooden handles shall be replaced. Cheater bars will not be permitted except when authorized and approved in writing by the safety and health coordinator or designee.

1.1 Tagging of Defective Tools, Materials or Equipment

Defective tools, materials and equipment shall not be used. Jaynes Corporation and subcontractors shall take defective tools, materials and/or equipment out of service immediately by tagging, destroying and removing them from the project. The employee who installed the tag shall remove the tag only when the equipment has been properly repaired. Defective equipment tags shall be dated and signed by the person tagging the equipment.

POWDER-ACTUATED TOOLS

Powder-actuated tools are sometimes referred to as explosive-actuated tools, Ramset tools, Hilti gun or stud gun. It is a tool that depends on an explosive charge to provide the driving force. It is used for driving studs, pins or other fastening devices into materials or surfaces or for operations of similar nature. Use of this type of tool is permitted as long as the following guidelines are followed closely.

1. Only certified persons are permitted to use this type tool. A certified person is someone who has been formally instructed and trained by the manufacturer or manufacturer's representative. Certified persons must show proof of training upon request. An appropriate qualified operator wallet card must be kept on the person of anyone use this type tool.

2. Adequate eye, ear, head face and/or personal protective equipment as necessary by working conditions must be used by the operator as well as other persons in the immediate area. Minimum eye protection is considered as face shield and safety glasses worn in conjunction with a hard hat for head protection.

3. Only indirect acting powder actuated tools may be used. Tools designed using a plunger or piston to propel fasteners are acceptable. Tools designed to have the charge directly propel the fastener are prohibited.

4. Tool must be designed so that it will not fire if the muzzle is not in firm contact with the surface to be worked on.

5. Shield or guard required by the manufacturer to confine flying particles and prevent escape of ricocheting studs and pins must be used as prescribed by the owner's manual.

6. Tool must be provided with a safety lock designed to "fail safe", that is if the safety lock is broken, worn or damaged in any manner the tool will not fire.

7. Users of the device must follow manufacturer's recommendations as to size of charge, stud unit or pin for specific application.

8. Cartridges or shells must be kept in the original containers or in the carrying case provided with the tool. Cartridges must not be carried loose in clothing.

9. Each tool shall be tested each day before loading to see that all safety devices are in proper working condition.

10. Tool shall be loaded just prior to use. Never leave a loaded tool unattended.

11. Powder-actuated tools shall be handled like firearms, with hand clear of muzzle and barrel pointed away from all persons.

12. In case of a "misfire", continue to hold the muzzle on the tool firmly against the surface for no less than 30 seconds. Great care must then be taken to keep the muzzle aimed away from persons in the area while the barrel is removed or when the gun-action is opened to eject the cartridge.

13. Routine inspections shall be done periodically of all safety devices, as well as the working mechanism of the tool. Worn or defective tools shall be removed from service immediately until they have been properly repaired.

14. Never store the tool loaded. Store tools with the barrel removed or breach open.

15. Before actual use of this tool, appropriate supervisory personnel must be notified of intended use.

16. Attachment of fasteners to the following materials is **prohibited**. Hard or brittle materials such as cast iron, glazed tile, surface hardened steel, glass block, face brick, hollow tile, or any spalled area.

17. Materials that are easily penetrated shall be backed by a substance that will prevent the pin or stud from passing completely through.

18. Fasteners must not be driven into brick or concrete closer than 3" from an edge or corner, or into steel surfaces closer than ½" from the edge or corner unless a special guard, jig, or fixture is used to cover all avenues through which flying particles could escape.

19. Never drive a fastener into any operating vessel.

20. A Hot Work Permit (when applicable, i.e., turnover, start up) is required for use of this device.

21. Never use a power impact tool unless the retainer ring or pin is in place and the tool or plunger is against a solid object to prevent it from being thrown out.

22. Never substitute anything for the approved retainer ring or pin so designed for the purpose.

HOT WORK PERMIT

Date: _____ Start Time: _____ Time Valid To:_____

Issued To: _____ Area: _____

Describe_____

Work to be done: _____

Workers_____

Assigned to job: _____

Equipment No.: _____ WO#: _____

GENERAL PREPARATIONS: (**CHECK-OFF** All Items Which Apply and INITIAL To Verify In Place)

Initials	**Initials**
( ) ( ) Energy Sources locked, tagged, tried	( ) ( ) Radiation shutter locked closed
( ) ( ) Sewers covered, closed or plugged	( ) ( ) Combustible materials removed
( ) ( ) LEL monitors provided	( ) ( ) Proper fire extinguisher available
( ) ( ) LEL Test _____% at _____Hrs.	( ) ( ) Running water / tarps / blankets
( ) ( ) LEL Test _____% at _____Hrs.	( ) ( ) Signs and barricades posted
( ) ( ) LEL Test _____% at _____Hrs.	( ) ( ) Vehicle entry
( ) ( ) LEL Test _____% at _____Hrs.	( ) ( ) Other _____
( ) ( ) Maint. Supervisor Approval for LEL >O but <10%	( ) ( ) Other _____
	( ) ( ) Fire Watch Name: _____
( ) ( ) Supervisor has reviewed responsibilities with Fire Watch	( ) ( ) Signs and barricades posted

CONDITIONS NOT ALL MET:

( ) ( ) Special Procedure prepared ( ) ( ) _____

POTECTIVE EQUIPMENT:

First Break	**After Break**	**First Break**	**After Break**	**First Break**	**After Break**	**First Break**	**After Break**
( ) Slicker Suit	( )	( ) Rubber Boots	( )	( ) Chemical Gloves	( )	( ) Face Shield	( )
( ) Goggles	( )	( ) Acid Hood	( )	( ) Full Acid Suit	( )	( ) Cartridge Respirator	( )
( ) Hearing Protection	( )	( )Breathing Air	( )	( ) _____	( )	( ) _____	( )

APPROVALS: _____ _____

(Full Name) Unit Operator Unit Supervisor Designated Maintenance Worker

TURN BACK TO SUPERINTENDENT:

( ) Work is NOT Completed. DATE _____TIME _____ Hrs. _____

STATUS:

_____

_____

( ) ( ) Work IS Completed **( ) ( ) Work area has bee cleaned**

( ) ( ) Tools and equipment have been put away **( ) ( ) Tags and Locks have been removed**

_____ _____

Worker Superintendent

WELDING & CUTTING / HOT WORK

SCOPE

This procedure establishes the safe work practices to be used when performing "Hot Work" on the project. "Hot Work" is defined as an open flame, welding arc, non-explosion proof electrical tools or equipment and any heat source capable or causing ignition of a flammable atmosphere. A properly executed Hot Work Permit (See Exhibit 14.10-A) shall be present prior to work.

Generally, all areas at the PROJECT are designated as "OPEN AREAS", and a Hot Work Permit will be issued by the project superintendent on a long-term basis. The permit will be a blanket permit addressing all hot work for the defined area. The permit will not address each individual job specifically; however, all hot work will be performed in compliance with the provisions of this section.

Certain areas not defined as "Open Areas" may be classified as "Restricted". Hot work preformed in Restricted Areas will be permitted on a task specific basis by Jaynes Corporation and performed in compliance with this section and with all requirements specified in the hot work permit.

GENERAL REQUIREMENTS

1. Gases for oxygen/fuel-gas welding, cutting, burning, etc., will be restricted to acetylene gas. At no time will two or more gases be mixed or used for fuel unless precautions are taken to prevent the attachment of non-compatible torches, etc. with the fuel source.
2. Equipment shall be used only for which it is approved and is recommended by the manufacturer.
3. Workmen assigned to operate or maintain oxygen/fuel-gas supply equipment and resistance-welding equipment shall be trained on the applicable safety standards and requirements.
4. See Section 14.10.1 for safe handling procedures and requirements for compressed gas cylinders.

CUTTING AND GAS WELDING SAFETY

1. Fuel-gas hose and oxygen hose shall be easily distinguishable from each other. The contrast shall be made by different colors or by surface characteristics readily distinguishable by touch. Oxygen and fuel-gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used.
2. When parallel sections of oxygen and fuel-gas hose are taped together, not more than 4 in. out of each 12-in. length shall be covered by tape.
3. All hose in use shall be inspected at the beginning of each working shift. Defective hose shall be removed from service.
4. Hoses, cables, and other equipment shall be kept clear of walkways, ladders, and stairs.

5. Clogged torch tip opening shall be cleaned with approved cleaning wires, drills, or other devices designed for that purpose.
6. Torches used shall be inspected at the beginning of each working shift for leaking shutoff valves, damaged hose couplings, and clogged tip connections. Defective torches shall not be used.
7. Torches shall be ignited by friction lighters or other approved devices. Matches or hot work shall not be used to ignite torches.
8. Oxygen and fuel-gas pressure regulators, including related gauges, shall be in proper working order.
9. All oxygen cylinders and fittings shall be kept away from oil or grease. Cylinders, cylinder caps and valves, couplings, regulators, hose, and apparatus shall be kept free from oil or greasy substances and shall not be handled with oily hands or gloves. Oxygen shall not be directed at oily surfaces, greasy clothes, or used within a fuel oil or other storage tank or vessel.
10. Flash back arresters shall be installed at the gauge on all oxygen and fuel gas setups.

ARC WELDING AND CUTTING SAFETY

1. Only manual electrode holders designed for arc welding/cutting and capable of safely handling the maximum rated current required shall be used.
2 Any current carrying parts passing through the holder, which the arc welder or cutter grips in his hand, or the other surfaces of the jaws of the holder shall be fully insulated against the maximum voltage encountered to ground.
3. All arc welding/cutting cables shall be completely insulated, flexible, and capable of handling the maximum current requirements of the work.
4. Only cables free from repair or splices for a minimum distance of 10 feet from the electrode holder shall be used. Cables with standard insulated connectors or splices with insulating quality that is equal to that of the cable may be permitted.
5. If it is necessary to splice lengths of cable, insulated connectors equivalent to that of the cable shall be used. If connections are made by cable lugs, they shall be securely fastened together and provide a good electrical contact. Exposed metal parts of the lugs shall be completely insulated.
6. If electrode holders are left unattended, the electrodes shall be removed and the holders placed so they cannot make electrical contact with employees or conducting objects.
7. Electrode holders shall not be dipped in water; to do so may cause an electric shock.
8. When the arc welder or cutter leaves his work, stops work for any appreciable length of time, or when the arc welding cutting machine is to be moved, the power supply to the equipment shall be turned off.
9. Any faulty or defective equipment shall be reported to the supervisor.

10. All arc welding/cutting operations shall be shielded by noncombustible or flameproof screens that will protect employees and other persons working in the vicinity from the direct rays of the arc.

PERSONAL PROTECTIVE EQUIPMENT

Eye Protection

1. Welding helmets or face shields with the appropriate shaded lens and safety glasses shall be used during all arc welding/cutting operations. Helpers or attendants shall wear proper eye protection.

Protective Clothing

1. Except when engaged in light work, all welders shall wear flameproof gauntlet gloves.
2. Flameproof aprons made of leather, or other suitable material, may also be desirable as protection against radiated heat and sparks.
3. All outer clothes such as jumpers or overalls shall be reasonably free from oil or grease.

Respiratory Protective Equipment

Protective devices may be required when one or more of the following conditions exist:

1. When room size, with special regard to ceiling height, is limited or large amounts of welding/cutting is to be performed.
2. When a number of welders in an areas at one time have limited ventilation
3. When atmospheric conditions are such that fumes and dust do not dissipate
4. When excess heat is generated.
5. When the presence of hazardous fumes, gases or dusts of metals in involved.

Ventilation

1. Mechanical ventilation shall be of sufficient capacity and arranged to produce the number of air changes necessary to remove welding fumes/smoke to within safe limits.
2. Employees required to make more than an occasional weld or cut on galvanized steel are to have adequate ventilation available to keep the employee from breathing the fumes.

FIRE PROTECTION, FIRE WATCH, AND PERMITS

Fire Protection

1. When possible, objects to be welded, cut, or heated shall be moved to a designated safe location. If not, all movable fire hazards in the workspace shall be taken to a safe place.

2. If the object to be welded, cut, or heated cannot be moved and all fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks and slag to protect the immovable fire hazards.
3. No welding, cutting, or heating shall be done where the application of flammable paints, presence of other flammable compounds, or heavy dust concentrations creates a possible hazard.
4. When welding, cutting, or heating is performed on walls, floors, and ceilings, precautions shall be taken on the opposite side to prevent possible fire.
5. Approved fire extinguishing equipment shall be present within the immediate access of the welder, cutter, or brazier.

Fire Watch

1. A fire watch shall be maintained for at least 30 minutes after completion of welding/cutting operations to detect and extinguish possible smoldering fire.
2. Fire watches shall have fire-extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities and procedure in the event of a fire. They shall watch for fires in all exposed areas and attempt to extinguish them only when obviously within the capacity of the equipment available. If extinguishment is not effective, they shall sound the alarm. When hot work is being performed within two feet of the roof, contractor shall utilize a fire watch on the roof and a fire watch on the ground or the next level below.

Permits

Before any cutting or welding is performed, the supervisor and safety representative shall inspect the area. The safety representative shall designate precautions to be followed. This may include the need for authorization to proceed in the form of a written permit.

WELDING/CUTTING ON CONTAINERS

No welding, cutting, or other hot work shall be performed on empty drums, barrels, tanks, or other containers until they have been cleaned thoroughly to make absolutely certain that there are no flammable materials, fumes, or vapors present or any substances such as greases, tars, acids, or other materials which, when subjected to heat, might produce a hazard. Any connections to the drum or vessel shall be disconnected or blanked off.
All hollow spaces, cavities or containers shall be ventilated to remove gases before preheating, cutting, or welding. Purging with inert gas is recommended.

WELDING AND CUTTING IN CONFINED SAPCES

1. Ventilation is required prior to work in a confined space.
2. When welding/cutting is performed in any confined space, the gas cylinders and/or welding machines shall be placed outside the confined space.
3. For confined space information and requirements, refer to section 15.5.

MANIFOLDING OF CYLINDERS

1. Cylinder manifolds shall be installed under the supervision of an experienced person and must comply with proper practices in reference to their construction and use.
2. All manifolds and parts shall be compatible for the gasses for which they are approved.
3. When acetylene cylinders are manifolded, approved flash arresters shall be installed between each cylinder and the coupler block. For outdoor use only or when the number of cylinders coupled does not exceed three, one flash arrestor installed between the coupler block and regulator is acceptable.
4. Each cylinder lead shall be provided with a backflow check valve.
5. Gas cylinders are not to be stored in job, tool, or material storage rooms. If used in these areas, they are to be removed upon the cessation of the work at the end of each shift.
6. Smoking is not permitted within 20 feet of any cylinder storage area containing cylinders of flammable or oxidizing gases. Appropriate warning signs are to be posted conspicuously on or around the storage rack or areas to advise approaching personnel.
7. Fire extinguishers and /or protection is to be maintained and mounted near, but not on or within the flammable gas storage area.
8. Storage should be such as to protect the cylinders from the sun and rain.

HANDLING

1. Regulators shall be removed, valve caps in place, and valves closed when cylinders are transported by vehicles.
2. Cylinders must be moved or transported upright in special racks or cradles to prevent them from being dropped or falling over in transit and to prevent rolling. Cylinder valves shall be close before moving cylinders.
3. Lifting of cylinders from one level to another is not permitted by means of attaching rope, cable or chain chokers or slings. Only enclosed cages or carrying cradles designed for these purposes are to be used.
4. Individual employees are NOT to physically carry compressed gas cylinders by themselves. It is required that a minimum of 2 able-bodied employees work in unison if a cylinder is to be moved manually from one level to another or over lateral distances.
5. Cylinders shall not be dropped, stuck by objects, or permitted to strike each other violently. Cylinders shall not be placed where they may become part of an electric circuit.

USE

1. Cylinder valves shall always be opened slowly. An acetylene cylinder valve shall not be opened more than 1 ½ turns of the valve stem and preferably no more than ¾ of a turn.

2. Where a special wrench is required, it shall be left in position on the stem of the valve while the cylinder is in use. In the case of manifolded or coupled cylinders, at least one such wrench shall be available for immediate use on the valve.
3. Cylinder valves shall be closed at the end of shift or when work is finished. Valves of empty cylinders shall be closed.
4. Cylinders shall be kept far enough away from the actual welding/cutting operation so that sparks, hat slag, or flame will not contact them.
5. Tapping of an electrode against a cylinder to strike an arc is prohibited.
6. A suitable cylinder truck, chain, or other steadying device shall be used to prevent cylinders from being knocked over while in use or storage.

COMPRESSED GAS CYLINDERS

This procedure provides guidance for the protection of personnel engaged in the use of compressed oxygen and other gas cylinders. Each cylinder shall be clearly marked stating its contents.

NOTE: Cylinders will not be accepted onsite that are not properly labeled as to contents or which are not properly equipped with valve protection caps.

GENERAL

1. Compressed gas cylinders shall be legibly marked with either the chemical or trade name of the gas. Such markings shall be stenciled, stamped or labeled and shall not be easily removed. The marking shall be located on the shoulder of the cylinder.
2. Compressed gas cylinders shall be equipped with approved connections.
3. Metal valve caps are to be in place at all times when the cylinder is not connected for use. Caps are required on "empty" cylinders as well as "full" ones.

STORAGE

1. Oxygen cylinders, in storage, shall be separated from fuel gas cylinders or combustible materials (especially oil or grease), by a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high and having a fire resistance rating of at least ½ hour.
2. Cylinders must be placed in the upright position, secured (3 inch nylon binder or chain) to positively prevent falling or being pulled over. Securing devices must be construction to prevent cylinders from falling over inside the storage rack.
3. Cylinders are to be marked when empty and segregated from the full cylinders of the same type gas. Storage racks are to also be marked with the indications of "full" or "empty". All cylinder compartments are to be identified as to contents.

ELECTRICAL

All electrical work, installations and wire capacities shall be in accordance with pertinent provisions of the U.S. National Electrical Code, the U.S. National Electric Safety Code, or applicable requirements.

Applicability

These regulations apply to electrical installations used on the job site, both temporary and permanent.

PROTECTION OF EMPLOYEES

No subcontractor or supervisor shall permit an employee to work in proximity to any part of an electric power circuit that the employee may contact in the course of his work unless the employee is protected against electric shock by de-energizing and grounding the circuit or guarding it by effective insulation. In work areas where the exact location of underground electric power lines is unknown, those employees using jackhammers, bars, or other hand tools or machines that may come into physical contact with a line, shall be provided with insulated protective gloves. The subcontractor shall post and maintain proper warning signs where such an exposed circuit exists and advise the employees of the location of such lines, the hazards involved and the protective measures to be taken. Prior to any digging or excavating on the project, the area will be assessed as to the possible presence of underground utilities. No such work will commence until approved by the site construction manager.

PASSAGEWAYS AND OPEN SPACES

Suitable barriers or other means shall be provided to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.

WORK SPACE AROUND EQUIPMENT

Sufficient space shall be provided and maintained in the area of electrical equipment to permit ready and safe operation and maintenance of such equipment.

When parts are exposed, the minimum clearance for the workspace shall not be less than 6 feet high nor less than a radius of 4 foot wide and there shall be clearance sufficient to permit at least 90 degree opening of all doors or hinged panels. Adequate working clearances shall be maintained in all instances.

LOAD RATINGS

In existing installations, no changes in circuit protection shall be made to increase the load in excess of the load rating of the circuit wiring.

All breaker switches shall be labeled as to the equipment or circuit they control.

All switch boxes and panels of 240 volts and higher shall be labeled as to the voltage.

LOCKOUT AND TAGGING OF CIRCUITS

Equipment or circuits that are de-energized shall be rendered inoperative and tags and locks/lockout devices attached at all points where such equipment or circuits can be energized per the lock/tag procedures.

During the start-up phase, controls that are to be deactivated during the course of work on energized or de-energized equipment or circuits shall be tagged.

GROUNDING AND BONDING

Portable and/or Cord and Plug Connected Equipment

The non-current-carrying metal parts of portable and/or plug-connected equipment shall be grounded.

Portable tools and appliances protected by an approved system of double insulation or equivalent need not be grounded. Where such an approved system is employed, the equipment shall be distinctively marked.

Fixed Equipment

Exposed non-current-carrying metal parts of fixed electrical equipment, including motors, generators, frames and tracks of electrically operated cranes, electrically driven machinery, etc., shall be grounded.

Effective Grounding

The path from circuits, equipment, structures and conduit or enclosures to ground shall be permanent and continuous, have amply carrying capacity to safely conduct the potential currents to be imposed on it and have the impedance sufficiently low to limit the potential above ground and to result in the operation of the over current devices in the circuit.

Ground Resistance

Driven rod electrodes shall, where practicable, have a resistance to ground not to exceed 10 ohms. Where the resistance is more than 10 ohms, two or more electrodes connected in parallel shall be used.

Testing of Grounds

Grounding circuits shall be checked to ensure that the circuit between the ground and the grounded power conductor has a resistance that is low enough to permit sufficient current to flow to cause the fuse or circuit breaker to interrupt the current.

Extension Cords

Extension cords used with portable electric tools and appliances shall be of three-wire type and heavy or extra heavy usage shall be maintained in good condition.

Bonding

Conductors used for bonding and grounding stationary and moveable equipment shall be of ample size to carry the anticipated current.

When attaching bonding and grounding clamps or clips, a secure and positive metal-to-metal contact shall be made. Such attachments shall be made before closures are opened and material movements are started and shall not be broken until after material movements are stopped and closures are made.

Temporary Wiring

All temporary wiring shall be effectively grounded in accordance with applicable OSHA standards.

Construction Site

Every precaution shall be taken to make any unnecessary open wiring inaccessible to unauthorized personnel.

Temporary Lighting

1. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb.
2. Temporary lights shall be equipped with heavy-duty electric cords with connection and insulation maintained in safe condition. Temporary lights shall not be suspended by electric cords unless cords and lights are designed for this means of suspension. Splices shall have insulation equal to that of the cable.
3. Cords shall not be placed in working spaces and walkways or other locations exposed to damage.
4. Portable electric lighting used in moist and/or other hazardous locations, i.e., drums, tanks, and vessels, shall be operated at a maximum of 12 volts.

EQUIPMENT INSTALLATION AND MAINTENANCE

Flexible Cable and Cords

1. Receptacles for attachment plugs shall be of approved, concealed contact type with a contact for extending ground continuity and shall be so designed and constructed that the plug may be pulled out without leaving any live parts exposed to accidental contact. Duplex and 4-plex outlet boxes used on extension cords will be weatherproof and of the approved sealed type.
2. Where different voltages, frequencies or types of current (AC or DC) are to be supplied by portable cords, receptacles shall be of such design that attachment plugs used on such circuits are not interchangeable.
3. Attachment plugs or other connectors supplying equipment at more than 300 volts shall be of the skirted type or otherwise so designed that arcs will be confined.
4. Attachment plugs for use in work areas shall be so constructed that they will endure rough use and be equipped with a suitable cord grip to prevent strain on the terminal screws.
5. Flexible cord shall be used only in continuous lengths without splice except suitable molded or vulcanized splices may be used where properly made and the insulation shall be equal to the cable being spliced and wire connections soldered.
6. All extension cords and temporary distribution boxes used on the project will have ground fault circuit interrupters (GFCI) in place at all times. Power tools, not of the double-insulated type, which are connected directly to permanent power sources, will be protected by GFCIs.
7. Trailing cables shall be protected from damage.
8. Splices in trailing cable shall be mechanically strong components and insulated to retain the mechanical and dielectric strength of the original cable.
9. Cable passing through work areas shall be covered or elevated to protect it from damage that would create a hazard to employees.
10. Portable hand lamps shall be of molded composition or other type approved for the purpose. Brass-shell or paper-lined lamp holder shall not be used. Hand lamps shall be equipped with a handle and a substantial guard over the bulb and attached to the lamp holder or the handle.
11. Worn or frayed electric cables shall not be used.
12. Extension cords shall be protected from accidental damage caused by traffic, sharp corners or projections and from pinching in doors or elsewhere.
13. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire or any other conductive material.
14. Cables passing through or into junction boxes, switch gear, etc., shall be protected against physical damage by grommets, box connectors, etc.

OVERCURRENT PROTECTION

Over-current protection shall be provided by fuses or circuit breakers for each feeder and branch circuit and shall be based on the current-carrying capacity of the conductors supplied and the power load being used.

1. No over-current device shall be placed in any permanently grounded conductor, except where the over-current device simultaneously opens all conductors of the circuit or for motor running protection.
2. When fuses are installed or removed and one or both terminals are energized, special tools insulated for the voltage shall be implemented. Insulated tools will be utilized for hot work rated at that voltage.

SWITCHES, CIRCUIT BREAKERS AND DISCONNECTING MEANS

1. Each disconnecting means for motors and appliances, and each service feeder or branch circuit at the point where it originates shall be legibly marked to indicate its purpose and voltage unless located and arranged so the purpose is evident.
2. Disconnection means shall be located or shielded so that employees will not be injured.
3. Boxes for disconnecting means shall be securely and rigidly fastened to the surface upon which they are mounted and fitted with covers.
4. Boxes and disconnecting means installed in a damp or wet location shall be waterproof to the extent that water does not enter or accumulate.
5. When fuses are installed or removed with one or both terminals energized, special procedures will be implemented. Insulated tools will be utilized for hot work rated at that voltage.

TRANSFORMERS

1. Energized transformers over 150 volts to ground shall be provided with enclosures. Enclosures made of metal shall be grounded.
2. Entrance to such locations shall be kept locked.
3. Signs indicating danger and prohibiting unauthorized entrances shall be displayed at entrances.

BATTERY ROOMS AND BATTERY CHARGING

1. Batteries of the non-sealed type shall be located in enclosures with outside vents or in well-ventilated rooms so arranged as to prevent the escape of fumes, gases or electrolyte spray into other areas.
2. Ventilation shall be provided to ensure diffusion of the gases from the battery to prevent the accumulation of an explosive mixture.
3. Racks and trays shall be substantial and treated to be resistant to the electrolyte.

4. Floors shall be of acid-resistant construction or protected for acid accumulations.
5. Face shields, aprons and rubber gloves shall be provided for employees handling acid or batteries.
6. Eye/body wash facilities shall be provided within 25 feet of the work area for emergency use.
7. Facilities shall be provided for flushing and neutralizing spilled electrolyte, fire protection, protecting charging apparatus from damage by trucks and for adequate ventilation for dispersal of fumes from gassing batteries.
8. Battery charging installations shall be located in areas designated for the purpose.
9. When charging batteries, the vent caps shall be kept in place to avoid electrolyte spray. Care shall be taken to assure that vent caps are functioning.

HAZARDOUS LOCATIONS

For the purpose of this section, hazardous locations are defined as follows:

Class I Locations

Class I locations are those in which flammable gases or vapors are or may be present in quantities sufficient to produce explosive or ignitable mixtures.

Class II Locations

Class II locations are those which are hazardous because of the presence of combustible dust.

Class III Locations

Class II Locations are those which are hazardous because of the presence of easily ignitable fibers or filings but in which such fibers or filings are not likely to be in suspension in the air in quantities sufficient to produce ignitable mixtures.

All components and equipment used in a hazardous location shall be listed by the Underwriters' Laboratories, Inc., or approved by the Factory Mutual Engineering Corporation or other competent organization for the use in the applicable class location.

Equipment approved for a specific hazardous location shall not be installed or intermixed with equipment approved for another specific hazardous location.

Contractor's supervisor shall ensure that all wiring components and equipment are maintained as vapor, dust, or fiber right as contemplated by their approvals. There shall be no loose or missing screws, gaskets, threaded connections or other impairments to this tight condition.

CRANES AND DERRICKS

Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work or where insulating barriers, not a part of or an attachment to the equipment or machinery, have been erected to prevent physical contact with the lines, equipment or machines shall be operated proximate to power lines only in accordance with the following:

1. For lines rated 50 kV or below, minimum clearance between the lines and any part of the crane or load shall be 10 feet.
2. For lines rated over 50 kV, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 1 inch for each 1 kV over 50 kV, or use twice the length of the line insulator but never less than 10 feet.
3. In transit with no load and boom lowered, the equipment clearance shall be a minimum of 6 feet for voltages less than 50 kV and 10 feet for voltages over 50 kV up to and including 345 kV and 16 feet for voltages up to and including 750 kV.
4. A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.
5. Cage-type boom guards, insulating links or proximity warning devices may be used on cranes, but the use of such devices shall not alter the requirements of any other regulation of this part even if such device is required by law or regulation.
6. Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and has been visibly grounded.
7. Prior to work near transmitter towers where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. The following precautions shall be taken when necessary to dissipate induced voltages.
    a. The equipment shall be provided with an electrical ground directly to the upper rotating structure supporting the boom.
    b. Ground jumper cables shall be attached to materials being handled by boom equipment when electrical charge is induced while working near energized transmitters. Crews shall be provided with nonconductive poles having large alligator clips or other similar protection to attach the ground cable to the load.

ASSURED EQUIPMENT GROUNDING CONDUCTOR

Scope

This subsection outlines specific electrical inspection procedures and the frequency of inspection for construction electrical tools and electrical equipment.

NOTE **This procedure does not supersede the requirement to visually inspect all hand tools before and after each use.**

Responsibilities

A Tool Room Attendant or other person designated by each contractor shall maintain a record of all construction electrical equipment on the site for use by that contractor's employees. All electrical tools arriving onsite must be inspected per this procedure prior to use on this site and must be re-inspected periodically as outlined below.

Contractors shall inspect construction electrical tools and electrical equipment as outlined in this procedure and shall keep records of all inspections and repairs preformed throughout the duration of the project. Only qualified electricians shall repair the electrical components, electrical tools, and electrical equipment.

Procedures

Electrical tools or electrical equipment are to be tagged defective until inspected. Electrical tools and electrical equipment determined by inspection to be in need of repair are to remain tagged 'defective" until repaired. Following repair, the tool or equipment must be inspected before it can be used in the field.

Under no circumstances may tools or equipment in need of inspection or repair remain in service.

Each craft shall ensure that electrical tools and equipment it has, or is using, bear the current inspection tape or tie wraps. Before using any electrical tools and equipment, the craft person shall visually inspect such equipment for defects. If any defect is found or the equipment does not bear a current inspection sticker, the equipment shall be returned for inspection.

"Defective" electrical tools and equipment are to be removed from service until repaired and inspected.

Quarterly Inspections

Portable electric hand tools, all portable electrical equipment, cord sets and adapters shall be inspected quarterly using an approved tester in conjunction with a visual inspection. As a minimum, the visual inspection must include the following:

- Checking the cord for worn or cracked insulation
- Checking the cord entry to plug and tool housing for frayed or worn insulation and strain relief
- Checking the plug prongs for damage

- Checking the plug for exposed connectors
- Checking the equipment housing for damage
- Checking trigger locks to ensure they have been removed.

Voltage testers or measurement devices shall be inspected quarterly. The electrical test for inspecting voltage testers or measurement devices should include test live AC and DC voltage. Personal protective equipment shall be worn while testing.

As a minimum, the visual inspection shall include:

- Checking the lead for signs of wear, poor connections at probes, etc.
- Checking the housing and the readout window for cracks, loose screws, etc.

Double-Insulated Tools

Double-insulated, portable hand tools may be used provided they bear the Underwriters Laboratories' "double-insulated" label, or equivalent, and are of heavy-duty construction.

Double-insulated tools shall be inspected quarterly. The inspection shall include the visual inspection as already outlines as well as the following electrical tests:

- A multi-amp test, accomplished by connecting two leads on any clean metal points on the equipment housing – one lead into the black receptacle on the test set (simulating the third wire), the other lead into the white receptacle (which is the same as the grounding cradle on the tester). The presence of leakage current (caused by carbon or moisture paths, or insulation breakdown) is indicated as a "power ground." Also during this test, a line-to-line short circuit anywhere in the equipment, line cord, or switch will be indicated as a "short circuit."
- After completing the Multi-Amp tests, verify that the GFI works properly using a Hubbell GFT. Remove the Hubbell GFT-2F and plug in the double-insulated tool. If the GFI trips with the tool running, the tool is defective and shall be repaired or replaced.

Semi-Annual Inspections

Permanently wired shop equipment shall be inspected semi-annually. This inspection should include the following items:

- Checking for proper overload protection
- Checking mechanical operations of the switch
- Checking continuity of ground

- Checking limit switches
- Checking interlocks
- Checking for frayed cords
- Checking for broken plugs and outlets/sockets
- Checking flexible conduit and connectors
- Office equipment shall also be inspected semi-annually.

As use of certain test instruments can damage electronic components in computers and similar office equipment, visual inspection is all that is necessary for this type of office equipment.

STATIONARY SCAFFOLD INSPECTION CHECKLIST

Jaynes Corporation:	
Subcontractor:	
Inspection Performed By:	**Date:**

Checklist Questions	Yes	No	Action Required
Are scaffolding components in safe condition for use?			
Is the frame spacing and bearing size capable of intended load?			
Has competent person been in charge of erection?			
Are sills properly placed in adequate size?			
Have screw jacks been used to level and plumb?			
Are base plates and or screw jacks on firm contact?			
Is scaffolding level and plumb?			
Are all scaffolding legs braced with braces properly attached?			
Is guard railing in place on all open sides and ends?			
Has proper access been provided?			
Has overhead protection or wire screening been provided where necessary?			
Has scaffolding been tied to structure at least four times the minimum base dimensions in height?			
Have freestanding towers been guyed or tied at the structures at least 4 times the minimum base dimension in height?			
Have brackets and accessories been properly placed?			
*Brackets			
*Put logs/Barriers			
*Tube Clamp			
*Nuts and bolts tightened			
Is scaffolding free of makeshift devices or ladders to increase height?			
Are working platforms fully planked between guardrails?			
Do planks have a minimum of 12” overlap and extend 6” beyond supports and secured?			
Are toeboards installed properly?			
Have hazardous conditions been provided for?			
*Power Lines			
*Wind loading			
*Possible washout of footing			
*Uplift			
Have personnel been instructed in the safe use of equipment?			

MOBILE SCAFFOLD INSPECTION CHECKLIST

Jaynes Corporation:	
Subcontractor:	
Inspection Performed By:	**Date:**

Checklist Questions	Yes	No	Action Required
Are scaffolding components in safe condition for use?			
Is the frame spacing and bearing size capable of intended load?			
Has competent person been in charge of erection?			
Are casters secured to the scaffold frames?			
Do all casters have working locking devices?			
Are all casters being locked when scaffold is in use?			
Have screw jacks been used to level and plumb?			
Is scaffolding level and plumb?			
Are horizontal diagonal braces being used adequately?			
Are all scaffold frame sections secured together properly?			
Has overhead protection or wire screening been provided where necessary?			
Has proper access been provided?			
Is guard railing in place on all open sides and ends?			
Have brackets and accessories been properly placed?			
*Brackets			
*Outriggers			
*Prefabricated metal platforms			
*Nuts and bolts tightened			
Is scaffolding free of makeshift devices or ladders to increase height?			
Are working platforms fully planked between guardrails?			
Do planks have a minimum of 12” overlap and extend 6” beyond supports and secured?			
Are toeboards installed properly?			
Have hazardous conditions been provided for?			
*Power Lines			
*Wind loading			
*Floor holes or uneven surfaces			
*Uplift			
Have personnel been instructed in the safe use of equipment?			

SCAFFOLDS

I. PURPOSE

To protect the safety and health of employees, who work on, erect, dismantle or work around scaffolding.

II. DEFINITIONS

A. Competent Person – A person designated to supervise scaffold erection or modification. This person must have the experience to recognize existing or expected hazards associated with scaffold erection. Also, they must have the authority to promptly take corrective measures, which will eliminate the hazard.

B. Scaffold – Any temporary elevated platform and its supporting structure used for supporting workmen, materials or both.

III. RESPONSIBILITY

A. The Project Superintendent or Foremen is responsible for assigning a competent person where scaffolding is being erected, used, or dismantled and ensuring the competent person is performing their duties of keeping the scaffolding safe and in compliance.

B. The competent person is responsible for supervising safe scaffold erecting, operation and dismantling, have the experience to recognize hazards associated with the scaffolding and has the authority to make corrections to eliminate any hazards.

C. All workers are required to follow the scaffolding guidelines and work under these guidelines in a safe manner.

IV. TRAINING

A. Workers who perform work while on a scaffold shall be trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards.

B. Workers involved in erecting, dismantling, moving, operating, repairing, maintaining or inspecting a scaffold shall be trained by a competent person to recognize any hazards associated with the work in question.

C. When there is a reason to believe that a worker lacks the skill or understanding needed for safe work involving the erection, use or dismantling

of scaffolds, the worker shall be retrained so that the required skill and understanding is regained.

V. GENERAL REQUIREMENTS

A. Capacity – Scaffolds and scaffold components shall be capable of supporting, without failure, its own weight and at least 4 times the maximum intended load.

1. Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.

B. Scaffolding Inspection Prior To Erection – The three main areas of inspection are for rust, straightness of members and welds. This applies to all components of a scaffolding system.

1. RUST – Heavily rusted scaffolding equipment is a telltale sign of abuse and neglect.
2. STRAIGHTNESS OF MEMBERS – Make sure that all members are straight and free from bends. Proper storage and handling of equipment can help you avoid these problems.
3. WELDS – Check for damaged welds and cracks. Repair any piece that requires it.
4. LOCKING DEVICES and braces shall be in good working order, and if not, must be repaired or replaced prior to use.
5. COUPLING PINS – These must effectively align the scaffold frame.
6. CROSS BRACES – Must have the center pivot securely in place.
7. CASTER BRAKES – Shall be in good working order, and if not, must be repaired or replaced prior to use.
8. GUARDRAILS – Shall be in good working order and have all components in place.

C. Foundations – The purpose of the foundation is to distribute the load of the scaffold over a larger ground area. The total anticipated load of the scaffold and nature of the soil upon which the scaffold will rest should determine the size of the footing or sill.

1. Ensure that ground or fill has been leveled. DO NOT use bricks, blocks, barrels, boxes or other unstable objects as foundations for scaffolding.
2. Supported scaffold poles, legs, posts, frames and uprights shall be plumb and braced to prevent swaying and displacement and shall bear on base plates and mud sills or other adequate firm foundations.
3. Use screw jacks to level and plumb scaffolding. Make sure that base plates are in good condition and are of the proper size and dimension.

4. If building scaffold on a sloped surface, it may be necessary to excavate soil in order to properly level scaffold. It may also be necessary to anchor or brace the footings in come circumstances.

D. Erection Of Scaffold Frames – The work of erecting the scaffolding frames must be done under the supervision of a competent person who is familiar with the type of equipment being used and who is familiar with the regulations regarding scaffold safety.

1. The competent person is responsible for seeing that no damaged or deteriorated equipment is used in the setup. If any equipment is damaged after installation, it shall be repaired or replaced before any personnel are allowed on the structure.
2. Equipment should be unloaded as close to the erection area as possible.
3. All frames, which require coupling pins, shall have them.
4. After erecting the first tier of scaffold frames, plumb and level all frames.
5. As erection proceeds, securely anchor all scaffolding to the structure at least every 30 feet of length and 25 feet of height. Anchors are required when the vertical height of the scaffold exceeds 4 times the smallest dimension of the base.
6. When scaffolds are to be enclosed, additional ties will be required due to increased load conditions resulting from effects of wind and weather.

E. Scaffold Platform Construction – Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail supports.

1. Each platform unit shall be installed so that the space between adjacent units and the space between the platform and the uprights is no more than 1 inch wide, except where the competent person can demonstrate that a wider space is necessary. (i.e.: to fit around uprights when side brackets are used to extend platform width)
2. Each scaffold walkway shall be at least 18 inches wide.
3. The front edge of all platforms shall not be more than 14 inches from the face of the work, unless guardrail systems are erected along the front edge and/or personal fall arrest systems are used.
4. Use only lumber that has been properly inspected and graded for use as scaffold plank. All lumber should be free of large, loose or dead knots, knots in groups and other defects which could decrease the structural integrity of the lumber. Planking should be periodically inspected.

5. Each end of a platform, unless cleated or otherwise restrained by hooks or equivalent means, shall extend over the centerline of its supports at least 6 inches, but no more than 12 inches.
6. Secure planks to scaffold if necessary.
7. On scaffolds where platforms are overlapping to create a long platform, the overlap shall occur only over supports and shall not be less than 12 inches unless the platforms are nailed together or otherwise restrained to prevent movement.
8. At all points of a scaffold where the platform changes direction, any platform that rests on a bearer at an angle other than a right angle shall be laid first and platforms which rest at right angles over the same bearer shall be laid second, on top of the first platform.
9. Wood platforms shall not be covered with opaque finishes unless otherwise designated.
10. Scaffold components manufactured by different manufacturers shall not be intermixed unless the components fit together without force and the user maintains the scaffold's structural integrity. Scaffold components manufactured by different manufacturers shall not be modified in order to intermix them unless a competent person determines the resulting scaffold is structurally sound.
11. Scaffold components made of dissimilar metals shall not be used together unless a competent person has determined that the galvanic action will not reduce the strength of any component to a level below that which is required by the standard.

F. Anchoring – Supported scaffolds with a height to base width ration of more than four to one (4:1) shall be restrained from tipping by guying, tying, bracing or equivalent means.

1. Guys, ties and braces shall be installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet or less thereafter for scaffolds 3 feet wide or less and every 26 feet or less thereafter for scaffolds greater than 3 feet wide.
2. Anchors must prevent the scaffold from tipping away from the structure and also from falling into the structure.
3. Use anchors at levels where equipment hoisting units are mounted. It may also be necessary to tie the base.
4. Ties are required any time a load is imposed outside of the scaffold legs. Never attach a tie to cross braces or guardrails. Tie to frame near a ledger.

G. Access – When scaffold platforms are more than 2 feet above or below a point of access, portable ladders, hook-on ladders, attachable ladders, stair towers,

ramps, walkways, integral prefabricated scaffold access, or direct access from another scaffold, structure, personnel hoist or similar surface must be used.

1. NEVER use cross bracing or frames to access the scaffold. Use an approved stairway or ladder.
2. Ladders shall extend at least 3 feet above any level that they serve.
3. Remember to stabilize bottom of ladder and always tie-off the top of the ladder.
4. Keep rungs clear of mud, ice and other debris.
5. Never carry tools or equipment when accessing the scaffold. Use a rope to pull materials up.
6. Use caution when entering or leaving a work platform. Do not jump onto planks or platform.
7. When removing debris or other material, use taglines or chutes to lower it to the ground.
8. Portable, hook-on and attachable ladders shall be positioned so they do not tip the scaffold.
9. Hook-on and attachable ladders shall be positioned so that their bottom is not more than 24 inches above the scaffold supporting level.
10. When hook-on and attachable ladders are used on a supported scaffold more than 35 feet high, they shall have rest platforms at 35-foot maximum vertical intervals.
11. Hook-on and attachable ladders shall have a minimum rung length of 11½ inches, uniformly spaced rungs with a maximum spacing between rungs of 16¾ inches and be specifically designed for use with the type of scaffold used.
12. Stairway-type ladders shall be positioned such that their bottom step is not more than 24 inches above the scaffold supporting level, be provided with rest platforms at 12 foot maximum vertical interval, have a minimum step width of 16 inches except that mobile scaffolds stairways-type ladders shall have a minimum step width of 11½ inches and have slip-resistant treads on all steps and landings.

H. Fall Protection – Workers working on a scaffold more than 6 feet above a lower level shall be protected from falling to that lower level.

1. The competent person shall determine the feasibility and safety of providing fall protection for workers erecting or dismantling supported scaffolds. Workers are required to use fall protection devices for erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.
2. Guardrails, midrails and toeboards are required on all open sides and ends of scaffolding that have platforms 6 feet in height or more. Guardrail systems shall be installed before the scaffold is released for use by workers other than erection/dismantling crews.

3. The top edge of toprails or equivalent members on supported scaffolds shall be installed between 39 and 45 inches above the platform.
4. When midrails, screen, mesh, intermediate members, solid panels or equivalent structural members are used, they shall be installed between the top edge of the guardrail system and the scaffold platform.
5. Midrails shall be installed at a height approximately midway between the top edge of the toprail and the scaffold platform.
6. When screens and mesh are used, they shall extend from the top edge of the guardrail system to the scaffold platform and along the entire opening between the supports.
7. When intermediate members are used, they shall not be more than 19 inches apart.
8. Each toprail or equivalent member of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along its top edge of at least 200 pounds.
9. Midrails, screens, mesh, intermediate vertical members, solid panels and equivalent structural members of a guardrail system shall be capable of withstanding, without failure, a force applied in any downward or horizontal direction at any point along the midrail or other member of at least 150 pounds.
10. When the 200 pounds and 150 pounds of force are applied in any direction, the top edge shall not deflect so that the toprail is not between 39 and 45 inches from the platform.
11. Guardrails shall be surfaced to prevent injury to a worker from punctures or laceration and to prevent snagging of clothing.
12. The ends of all rails shall not overhang the terminal posts except when such overhang does not constitute a projection hazard to workers.
13. Toeboards shall be erected along the edge of the platforms more than 6 feet above lower levels when there is danger of tools, materials or equipment falling from the scaffold and striking workers below.
14. Toeboards shall be a minimum 3½ inches high from the top edge of the toeboard to the level of the walking/working surface. Toeboards shall be securely fastened in place at the outermost edge of the platform and have not more than ¼ inch clearance above the walking/working surface. Toeboards shall be solid or with openings not over one inch in the greatest dimension.
15. Where tools, materials or equipment are piled to a height higher than the top edge of the toeboard, paneling or screening extending from the toeboard or platform to the top of the guardrail shall be erected for a distance sufficient to protect workers below.
16. When possible, the area below the scaffold to which objects can fall shall be barricaded and workers shall not be permitted to enter the hazard area.

I. Rolling Towers – When erecting rolling towers, all of the preceding rules apply. In addition to those, the following measures must be taken to ensure safe use of a rolling tower scaffold.

1. Ensure that casters are secured to the scaffold frames. They shall be of adequate size and in good condition. All casters must have adequate locking devices.
2. Height of scaffold shall never exceed 4 times the minimum base dimension.
3. Horizontal diagonal braces shall be used every 20 feet, starting at the bottom.
4. All caster brakes shall be set when the scaffold is not being moved.
5. NEVER ride a moving scaffold. Before moving the rolling scaffold tower, insure that the path it will take is clear of any obstructions.

J. Final Inspection – The following items shall be checked when making a final inspection of scaffolding prior to use. Follow-up with periodic re-checks over the duration of the project.

1. Make sure there is proper support under every leg of every frame on the job site. Check for possible washout due to rain.
2. Check to see if all base plates are infirm contact with their supports. All adjustment nuts shall be snug against the legs of the frame.
3. If there is a gap between the lower end of one frame and the upper end of another frame, it indicates that one adjustment screw must be adjusted to bring the frames into contact. If this does not help, it indicates the frame is out of square and shall be replaced.
4. Make sure there are no overhead obstructions or electrical hazards near the scaffold.
5. Check locks on all frames, crossbraces, casters, base plates and guardrails. Check to be certain that all planking and accessories are properly installed and that all guardrails are in place.
6. Check to make sure that all anchors are secured between the structure and the scaffolding.
7. Re-check to see if the scaffold is still level and plumb.

VI. HYDRO-MOBILE SCAFFOLDS

A. Only qualified individuals supervised by a competent person shall, operate, or dismantle the Hydro-Mobile Scaffold System.

B. Follow all instructions for the use of the Hydro-Mobile Scaffold. This is located in the operator's manual. If certain procedures are altered from the manufacturer's instructions, severe injury could result.

C. The same requirements for guardrails, access and other safety devices apply to the Hydro-Mobile Scaffold System as regular scaffold. Follow the operators manual as to guardrail requirements. Do not leave doors open unnecessarily. Always wear a safety harness and lanyard while operating doors and if you must work at or near openings.

VII. SUSPENDED SCAFFOLDS

A. All scaffold equipment must be inspected prior to use and periodically during use.

B. Scaffolding must never be used as anchorage point for fall protection. Workers must be protected from falling by a means completely independent of the scaffold. Anchorage points must be able to support at least 6 times the maximum intended load. All other components must be able to support 4 times the maximum intended load.

C. Block, sheaves and ropes must be compatible.

VIII. JACKING SCAFFOLD SAFETY

A. Footings, guardrails, planking and competent person requirements are the same as in frame scaffolding. In addition, there are several requirements that must be followed in jacking scaffold setup and use.

B. Towers must be properly cross-braced. They shall be tied to the structure every 18 feet vertically. When workers are on the scaffold it is very important that the safety catch is in operation.

C. The following shall be inspected on winches and cables at least weekly:

1. Winches
   a. Inspect bushings and replace if broken, cracked or badly worn.
   b. Keep nuts on the cable drum shaft and bolts connecting winch side plates tight.
2. Cable
   a. Check for broken wires. Replace cable if 3-6 broken wires are found (depending on location).
   b. Check for metal loss on wires.
   c. Replace if there is any kinking, crushing or other damage.
   d. Look for corrosion (rust) of cable

D. Cables should be maintained with lightweight machine oil every month.

E. Cables must be able to support at least 6 times the maximum intended load.

F. When raising cable sheave, ensure that workers are protected from fall hazards.

AERIAL LIFTS

I. PURPOSE

This section is designed to provide guidelines for the protection of personnel engaged in operating and using aerial lifts, vehicle-mounted work platforms or powered platforms (Powered Aerial Work Platforms).

II. OBJECTIVE

To eliminate the possibility of workplace injuries while operating and working out of powered aerial work platforms. The conformance of these procedures is under the direct supervision of the General Project Superintendent, who is responsible for the coordination of and the compliance of all applicable standards.

III. PROCEDURES

A. It is the responsibility of each worker to not operate any powered aerial work platform equipment until they have been trained in the safe use and operation of such equipment.

B. All workers who work with powered aerial work platforms are responsible for following all safe procedures established by this section and the manufacturer.

C. Inspect powered aerial work platforms in accordance with manufacturer recommendations, as well as, company, state and federal requirements.

D. No worker shall be permitted to use or operate powered aerial work platforms unless they have been instructed, trained and certified by a competent person in the use and operation of such equipment.

E. Powered aerial work platforms being utilized near electrical distribution or transmission lines shall comply with standards set forth in OSHA 29 CFR 1926.556.

F. Equipment shall not be moved when the boom is elevated in a working position with workers in the basket or on the platform unless the equipment was manufactured to perform these functions, i.e., scissors lifts.

G. Workers shall wear safety harnesses when working from powered aerial work platforms, with the lanyard being attached to the basket or platform. Only under special circumstances when there is no other way to perform the work safely can the worker leave the work platform and attach the lanyard to a structure outside of the basket or platform. In this situation the worker must make sure that they have detached the lanyard before the powered aerial work platform is moved in any direction.

H. Workers who tamper with controls and/or bypass safety devices, such as deadman switches, etc. are subject to dismissal.

I. Avoid using powered aerial work platforms as, well as, self-propelled lifts and platforms in outside work activities where exposure to sever wind conditions exist.

J. Extended boom aerial work platforms shall not be exposed to “wind loading” while elevated and fully extended.

K. Work activities from aerial lifts or work platforms in outside areas are prohibited during electrical storms.

L. Out riggers must be used for the equipment equipped with them.

M. All guardrails, gates or chains, including midrails/midchains must be secured in the closed position whenever anyone is in the basket and/or platform regardless of whether or not the basket and/or platform is elevated.

IV. OPERATOR TRAINING & CERTIFICATION

A. The operator’s knowledge of operating and safety procedures and requirements for this equipment must be verified by a manipulative test and by observation of their performance during the first month of operation.

B. A competent person, such as the General Project Superintendent, shall conduct the manipulative test to determine a worker’s operating ability.

C. A manipulative test shall be used to determine a worker’s operating ability on each type and model of equipment to be operated.

D. A training and testing record of each worker designated as an operator of equipment specified in this section, will be maintained in the company’s project file at the project site, as well as the Jaynes Corporation safety department

FALL PROTECTION

1.0 Fall Protection

Jaynes Corporation and subcontractors shall utilize 100% fall protection practices. The term "100% fall protection" means the design and use of a fall protection system such that no exposure to an elevated fall hazard occurs. The OSHA fall protection standard will be strictly enforced. This standard requires, under certain conditions, that a fall protection plan be written, special training be conducted for each task and several other additional requirements. The project requires all Jaynes Corporation and subcontractor personnel who will be working at an elevated level be trained in fall protection awareness when working at elevated levels. Jaynes Corporation shall enforce its fall protection plan as per Section 15.2 of this plan and 29 CFR 1926 subpart M.

The project may require more than one fall protection system or a combination of prevention, or protection measures. Fall protection is required in areas that include, but are not limited to:

- Any and all elevated work areas
- Scaffolding
- Power driven staging and platforms
- Manbaskets
- Roofs
- Excavations

A full body harness is required for elevated work above 6 feet. Safety belts will not be permitted. All fall protection equipment shall be inspected before use by the user and quarterly by a competent person. Inspection records shall be available at the construction site.

Jaynes Corporation and subcontractors shall address the following, (where applicable) in the hazards and mitigating controls section of the fall protection plan:

- Identify all fall hazards in the work area
- Describe the method of fall arrest or fall restraint to be provided, including any drawings that may be deemed necessary.
- Guardrail systems
- Personal fall protection systems
- Safety nets systems

Examples of systems that could be considered include:

- Scaffolding

- Ladders
- Vehicle mounted work platforms

Floor hole covers shall be Labeled "WARNING - TEMPORARY HOLE COVER - DO NOT REMOVE OR STORE MATERIAL." Hole covers shall be cleated and constructed of 3/4-in. plywood with supports 18 in. on center or less.

Before any work is done on building roofing, a solid working surface shall be provided with all the openings guarded and skylights protected. A tape barricade shall be erected 6 ft. from the edge of any unprotected roof edge. Personnel crossing barricades shall wear a full body harness attached to retractable block lifelines.

1.1 Fall Restraint, Fall Arrest System

When Jaynes Corporation or subcontractors are exposed to a potential fall hazard of 6 feet or more in height, Jaynes Corporation and subcontractors shall ensure that fall restraint and/or fall arrest systems are provided, installed and implemented according to the requirements in OSHA 29 CFR 1926 Subpart M, Fall Protection. In general, all fall hazards shall be engineered out, if possible, by installing handrails or other types of passive systems.

CRANES, DERRICKS, HOISTS, ELEVATORS & CONVEYORS

I. Crane General Requirements

A. All crane activities shall comply with 29 CFR 1926 Subpart N.

B. Before cranes may be used, the operator must provide proof of licensing to operate the crane and have a current medical qualification statement to operate a crane.

C. Cranes that does not pass inspection will not be permitted to operate at the job site until all faults are corrected. All cranes must have annual inspections by an independent testing agent and must be accompanied by a signed copy of an Annual Inspection Checklist. Operators shall complete a pre-operation checklist before each shift. This checklist shall be maintained by the operator and made available to the Jaynes Corporation personnel upon request. The operator shall comply with the manufacturer's specifications and limitations on the operation of any crane. Rated load capacities, warnings and other instructions shall be legible and conspicuously posted on all cranes. No modifications shall be made to a crane without written approval from the manufacturer. Such approval must be submitted to the Jaynes Corporation Safety Department.

D. All cranes shall be set up within 1% of level. Unless otherwise approved by Jaynes Corporation, all lifts shall be made on fully extended outriggers and outrigger pads shall always be used. These pads shall be constructed of hardwood and sized three (3) times larger in area than the float. The crane shall be standing on a firm, uniform supporting surface with outriggers fully extended and tires raised free of the supporting surface.

E. For pick and carry operations, the boom must be centered over the front of the crane with the swing brake locked or the mechanical swing lock engaged. Minimum boom point height shall be used and loads shall be carried close to ground surface. No on-tire operation shall be performed with the jib erected. Pick and carry operations shall be done according to manufacturers recommended load charts and tire pressures.

F. All picks that exceed 75% of the capacity of a crane based on the configuration and the chart rated capacity for that configuration, all tandem picks, and all picks adjacent to power lines or over critical process piping require critical lift plans (See Exhibit 14.14.1-A Instructions For Critical Crane Lift Permit & Exhibit 14.14.1-B Critical Crane Lift Permit). These plans shall, at a minimum, detail the load to be lifted, the maximum load radius and boom angle, the picking points, the capacity of the rigging, and the rigging configuration. Jaynes Corporation General Superintendent must approve all critical lifts.

G. The weights of all loads must be known, or a load-indicating device must be used. Only qualified operators shall operate cranes. Subcontractors shall submit to Jaynes Corporation Safety Department an operator's qualifications certificate specific to the equipment to be used. Operators shall be provided with rigging and crane handbooks. All cranes shall be equipped with anti-two-blocking devices. All cranes equipped with outriggers shall be marked indicating full extension and telescoping boom cranes shall have markings on the boom indicating the length of boom extended. Each crane shall have a 5 lb. dry chemical fire extinguisher rated ABC.

H. All lattice boom cranes with structural damage to cords and/or lacing shall be immediately removed from service. All structural repairs to damaged booms shall be approved by the crane manufacturer and shall be performed in accordance with specifications and procedures prescribed by the crane manufacturer. Following all repairs to a boom, the crane shall be load tested prior to initial use Test loads shall not exceed 110% of the rated load at any working radius. Testing shall be in accordance with SAE recommended practice, *Crane Load Stability Test Code* J765 (April 1961).

I. Records of inspections of all crane and hoist components shall be maintained by the operator and made available to the field supervisor upon request.

J. Only the following qualified/competent personnel shall operate Cranes: designated operators, trainees under the direct supervision of a qualified trainer, maintenance and test personnel when necessary in the performance of their duties and crane qualified inspectors.

K. Crane operators shall be in visual or radio contact with a qualified flag person before and during every lift. If visual or radio contact is interrupted for any reason, the operator shall stop the lift until full contact is restored.

L. The crane shall be capable, within manufacturer specifications, of fulfilling all requirements of the work without endangering personnel or equipment.

M. The operator shall be responsible for the equipment and load during a lift or pick. The operator shall not attempt any lift that might compromise the safety of the operation. The operator shall ensure proper rigging techniques are used prior to lift. A suspended load shall never be left unattended. Cranes shall be operated smoothly; avoiding sudden stops and starts. The hoist line shall be vertical at all times. Personnel shall not stand or pass under suspended loads. Personnel shall not be allowed to ride the hook or load. The boom hoist drum pawl shall be engaged at all times except when lowering the boom. Operators shall ensure that all frequent and periodic inspections are current before operating the crane.

N. Tag lines shall be required on all loads. Use as many tag lines as necessary to adequately control the load during the lift and while landing.

O. Crane load charts and the operator's manual for that particular crane configuration shall be located in the cab of each crane along with rated load capacities, recommended operation speeds, special hazard warnings, or instructions. Crane load chart capacities, shall not be exceeded.

P. Jaynes Corporation shall approve all critical lifts (See Exhibit 14.14.1-B Critical Crane Lift Permit). If any deviation from crane manufacturer recommendations is anticipated, approval shall be secured from the manufacturer and included for evaluation.

II. Crane Work Near Overhead Power Lines

A. When planning crane placements, every effort shall be made to select locations that are least likely to allow any part of the crane or load to come within 15 feet of a power line by rotation, boom extension/elevation, or crane movement.

B. When frequent, repetitive crane work is to be performed near overhead power lines, consideration shall be given to having the lines relocated or de-energized.

C. When the job requires that a crane or the load comes within 10 feet of an overhead power line, a written plan shall be prepared. All power lines shall be de-energized and grounded whenever possible.

D. The minimum clearance to any power line rated at 50 kV or below shall be 10 ft. For lines rated over 50 kV, minimum clearance shall be as required per OSHA 29 CFR 1926.550.

E. A safety plan shall be developed to specify job details and special safety measures provided to ensure worker safety. Jaynes Corporation who shall review the measures taken to make the job safe shall approve the safety plan (e.g., special tools, equipment, grounding). Written plans shall include unexpected situations (e.g., equipment drawing arcs, emergency responses, electrical shocks and the need to quickly de-energize the line) and instructions for handling them.

III. Weather Conditions

A. No rigging or hoisting operation shall be carried out when weather conditions could cause the operation to be hazardous to personnel or property. The size

and shape of loads must be examined to determine if a hazard exists during high winds. Wind loading may not exceed equipment capacity. When wind speeds reach 25 to 30 mph, or when visibility is impaired by darkness, snow, fog, or rain, the operation shall be suspended.

INSTRUCTIONS FOR CRITICAL CRANE LIFT PERMIT

1. Enter name of company (contractor) making the lift.
2. Block 3; enter date the lift will be made.
3. Block 4; enter time of day the lift will be made.
4. Block 5; indicate location of lift on the construction site.
5. Block 6; enter the manufacturer's name of the crane used to perform lift.
6. Block 7; enter the manufacturer's model number of the crane used to perform lift
7. Block 8; enter the manufacturer's serial number of the crane used to perform lift.
8. Block 9; indicate the length of the main boom and the length of jib (if equipped) that will be on the crane at time of lift.
9. Block 10; indicate the maximum radius the load will achieve during the lift cycle of pick, swing, and set.
10. Block 11; indicate the crane's swing direction (right or left) and degree of swing.
11. Block 12; indicate, in feet, the maximum and minimum elevation the load will be required to reach.
12. Block 13; indicate the crane's boom angle at the beginning (pick) and end (set) of the lift.
13. Block 14; check (✔) one of the boxes, "yes" or "no". If "yes" is checked, complete the jib length and weight spaces for the configuration of the jib. Then check (✔) one — erected, or stowed.
14. Block 15; indicate the gross capacity of the crane from the manufacturer's capacity chart with the parameters as indicated in blocks 9 through 14. If the jib/boom extension will not be used to perform the lift, do not deduct its weight from the main boom capacity rating in block 15. It will be deducted as a part of block 16.
15. Block 16; indicates the crane manufacturer's recommended weight reduction for each item listed and total.
16. Block 17; describe the load to be lifted and indicate the load weight.
17. Block 18; enter the name of the person who determined the load weight and how this determination was made (shipping bill-of-lading, scale, etc.).
18. Block 19; indicate the total weight of the load by adding blocks 16 and 17 together.
19. Block 20; indicate the percentage of the cranes lift capacity by dividing block 15 by block 19. If load/capacity percentage equals or exceeds 95%, **the lift will not be made.**

20. Block 21; verify that the rigging equipment (shackles, chokers, etc.) used to perform the lift has a 5 to 1 safety factor. If all rigging items are determined to have a capacity rating 5 times the load supported, enter a check mark (✔) in the "yes" block, if not, enter a check mark (✔) in the "no" block.
21. Block 22; enter the size of chokers and shackles used for the lift and their physical conditions.
22. Block 23; enter a check mark (✔) in the appropriate box if a tag line will be used.
23. Block 24; enter the number of parts in the load handling line during the lift.
24. Block 25; Indicate the weather conditions during the lift, with emphasis on wind velocity and direction, rain probability, etc.
25. Block 26; indicate whether any electrical hazard is within the vicinity of the lift area (pick, swing, or set crane movements) by entering a check mark (✔) in the appropriate box. If "yes", indicate the distance to the electrical hazard and in which direction, the amount of voltage, height above ground lines, above or below ground, etc.
26. Block 27; indicate type of soil in area of lift: loose, compacted, or virgin earth; moisture content; adjacent excavations (distance from outrigger/tracks and depth), etc.
27. Block 28; indicate whether there are any existing underground hazards in the crane set-up area. If "yes", explain what type of hazard (water, sewage, drainage, electrical, etc.) and at what depth.
28. Block 29; indicate whether there are any other hazards located in the lift area that would interfere with the lift operations. If "yes", state the type hazard involved and the distance to it.
29. Block 30; enter a check mark (✔) to indicate whether a pre-lift meeting will be conducted with all involved persons.
30. Block 31; enter the rigger's name.
31. Block 32; enter the flagman's name.
32. Have the six individuals indicated on the Critical Crane Lift Permit sign the form in the order that they appear.

CRITICAL CRANE LIFT PERMIT

1. PROJECT NAME	2. PROJECT NUMBER	3. DATE OF LIFT	4. TIME OF LIFT	5. LOCATION OF LIFT

6. CRANE MANUFACTURER	7. MODEL NUMBER	8. SERIAL NUMBER	9. TOTAL BOOM/JIB LENGTH (FT.) (AT TIME OF LIFT)

10. MAXIMUM RADIUS DURING LIFT (PICK, SWING & SET)	11. SWING DIRECTION & DEGREE OF SWING	12. LIFT ELEVATION (FT.)	13. BOOM ANGLE
		_____MAX. _____MIN.	_____PICK _____SET

14. WILL JIB BE USED?	15. MANUFACTURE RATED CAPACITY FROM CHART PER PARAMETERS OUTLINED IN BLOCKS 9 THROUGH 14.
☐ YES ☐ NO LENGTH (FT.)_____ ERECTED ( ) _____ WEIGHT (LBS.) _____ STOWED ( ) _____	

16. COMPONENTS WEIGHTS		17. LOAD DESCRIPTION & WEIGHT		
JIB/BOOM EXTENSIONS	_____			
JIB BALL & HOOK	_____			
UPPER BOOM POINT	_____	18. WHO DETERMINED WEIGHT OF LOAD & LIFT?		
UPPER POINT BALL & HOOK	_____			
LOAD BLOCK	_____	19. TOTAL LOAD (TOTAL BLOCKS 16 & 17)	20. LOAD PERCENT OF CRANE CAPACITY (DIVIDE BLOCK 19 BY BLOCK 15)	21. RIGGING SAFETY FACTOR 5 TO 1?
SLINGS & MISC. LIFTING EQUIP.	_____			
WIRE ROPE BENEATH TIP (If applicable)	_____			
LIFTING BEAM OR BARS	_____			
TOTAL	_____	22. CHOKER SIZE & CONDITION		

23. TAG LINE REQUIRED	24. PARTS OF WIRE ROPE ON BLOCK	25. WEATHER CONDITIONS (WIND, RAIN, ETC.)
☐ YES ☐ NO		

26. ELECTRICAL HAZARDS? ☐ YES ☐ NO IF YES, EXPLAIN:	27. SOIL CONDITIONS

28. UNDERGOUND HAZARDS? ☐ YES ☐ NO IF YES, EXPLAIN:	29. OTHER HAZARDS? ☐ YES ☐ NO IF YES, EXPLAIN:

30. WILL LIFT MEETING BE CONDUCTED?	31. RIGGER'S NAME	32. FLAGMAN'S NAME
☐ YES ☐ NO		

33. SIGNATURES

1. OPERATOR	4. CRAFT SUPERVISOR
2. EQUIPMENT SUPERVISION	5. SAFETY REPRESENTATIVE
3. RIGGING SUPERVISION	6. PROJECT/CONSTRUCTION MANAGER

CRITICAL CRANE LIFTS

I. GENERAL

This procedure provides guidance for control of those lifts with cranes which are considered to be critical lifts and not repetitive. Lifts in this category are those which:

- Exceed 75% of the crane's rated capacity for the crane configuration
- Require two cranes to make the lift
- Are located such that the load or the crane boom could fall on electric lines, transformers, pipelines, vessels, or reactors containing flammable, explosive, or hazardous gases or liquids, etc.
- Utilize poles and derricks that have been erected for a specific lift

II. INTERPRETATION

Crane configuration as used in this procedure refers to such variables of the crane as boom length, boom angle, counterweight, outriggers extended and set/tracks extended or retracted and attachments (jib, headache ball, load block, lifting devices, etc.). All above items affect the gross capacity of the crane and shall be taken into consideration prior to lift.

III. GUIDELINES

If in completing the permit it is determined the lift equals or exceeds 95% of the crane configuration capacity for the greatest radius the load will achieve during pick, swing, or set, the lift will not be made. If by changing the crane configuration within manufacturing specifications a greater gross capacity may be gained, the change shall be made. If not, a larger capacity crane shall be obtained and used.

IV. RESPONSIBILITIES

The Critical Crane Lift Permit form will be completed prior to the "critical lift" by the supervisor of the lift. After the supervisor has completed the permit, the designated project personnel will review and sign off on the lift permit in the order listed on the permit. A copy of the permit will be placed in the cab of the lift-crane with the original filed in the project safety office.

(See Exhibit 14.14.1-A Instructions For Critical Crane Lift Permit & Exhibit 14.14.1-B Critical Crane Lift Permit)

RIGGING

1.0 General

All rigging and lifting shall comply with 29 CFR 1926 Subpart H and Subpart N, the DOE Hoisting and Rigging Manual.

All rigger's signalmen shall be properly trained and provided with a rigging handbook. Documentation of training shall be provided. Major rigging operations must be planned and supervised by competent personnel to ensure that the best methods and most suitable equipment are employed.

Jaynes Corporation shall have the authority to cancel hoisting and rigging operations based on consideration of weather, condition of lifting hardware, electrical line clearances, or any other factor which in the judgment of Jaynes Corporation may adversely affect the successful conclusion of the lift. All rigging must be protected from flame cutting and electric welding operations and from contact with solvents and chemicals.

1.1 Alloy Steel Chains

Chains shall not be used for lifting except as part of a chainfall or come-along device.

1.2 Wire Ropes

Wire ropes shall be kept in good repair and without deformities. Wire ropes with visual signs of kinking, crushing, un-stranding, bird-caging, main strand displacement, core protrusion, loss of rope diameter, unevenness of outer strands, corrosion, heat damage, abrasion, broken wires or strands and cracked, worn, or deformed end attachments shall be considered in evaluation of sling replacement. Wire rope shall not be used if in one rope lay there are 6 randomly distributed broken wires or 3 broken wires in one strand.

TABLE 14.14-A Minimum Number and Spacing of U-bolt Clips

DIAMETER OF WIRE (INCHES)	NUMER OF CLIPS	SPACING BETWEEN CLIPS (INCHES)
1/2	3	3
5/8	3	3.75
3/4	4	4.5
7/8	4	5.25
1	5	6
1 1/8	6	6.75
1 1/4	6	7.5
1 3/8	7	8.25
1 1/2	7	9

1.3 Slings

Synthetic slings shall be carefully maintained and inspected. Any synthetic sling with the red warning line exposed is to be removed from the site immediately regardless of the extent of the exposure and the use of the sling.

Slings shall not be dragged from beneath loads. Knotted and kinked slings will be considered permanently damaged and shall be removed from the site. When estimating sling capacity using multi-legged slings, only two of the legs shall be considered to carry the full load. All loose pieces of material shall be removed from the load prior to moving. Gloves shall be worn when handling wire rope. Hands shall be kept free from pinch points as slack is taken up. The load shall be controlled at all times. Personnel shall keep body parts out of pinch points. Tag lines shall be used.

Synthetic webbing (nylon, polyester, and polypropylene) shall be identified by the name of the manufacturer, the rated capacities for the type of hitch and the type of material.

Synthetic web slings shall be immediately removed from the site if there are signs of acid or caustic bums, melting or charring of any part of the sling surface, snags, punctures, tears or cuts, broken or worn stitches, distortion of fittings, discoloration or rotting, or red warning line showing.

1.4 Shackles, Hooks and Bolts

Table H-19 of OSHA 29 CFR 1926, Subpart H, (1926.251, *Rigging Equipment for Materials Handling)* shall be used to determine the safe working loads of various size of shackles.

Shackles and hooks shall be constructed of forged alloy steel with the identifiable load rating and manufacturer on the shackle or hook. All hooks except for sorting hooks and sliding choker hooks shall be equipped with a safety latch.

1.5 Weather Conditions

No rigging or hoisting operation shall be carried out when weather conditions could cause the operation to be hazardous to personnel or property. The size and shape of loads must be examined to determine if a hazard exists during high winds. Wind loading may not exceed equipment capacity. When wind speeds reach 25 to 30 mph, or when visibility is impaired by darkness, snow, fog, or rain, the operation shall be suspended.

SUSPENDED PERSONNEL WORKBASKET PROCEDURES

SAFE WORK PRACTICES

- This method shall be used only when other means of access to the work are extremely hazardous or are not possible because of structural design or site work conditions. Alternate methods and safety requirements shall be investigated before using the workbasket as an option.
- The use of the workbasket will require approval by the supervisor, equipment supervisor, project or construction manager, and the safety coordinator.
- In no case is a workbasket to be used as an elevator.
- Employees shall keep all parts of their bodies inside the workbasket during raising, lowering and positioning.
- Hoisting of employees shall be discontinued upon indications of any dangerous weather conditions or other impending danger.
- The workbasket shall be hoisted just above the ground and inspected to assure that it is secure and properly balanced before employees are allowed to occupy the workbasket.
- Employees being hoisted shall be in continuous sight of and in communication with the crane operator or signal person. If at any time, the operator cannot see hand signals or hear radio-relayed signals, they shall stop all operations until they can receive signals.
- Employees occupying the workbasket shall wear a safety harness with a lanyard appropriately attached to a structural member within the workbasket.

DESIGN GUIDELINES

Workbaskets shall be designed by a qualified engineer who is competent in structural design. The basket will be designed and constructed for the specific purpose of hoisting personnel by means of a crane.
Lifting bridles on the workbasket shall be designed to minimize tipping of the basket due to the movement of employees occupying the basket. The basket shall be at least four feet square, headroom should be provided which allows employees to stand upright in the platform, and be of welded construction with a safety factor of five.
A 42-inch high guardrail for perimeter protection of personnel within the workbasket shall be maintained. It shall be either solid construction or expanded metal having openings of no greater than 1/2 inch, with a gate that swings inward only and equipped with a positive latch (refer to Exhibit 14.14.3-A). The workbasket weight, maximum number of employees, name and manufacturer, individual ID number, and the load capacity of the basket must be posted permanently on the basket

door. The workbasket shall be easily identifiable by color or marking. Personnel workbaskets are not to be used to hoist materials or tools without an employee.
A grab rail shall be provided inside the personnel basket. Overhead protection shall also be provided when employees are exposed to falling objects. A welder qualified for the weld grades, types and material specified in the design, shall perform all welding. All exposed rough edges shall be ground smooth. A qualified engineer must approve basket design.

RIGGING

Load block or ball hooks shall be a type that can be closed and locked, thereby eliminating the throat opening. As an alternate, a shackle with a screw pin, nut and retaining pin may be used.
When a wire rope lifting bridle is used to connect the workbasket to the load line, the bridle legs shall be connected to a single ring or shackle. Lifting bridles and associated hardware used for attaching the workbasket to the hoist line shall not be used for any other service.
All eyes in wire rope slings shall be fabricated with thimbles. Wire rope, shackles, rings and other rigging hardware shall have minimum safety factor of five.
A safety wire rope sling shall be affixed from the uppermost part of the lifting bridle to a point above the ball or the dead-end load line of the load block or to the load block (refer to Exhibit 14.14.3-A).
Tag lines shall be used where practical.

CRANE SETUP AND OPERATION

The crane shall be uniformly level within one percent of the level grade and located on firm footing. Crane outriggers, if provided, shall be used according to manufacturer's specifications when hoisting employees. Crane travel is prohibited while the workbasket is suspended. The crane operator shall remain at the controls at all times, with the engine running, when the workbasket is suspended.
The total weight of the loaded workbasket and related rigging shall not exceed 25 percent of the rated capacity for the radius and configuration of the crane. The minimum load hoist wire rope safety factor shall be seven (7). Except where rotation resistance ropes are used, the line should be capable of supporting without failure at least ten times the maximum intended load. Lifting and lowering speeds shall not exceed 100 feet per minute. The load-line hoist drum shall have controlled (power) load-lowering capability; free fall is prohibited. Only cranes with a fail-safe braking system will be permitted.
Telescoping booms shall be marked or equipped with a device to clearly indicate to the operator, at all times, the boom's extended length.
A positive acting device shall be used which prevents contact between the load block or overhaul ball and the boom tip (anti-two-blocking device), or a system shall be used which deactivates the hoisting action before damage occurs in the event of a two-blocking situation (two block damage prevention feature).
Load and boom hoist drum brakes, swing brakes and locking devices such as dogs and pawls, as equipped, shall be engaged when the occupied workbasket is in a stationary working position. If the work is not landed, it shall be secured to the structure before employees exit or enter the basket.

INSPECTION AND TESTING

The crane to be used and the workbasket shall be inspected by a competent person at the beginning of each shift and before hoisting employees in the workbasket after the crane has been used for any material handling operation in which greater than 50 percent of the rated capacity was lifted.

A trial lift with the workbasket unoccupied shall be made for each new work location and at the beginning of each shift to ensure that all systems, controls and safety devices are functioning properly. A full-cycle operational test lift at 200 percent of the intended load of the workbasket shall also be made at each new setup location before hoisting employees for the first time.
A visual inspection of the crane, workbasket and base support shall be conducted immediately after the test lift to determine whether the testing had any adverse effect upon any component or structure.
A copy of the Monthly Safety Inspection Checklist for Construction Equipment (Attachment), shall be completed for the crane and attached to the Suspended Personnel Workbasket authorization, (Attachment).
Any defects found during such inspections that may create a safety hazard shall be corrected before further use of the workbasket.

PRE-LIFT MEETING

A meeting attended by the operator, signal person(s) to be lifted, and the person responsible for the task to be performed shall be held to review this procedure and the work procedures to be followed. This meeting shall be held before the beginning of personnel hoisting operations at each new work location and thereafter for any employees newly assigned to the operation.

(See Exhibit 14.14.3-A Suspended Personnel Workbasket Checklist & Authorization)

SUSPENDED PERSONNELWORKBASKET CHECKLIST & AUTHORIZATION

A. Description and type of work to be performed (give details concerning duties, location, and surrounding obstructions).

B. Less Hazardous Alternatives

Note!!! Answer shall be based on hazardous exposure to employees performing the work (time and cost of operation shall not be a determining factor in the method used).

Note!!! State reason(s) after each of the following why method may not be used to perform work operation.

1. **Ladder and/or stairways (step, extension, A-Frame)**

2. **Scaffolds (buck, tubular, two-point suspended)**

3. **Aerial lifts (power platform, vehicle-mounted elevating and rotating work platforms-scissor lifts, JLG's, high lift boom truck)**

4. **Personnel hoist (elevators, slider lift)**

5. **Other mechanical method (clam-shell, magnet, drag, etc.)**

Note!!!! If one of the above methods is feasible, that method must be used to perform the work. If not, continue completing this checklist.

C. CRANE REQUIREMENTS

1.	**Boom angle indicator**	_____
2.	**Boom extension indicator**	_____
3.	**Anti-two block device or damage prevention features**	_____
4.	**Line speed governed (100 ft/min)**	_____
5.	**Wire rope, lifting bridle, and associated hardware, safety factor of 5**	_____
6.	**Brakers, pawls, or dogs in good condition**	_____
7.	**Controlled (power) load lowering (no free fall)**	_____
8.	**Controlled (power) boom (not live)**	_____
9.	**Uniformly level (1 percent of level grade)**	_____
10.	**Firm footing/support (mats needed)**	_____
11.	**Outriggers extended and set**	_____
12.	**(a) Crane's gross capacity**	_____
	(b) Net capacity (after all deductions)	_____
	(c) 25 percent of net capacity	_____
13.	**Inspected (crane & support) per manufacturer's requirements**	_____
14.	**Automatic safe working load indicator (Europe only)**	_____

D. BASKET REQUIREMENTS

1.	**Designed by a qualified engineer**	_____
2.	**Welded by a qualified welder**	_____
3.	**Suspension system to minimize tipping**	_____
4.	**Safety factor of 5 of basket design**	_____
5.	**Perimeter guarding**	_____

6.	**Inward swinging gate**	_____
7.	**Grab rails entire perimeter**	_____
8.	**Overhead protection**	_____
9.	**Smooth interior surfaces**	_____
10.	**Capacity and weight indicators**	_____
11.	**Platform identification markings**	_____
12.	**Radios needed for lift**	_____
13.	**Number of workers permitted for work – 4 maximum (250 lbs/person or equivalent national standard)**	_____
14.	**Total weight of basket, rigging, workers and materials**	_____

Warning!! If Item D–14 is greater than C-12(c), DO NOT MAKE LIFT!

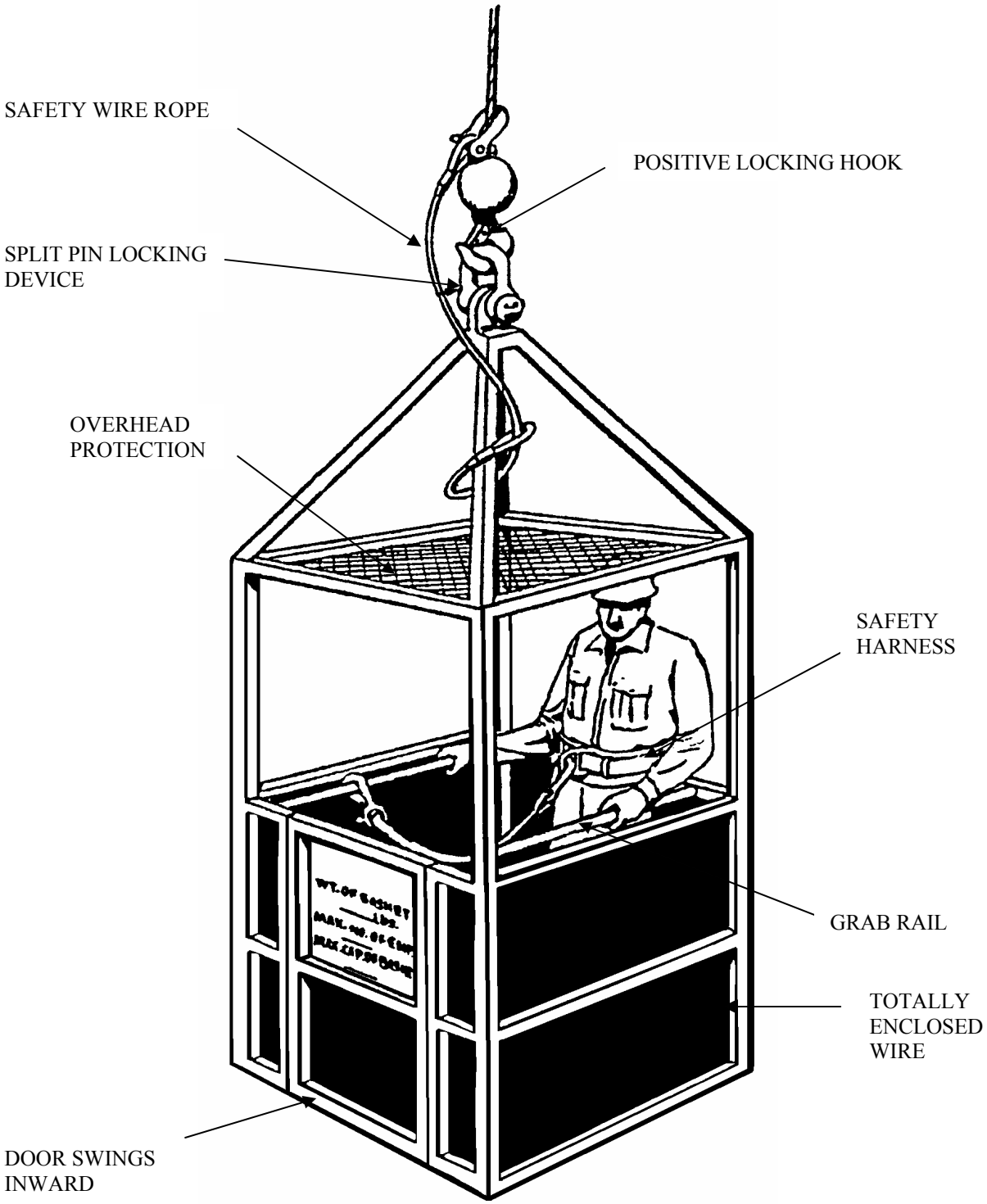
E. TESTING AND INSPECTIONS

1.	**Work Basket**	_____
2.	**Per work shift**	_____
3.	**Trial run at all work locations**	_____
4.	**Test lift (200% of basket capacity) at each crane setup**	_____
5.	**Crane level after test lift**	_____
6.	**Crane support after test lift**	_____

F. PRE-LIFT MEETIG

1.	**Operator's responsibilities and duties reviewed**	_____
2.	**Signal person's responsibilities and duties reviewed**	_____
3.	**Person(s) to be lifted, responsibilities and duties reviewed**	_____
4.	**Supervision aware of responsibilities and duties reviewed**	_____

Employee Properly Positioned in Suspended Workbasket



SUSPENDED PERSONNEL WORKBASKET AUTHORIZATION

I _____, as project manager, approve the use of a
(NAME)

suspended work basket at _____ on _____.
(LOCATION)
(DATE)

The use of the basket will be in accordance with OSHA regulations concerning Hoisting Personnel Baskets/Platforms from Cranes and Derricks.

APPROVAL SIGNATURES	
IMMEDIATE FOREMAN	PROJECT/CONSTRUCTION MANAGER
EQUIPMENT SUPERINTENDENT	SAFETY MANAGER

MOTOR VEHICLES, MECHANIZED EQUIPMENT & MARINE OPERATIONS

I. Motor Vehicles and Heavy Equipment

A. Drivers and/or operators of vehicles and heavy equipment must have the appropriate State license certifying their qualifications to drive or operate each piece of equipment or vehicle. When State certification is not available for a piece of heavy equipment, Jaynes Corporation and subcontractors shall submit to the General Superintendent, evidence of operator qualification for each operator, listing each piece of heavy equipment that operator is qualified to operate.

B. Jaynes Corporation and subcontractors shall be responsible for the safe operation of all vehicles and heavy equipment operated by Jaynes Corporation and subcontractor personnel. Drivers and/or operators of vehicles and heavy equipment shall use caution when operating in close proximity to other equipment and tools (e.g., vehicles, heavy equipment, scaffolding, hoses, cords, etc.).

C. Drivers shall be responsible for the safety of all passengers and the stability of materials being hauled. Personnel shall not mount or dismount moving vehicles. Personnel shall not ride in the bed of any vehicle. Vehicles used to transport personnel shall have seats firmly secured and adequate for the number of personnel to be carried. The use of seat belts shall be mandatory when operating or riding in vehicles.

D. Rubber-tired unattended vehicles and heavy equipment shall not be left running unless the wheels are chocked and the parking brake set.

E. All blades and buckets shall be lowered when the operator leaves the cab unless physically locked or properly blocked. Workers may not work under or between machinery, equipment, or parts of machinery or equipment until the material is physically blocked or otherwise supported.

F. Heavy equipment shall be maintained in proper operating condition at all times. All machines shall be equipped with a Roll-Over Protective Structure (ROPS) cabs as identified by 29 CFR 1926.1000. Operators shall be trained in the proper method of working on slopes.

G. All heavy equipment with ROPS cabs shall be labeled as required by 29 CFR 1926.1000. Seat belts shall be installed and used in all equipment with ROPS attachments. All heavy equipment shall be equipped with properly functioning back-up alarm systems that are clearly audible above surrounding noise.

H. All equipment and tools shall be subject to an inspection, conducted by Jaynes Corporation, upon arrival at the site, prior to being placed into service.

Operators shall perform daily inspections of machinery and equipment. Records of these inspections shall be submitted to and kept by Jaynes Corporation. Defective equipment that could potentially endanger personnel or the environment shall be tagged defective and immediately repaired or removed from service. All machinery shall be subject to inspection by Jaynes Corporation at any time. The owner's manual will be strictly adhered to. All operators shall review and understand the operator's manual.

I. The field supervisor or designated personnel must supervise off-loading and loading of all wheeled or tracked equipment. Equipment may not run over hoses, manhole covers, debris or any other material.

J. Jaynes Corporation and subcontractors shall clean up oils or other fluids (except water) that leak onto the ground, and the contaminated soil shall be disposed of in accordance with Section 22.5 of this plan.

K. All equipment is designed for a particular function and shall be operated according to the manufacturer’s recommendations and within the manufacturer's limitations. For lifting operations with equipment other than cranes, prior written approval must be obtained from Jaynes Corporation.

L. All tire servicing, including inflation shall be done in compliance with 29 CFR 1910.177 and 29 CFR 1926.600.

M. Heavy equipment used for clearing and grubbing must be equipped with cabs to protect operators from filling or flying objects.

N. All parts of cranes, excavators, lift trucks, trucks with dump bodies, or other lifting equipment working in the area of energized overhead electrical lines shall maintain a minimum clearance of 10 feet from electrical lines <50kV and an additional 4 inches for every 10kVs greater than 50kV. A person shall be designated to observe equipment clearance and give timely warning of all operations where it is difficult for the operator to maintain the desired clearance by visual means.

POWERED INDUSTRIAL TRUCKS (PITs)

I. PURPOSE

The goal of this Jaynes Corporation policy is to educate each Powered Industrial Truck (PIT) operator to be informed, confident and proficient in safely operating the PIT to which they have been assigned and to maintain the operator's knowledge, confidence and skill through ongoing training and evaluation.

II. DEFINITIONS APPLICABLE TO THIS POLICY

A. POWERED INDUSTRIAL TRUCK (PIT) – Any mobile power-propelled (e.g. electric or fuel) truck used to carry, push, lift, stack or tier materials. PITs can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in this definition. Examples of PITs include but are not limited to: Forklift trucks, narrow aisle rider trucks and walking pallet trucks.

B. ACCIDENT INVESTIGATION – An investigation of an accident involving a PIT in order to determine the facts that caused or may have caused the accident and recommendations for appropriate action to prevent a similar accident from occurring.

C. CERTIFICATION – Certification requirements include successful training in the fundamentals and operation of the Powered Industrial Truck and evaluation of sufficient skills for safe operation upon completion of Supervised Hands-On training. Both criteria must be met before qualification to operate the PIT without supervision. Documentation of the operator's training and evaluation dates, including the trainer's name, must be maintained in the operator's personnel file.

D. INCIDENTS WITH PITs – Incidents include any unsafe act performed by the operator, all near misses (i.e. passerby or operator could have been injured or property has been damaged) and all accidents involving PITs

E. REFRESHER TRAINING – Certified operators must attend refresher training every three (3) years to maintain certification. Refresher training will include: updates (internal and regulatory), review of accidents and near misses reported in the last three years, operations and equipment issues and a skills proficiency evaluation.

F. RETRAINING – OSHA requires mandatory retraining for any PIT Operator involved in an incident (near misses and accidents) with a PIT. This training must be targeted to the specific incidence in a sufficient way to prevent the occurrence of similar incidences.

G. SUPERVISED HANDS-ON TRAINING – Supervision on the PIT will be provided to familiarize the operator on the fuel system, controls and safe PIT operation. This is a requirement for new (first time) operators and for reassignments to a different type of PIT for which the operator is unfamiliar. This training will also be required if an operator's skills are deficient during their annual evaluation for re-certification.

III. REQUIREMENTS FOR PIT OPERATOR

A. All PIT operators for Jaynes Corporation must be certified through proper training and successful evaluation of skills on the PIT they have been assigned to operate.

B. All PIT operators must participate in Refresher Training that includes an evaluation of hands-on operator skills to maintain certification. Operators with deficient skills will not be re-certified until successful completion of Supervised Hands-On Training.

C. All certified PIT operators are strongly encouraged to maintain their training knowledge and skills. This can be accomplished by operating the PIT to which they have been assigned on a routine basis.

D. Additional training is required whenever there are modifications or attachments made to the PIT. The manufacturer must approve all modifications and attachments and any new information on Load Capacity must be posted on the PIT.

E. PIT Operators must report all incidents involving the PIT they are operating to their supervisor. The supervisor will then report the incident immediately to the Safety Department. The purpose for incidence reporting is to prevent repeating incidences that could lead to serious injuries and property damage.

F. Operators that have been involved in an incident with a PIT must participate in retraining.

G. PIT Operators will perform Pre-Operational safety Checks on the PIT that includes but is not limited to the fuel system, controls and warning systems, as required by regulations and the PIT Equipment Manufacturer. During Pre-Operational Safety Checks, operators will make sure all warning labels are posted and legible and all guards are in place.

H. PIT Operators will wear assigned Personal Protective Equipment (PPE) as required by the supervisor and/or the Safety Department.

I. PIT Operators are prohibited from using a PIT in an unsafe manner or outside of the specifications and guidelines determined by the PIT Equipment Manufacturer.

IV. RESPONSIBILITIES

A. The Safety department will provide PIT Operator Safety training to meet certification and refresher training requirements and be available for assistance in implementing policy requirements.

B. Supervisors will assist the Safety Department in coordinating all levels of operator safety training and communicating any significant PIT incidences or trends that have occurred to the Safety Department.

C. Management and supervisors must provide a safe working environment for employees under their direction. To facilitate providing safe work conditions for designated PIT Operators Jaynes Corporation must meet all of the following responsibilities:

1. Training Requirements

   a. Verify or coordinate PIT Operator Certification.
   b. Supervisors must ensure that their designated PIT Operators attend Refresher Training to maintain certification. An Operator with deficient skills during an evaluation must attend additional Supervised Hands-On Training.
   c. Skills Proficiency can be strengthened by requiring employees to perform routine PIT Operations. If this is not possible, then PIT Operators must attend several abbreviated sessions of Supervised Hands-On Training (at least two). These sessions will be coordinated by the Safety Department and offered throughout the year.
   d. Additional training is required whenever there are modifications or attachments made to the PIT. The manufacturer must approve all modifications and attachments and any new information on Load Capacity must be posted on the PIT.

2. PIT Operations and Work Environment

   a. Pre Use Checklists – Supervisors must instruct PIT Operators to complete Pre Use Safety Checklists as determined by the Safety Department. Routinely, PIT equipment manufacturers have Safety Inspection Guidelines available in the Operator's Manual. Assistance on Pre Use Safety Checklists is available for the Safety Department.

b. Warning Labels and Guards – Supervisors must ensure that all of the equipment manufacturer's warning labels (i.e., capacity, operation and maintenance plates, pinch points, etc.) are legibly posted and all guards are in place and functional. Modifications or additions to PIT(s) are not allowed unless the equipment manufacturer has specified them. All appropriate plates and tags for any modifications or additions by the manufacturer must be posted on the PIT.

c. Unsafe Operations Prohibited – Supervisors must oversee that designated PIT Operators do not perform any unsafe operations on PIT(s) that are prohibited or outside of the specifications or guidelines of the equipment manufacturer.

d. Hazards Assessment – Supervisors must perform/request a Hazards Assessment of the work area and conditions where the operator will be handling and loading materials. Specific concerns include but are not limited to: handling potentially hazardous materials, fueling or battery charging, fall protection and overhead stacking. This assessment will help determine the need for Personal Protective Equipment (PPE). Assistance is available from the Safety Department.

3. Accident Investigation and Incidence Reporting

a. Accidents – The Safety Department must be notified immediately of accidents involving a PIT. The supervisor and the safety Department will determine if assistance is needed for an accident investigation.

b. Incidences – All incidences involving a PIT must be documented and reported to the Safety department immediately.

c. Retraining – Supervisor must coordinate training to the designated PIT Operator involved in an incident with a PIT. The purpose of the retraining is to be timely and focus on work practices to be performed by the operator or changes that can be made in the work environment that will prevent similar incidences from occurring. Assistance is available from the Safety Department.

d. Documentation of Retraining – This training and/or action with the PIT Operator can be determined by the supervisor and/or Safety Department. A brief summary of the training, discussion or action and documentation is adequate.

EXCAVATIONS

A. General

1. All supervisors will receive the competent person training for excavation and trenching.
2. Allowance for safe excavation to be made prior to the start of digging.
3. It is the intent of Jaynes Corporation to conduct excavation and trenching activities in such a manner that eliminates employee exposure to hazard as well as to the general public.

B. Scope

Supervisors shall insure that excavation activities are coordinated, communicated, and conducted in accordance with the provisions of this section and other regulatory requirements.

1. Prior to excavating, the estimated location of any underground installations that reasonably may be expected to be encountered during the excavation work shall be determined.
   a) Call the participating "one call" center in the area of the excavation, if applicable.
   b) All surface encumbrances that create a hazard to employees shall be removed or supported, as necessary.
2. All excavations over 20 feet in depth shall be designed by a person who is registered as a professional engineer in the state where the work is to be performed.
3. Excavations that are to be left unguarded shall be barricaded in a manner that is appropriate considering location.
   a) Local highway department requirements for warning and barricades shall be adhered to.
4. Employees in an excavation shall be protected from cave-ins by an adequate protective system(s) except when:
   a) Excavations are made entirely in stable rock.
   b) Excavations are less than 5 feet in depth and examination of the ground by a competent person provides no indication of a potential cave-in.
5. Adequate protective systems consist of sloping, shoring and shielding.
   a) Soils classification by a competent person, (three categories: Type A, Type B and Type C), is required when selecting protective systems(s) to be used.
   b) All manufactured protective systems or tabulated data shall be approved by a registered (any state) professional engineer.
6. Spoil will be stored a minimum of 2 feet from the sides of the excavation and shall not impede the means of egress from excavations.
   a) Adequate protection shall be provided to protect employees form loose rock or soil, materials and equipment that could pose a hazard by falling or rolling into the excavation.
7. A competent person prior to start of work and as needed throughout

the work period shall inspect excavations, the adjacent areas and the protective systems.

a) Where the competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.

8. A stairway, ladder, ramp or other safe means of egress shall be located in excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.
   a) Methods used solely by employees as a means of access or egress from excavations shall be approved by a competent person.
9. Adequate precautions shall be taken to protect employees working in excavations, against the hazards posed by water accumulation.
10. The competent person shall have authorization to take prompt corrective measures to eliminate any hazard.
11. Excavations are exempt from these requirements in areas where employees will not enter the excavation.
12. A list of all the designated competent persons of Jaynes Corporation will be a part of this policy and will also be posted at job sites.

CONCRETE CONSTRUCTION

I. GENERAL REQUIREMENTS

A. No construction loads will be placed on a concrete structure or portion of a concrete structure unless, based on information received from a qualified person that the structure or portion of the structure is capable of supporting the loads.

B. All protruding reinforcing steel onto and into which employees could fall shall be guarded to eliminate the hazard of impalement.

C. No employee shall be permitted to ride concrete buckets, nor work under concrete buckets while buckets are being elevated or lowered into position. Employees will be required to wear proper clothing, rubber boots, rubber gloves, hardhat and safety eyewear to prevent cement burns during concrete placement. Employees applying cement, sand and water mixtures through a pneumatic hose will wear face protection in addition to safety eyewear.

D. No employee shall be permitted to place or tie reinforcing steel more than six (6) feet above any adjacent working surface unless the employee is protected by the use of a personal fall arrest system or equivalent fall protection system.

E. Employees who place concrete shall be trained in the chemical hazards associated with handling concrete, a mild corrosive.

II. EQUIPMENT & TOOLS

A. Storage bins, silos and containers must be equipped with conical or tapered bottoms and have mechanical or pneumatic control to pour the material. Entry into the storage facilities shall be permitted in accordance with lock-out/tag-out procedures (See Section 15.4).

B. Power and rotating type concrete troweling machines that are manually guided shall be equipped with a control switch that will automatically shut off the power whenever the hands of the operator are removed from the equipment handles. Centrifugal force shut-off switches, which require the troweling machines to spin before shutting off the power, are not acceptable.

C. Positive safety latches or similar safety devices shall be installed on all hydraulic or pneumatic gates of concrete buckets to prevent premature or accidental dumping. Buckets will be suspended from shackles or approved safety-type hooks.

D. All pipe supports of concrete pumping system will be designed for 100% overload. Compressed air hoses will utilize only fail-safe joint connectors to

prevent separation of sections when pressurized. Tremies, elephant trunks, etc., sections will be secured with fail-safe chain or wire rope in addition to regular couplings or connections.

E. Concrete buggies (Georgia buggy) handles will not extend beyond the wheels on either side of the buggy. Where there is a possibility of contact with energized electrical conductors, handles on bull floats will be constructed of non-conductive material or insulated with non-conductive sheath.

F. Blades of masonry saws must be covered with a semicircular enclosure to retain blade fragments. A method for retaining blade fragments shall be incorporated in the design of the semicircular enclosure.

G. Mixers with ¾ yard or larger loading skips shall be equipped with a mechanical device to clear the skip of materials and guardrails installed on each side of the skip.

H. All potentially hazardous energy sources must be locked out and tagged before performing maintenance or repair on equipment (See Section 15.4 Lock-Out/Tag-Out Procedures).

III. FORMWORK & SHORING

A. Formwork and shoring will be designed, erected, supported, braced and maintained so as to safely support any and all vertical and lateral loads that may be imposed upon it during placement of concrete. Drawings of plans showing the jack layout, formwork, shoring, working decks and scaffolding will be available at the job site.

B. All shoring equipment will be inspected prior to erection to determine that it is specified in the shoring layout and that it is not defective. Defective or damaged shoring equipment must not be used for shoring under any circumstances. Erected shoring equipment will be inspected during and immediately before and after the placement of concrete. Damaged or weakened shoring equipment will be immediately reinforced or reshored.

C. All sills for shoring will be sound, rigid and capable of safely carrying all vertical and lateral loads that may be imposed upon them at anytime. All base-plates, shore heads, extension devices and adjustment screws will be in firm contact with the footing sill and the form material. Eccentric loads on shore heads and similar members must be designed for such loading.

D. Shoring for tiered single post shores and erected shoring must be designed and inspected by a qualified designer and by an engineer qualified in structural design.

E. Single post shores must be vertically aligned, spliced to prevent misalignment and adequately braced in two mutually perpendicular directions at the splice level. Each tier also must be diagonally braced in the same two directions. Single post shores should not be adjusted after the placement of concrete.

F. The spacing between towers and cross-brace spacing in erected shoring will not exceed that shown on the layout and all locking devices will be in the closed position.

G. All shoring will be laterally supported by attachment to the structure.

H. Reshoring must be erected, as original forms and shores are removed, whenever the concrete is required to support loads in excess of its capacity.

I. Forms and shores (except those used for slabs on grade and slip forms) must not be removed until the concrete gains sufficient strength to support its weight and superimposed loads. Compliance with the plans and specifications for removal of forms and shore and proper testing with an appropriate ASTM standard test method can help determine if the concrete has gained sufficient strength.

J. Reshoring also must not be removed until the concrete being supported has gained adequate strength to support its weight and all loads upon it.

K. Employees removing formwork or shoring at elevations in excess of six (6) feet will wear and use personal fall arrest systems attached to a lifeline or the structure.

L. When removing formwork, all protruding nails will be immediately removed or bent over, so that they do not present a puncture wound hazard.

M. Steel rods or pipes of vertical slip forms on which jacks climb or by which forms are lifted must be specifically designed and adequately braced when not encased in concrete. Forms must be designed to prevent excessive distortion of the structure during jacking operation. All vertical slip forms must be provided with scaffolds or work platforms where employees are required to work or pass.

N. Jacks and vertical supports must be positioned so that the loads do not exceed the rated capacity. Jack or other lifting devices must be provided with mechanical dogs or other automatic holding devices to support the slip forms in case of power supply or lifting mechanism failure.

O. The form structure must be maintained within all design tolerances during jacking operation and must not exceed the safe rate of lift.

P. A limited access area must be established and barricaded before precast concrete work begins. Only employees actively engaged in erecting the precast would be permitted to enter this area. Employee shall not be permitted under precast concrete members when they are being tilted or lifted.

Q. Precast wall units, structural framing and tilt-up wall panels must be adequately supported to prevent overturning and to prevent collapse until permanent connections are completed.

R. Lifting hardware also must be capable of supporting at least five (5) times the maximum intended load.

IV. TILT- UP WALL PANEL ERECTION SAFETY PROCEDURES

A. Keep all areas clear of unnecessary tools and equipment.

B. Electric cords and air lines shall be positioned to not create tripping hazards.

C. Clean all loose concrete and other debris off panels before lifting.

D. Identify and/or mark all floor holes (Required if lifting operations are occurring on the floor slab).

E. Inspect all lifter and rigging before lifting each panel.

F. Make sure all rigging connections are secure before lifting panels.

G. Release lines shall be tied back or controlled to prevent snagging during lifting of panels.

H. Secure or hold braces before and during lifting of panels.

I. Stay clear of panels when lifted, eliminate placing yourself in the path of travel of the panel when suspended from the crane.

J. During tilt-up operations stay away from crane unless specifically directed. Avoid swing radius area at all times.

K. Always consult the crane operator or oiler before approaching the crane area.

MASONRY CONSTRUCTION

I. LIMITED ACCESS ZONE

A. A limited access zone shall be established whenever a masonry wall is being constructed. The limited access zone shall conform to the following:

1. The limited access zone shall be established prior to the start of construction of the wall.

2. The limited access zone shall be equal to the height of the wall to be constructed plus four (4) feet and shall run the entire length of the wall.

3. The limited access zone shall be established on the side of the wall, which will be unscaffolded.

4. The limited access zone shall be restricted to entry by employees actively engaged in constructing the wall. No other employees shall be permitted to enter the zone.

5. The limited access zone shall remain in place until the wall is adequately supported to prevent overturning and to prevent collapse unless the height of the wall is over eight (8) feet, in which case, the limited access zone shall remain in place until the requirements of section II of this section have been met.

II. BRACING OF MASONRY WALLS

A. All masonry walls over eight (8) feet in height shall be adequately braced to prevent overturning and to prevent collapse unless the wall is adequately supported so that it will not overturn or collapse. The bracing shall remain in place until permanent supporting elements of the structure are in place.

STEEL ERECTION

I. SCOPE

A. Intended to protect workers from hazards associated with steel erection, any workers involved in the construction, alteration and/or repair of single and multi-story buildings, bridges and other structures where steel erection occurs.

B. Does not cover electrical transmission towers, communication and broadcast towers or tanks.

II. APPLICATION

A. Steel erection activities include hoisting, connecting, welding, bolting and rigging structural steel, steel joists and metal buildings; installing metal deck, siding systems, miscellaneous metals, ornamental iron and similar materials; and moving point-to-point while performing these activities.

III. PERTINENT DEFINITIONS

A. Competent Person – One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

B. Connector – A worker who, working with hoisting equipment, is placing and connecting structural members and/or components.

C. Controlled Decking Zone (CDZ) – An area in which certain work (for example, initial installation and placement of metal deck) may take place without fall protection or where access to the zone is controlled.

D. Controlling Contractor – A prime contractor, general contractor, construction manager or any other legal entity at the site who has the overall responsibility for the project, its planning, quality and completion.

E. Critical Lift – A lift that exceeds 75% of the rated capacity of the crane or derrick or requires the use of more than one crane or derrick.

F. Decking Hole – A gap or void more than 2 inches in its least dimension and less than 12 inches in its greatest dimension.

G. Opening – A gap or void 12 inches or more in its least dimension in a floor, roof or other walking/working surface.

H. Qualified Person – A person who by possession of a recognized degree, certificate or professional standing or who by extensive knowledge, training and experience has successfully demonstrated the ability to solve or resolve problems relating to the subject matter, the work or the project.

IV. SITE LAYOUT, SITE-SPECIFIC ERECTION PLAN & CONSTRUCTION SEQUENCE

A. Approval to begin steel erection – Before authorizing the start of steel erection, Jaynes Corporation must provide the steel erector the following written notifications:

1. Concrete in footings, piers or walls must reach 75% of the intended minimum compressive strength or sufficient strength to support loads.
2. Prior to the erection of columns, Jaynes Corporation shall provide written notification to the steel erector if there has been any repair, replacement or modification of any column anchor bolts.

B. Commencement of steel erection – Steel erection subcontractor shall not erect steel unless written notice that the concrete in the footings, piers and walls or mortar in the masonry piers has attained 75% of minimum compressive strength.

C. Site layout - Jaynes Corporation shall provide and maintain:

1. Adequate access roads.
2. Firm, properly graded, drained area readily accessible with adequate space for safe storage of materials and equipment.

D. Overhead protection – All hoisting operations shall be preplanned to ensure no worker is required to be exposed to overhead hazards.

E. Site-Specific Erection Plan – Where elected due to site-specific conditions an erection plan shall be developed by a qualified person and be available.

1. Allowed as an “alternative” to some specific provisions:
   a. 29 CFR 1926.753(c)(5) deactivating safety latches.
   b. 29 CFR 1926.757 (a)(4) setting some steel joists.
   c. 29 CFR 1926.757 (e)(4)(i) placing bundled decking.

V. HOISTING & RIGGING

A. Pre-shift visual inspection of cranes by a competent person.

B. A certification that the pre-shift visual inspection was done shall be available.

C. The crane operator is responsible for those operations under the operator's direct control.

D. A qualified rigger shall inspect the rigging prior to each shift.

E. Cranes may hoist workers with a personnel platform meeting the requirements of 29 CFR 1926.550(g) and section 14.14.3 of the Jaynes Corporation Health & Safety Plan.

F. Working under loads – Routes preplanned to assure no workers are required to work under a suspended load except:

1. Connectors
2. Workers responsible for hooking and unhooking the load.

G. When working under suspended loads:

1. Routes shall be pre-planned
2. Materials shall be rigged to prevent unintentional displacement
3. Hooks shall have self-closing latches

H. Multiple lift rigging procedure – Can be used only if:

1. A multi-lift rig assembly is used.
2. Only structural members are lifted.
3. Maximum of 5 members at a time.
4. Crane manufacturer must allow for multiple lifting for that crane.
5. Total load shall not exceed the rated capacity of the hoisting equipment or the rigging equipment.
6. All members must be rigged separately to the hook.
7. Members must be at least 7 feet apart.
8. Members must be stabilized to remain level.
9. Capacity of the rigging has a 5 to 1 safety factor.
10. The members on the multiple lift rigging assembly shall be set from the bottom up.
11. Controlled load lowering shall be used whenever the load is over the connectors.
12. All workers engaged in the lift have been trained in the procedures.

VI. STRUCTURAL STEEL ASSEMBLY

A. Structural stability shall be maintained at all times.

B. Permanent floors shall be in place no more than 8 floors between the erection floor and the upper-most permanent floor

C. There shall be no more than 4 floors or 48 feet of unfinished bolting above the uppermost-unfinished floor.

D. A fully planked or decked floor or nets shall be provided within 2 floors or 30 feet.

E. Decking – Do not use strapping for hoisting unless it is designed to do so.

1. Loose items on top shall be secured.
2. Land bundles on supports to allow unbanding.
3. At the end of the shift, all decking must be secured.

F. Roof and Floor openings – Metal deck shall be installed as follows:

1. Framed deck openings shall have structural members turned down to allow continuous deck installation.
2. Roof and floor openings shall be covered during the decking process.

G. Holes and openings shall not be cut until essential to the construction process and immediately protected.

1. Space around columns shall be protected.
2. Floor decking shall be laid tightly and secured.
3. Derrick floors fully decked.

VII. COLUMN ANCHORAGE

A. All columns shall be anchored by a minimum of 4 anchor bolts.

B. Each column anchor bolt assembly shall be designed to resist a 300 pound eccentric load located 18 inches from the column face in each direction at the top of the column.

C. Columns shall be set on level finished floors, pre-grouted leveling plates, leveling nuts or shim packs.

D. Unstable columns shall be evaluated by a competent person and guyed or braced as necessary.

E. Anchor bolts shall not be repaired, replaced or field-modified without the approval of the project structural engineer of record.

F. Prior to the erection of columns, Jaynes Corporation shall provide written notification to the steel erector if there had been any repair, replacement or modification of the column anchorage.

VIII. BEAMS & COLUMNS

A. During the final placing of solid web structural members, the load shall not be released from the hoisting line until the member is secured with 2 bolts per connection, wrench tight.

1. A competent person shall determine if more than 2 bolts are required to ensure stability of a cantilevered member.

B. Diagonal bracing shall be secured by at least one bolt per connection, wrench tight.

C. Double connections at columns and/or at beam webs over a column shall have at least one bolt remain connected to the first member unless a seat is provided.

D. Each column splice shall be designed to resist a 300-pound load applied eccentrically 18 inches from the column face at the top of the column in each direction.

E. Perimeter columns shall extend a minimum of 48 inches above the finished floor to allow installation of perimeter safety cables.

F. Perimeter safety cables shall be installed at the perimeter during the structural steel assembly of multi-story structures.

G. Perimeter safety cables shall consist of systems installed in accordance with 29 CFR 1926.760(a)(2), which references Subpart M.

H. Holes shall be provided by the fabricator in the column webs.

IX. OPEN WEB STEEL JOISTS

A. Where steel joists are utilized and the columns are not framed in two directions, the steel joist shall be field-bolted at or near the column to provide lateral stability.

B. Where steel joist span 60 feet or less, they must be strong enough to hold one person to release the hoisting line.

C. When steel joist are landed on a structure, they shall be secured to prevent unintentional displacement prior to installation.

D. Steel joists shall not be used as an anchorage point for fall arrest systems unless written approval is obtained from a qualified person.

E. One end of each steel joist shall be attached to the support structure before an employee is allowed on the steel joist.

F. When loads are placed on the steel joist, they can not exceed the load capacity.

G. No construction loads are allowed on steel joists until after the bridging is installed and anchored and all joist bearing ends are attached, except as follows:

1. The exception to this is: a qualified person will allow it, the load spans 3 joists, the joists are attached at both ends and at least one row of bridging is installed and the total weight of the decking is limited to 4,000 pounds.

X. SYSTEMS-ENGINEERED METAL BUILDINGS

A. Each column must have at least 4 anchor bolts.

B. Rigid frames must have 50% of their bolts installed and tightened on both sides of the web adjacent to each flange before the load line is released.

C. No construction loads allowed until the framework is safely secured.

D. Purlins and girts are not to be used as anchorage points for fall arrest unless approved by a qualified person.

E. Purlins may only be used as a walking/working surface after all permanent bridging is installed and fall protection is provided.

XI. FALLING OBJECT PROTECTION

A. All materials, which are not in use aloft, must be secured from accidental displacement.

B. Jaynes Corporation shall restrict other construction processes below steel erection unless overhead protection for the employees below is provided.

XII. FALL PROTECTION

A. During steel erection, a safety harness and lanyard shall be provided and used by all personnel working at elevations greater than 15 feet above the next lower surface.

B. During miscellaneous steel operations, an appropriate means of 100% fall protection shall be provided at all roof, floor and wall openings exceeding six feet in elevation.

C. During leading edge deck operation, an appropriate means of 100% fall protection shall be provided at elevations exceeding 15 feet above the next lower level.

D. All safety harness and lanyards shall be kept clean and free from debris. They shall be inspected prior to each use by the user.

E. All safety harness and lanyards shall meet requirements contained in ANSI A10.4 and be labeled accordingly.

F. Whenever a harness, lanyard or other safety equipment is found to be in an unsafe condition, it shall be removed from service and re-tagged to prevent further use.

G. Lifelines shall be secured from the point of operation to an anchorage or structural member capable of supporting a minimum deadload of 5,000 pounds.

H. In combination, the fall protection equipment, including the lifeline, harness and lanyard, shall provide for a maximum fall distance of no greater than six feet.

I. Jaynes Corporation and others who purchase steel directly shall be encouraged to use their influence with steel fabricators to motivate them to drill holes in columns and carrier beams through which cables can be placed.

J. Fall protection shall consist of perimeter safety cable systems, guardrail systems, safety net or personal fall arrest or fall restraint systems.

K. A controlled decking zone (CDZ) shall be established at elevations exceeding 15 feet above the next lower level where metal deck is initially being installed and forms the leading edge of a work area. The CDZ shall meet the following requirements:

1. Each worker at the leading edge in a CDZ shall be protected from fall hazards at elevations exceeding 15 feet.
2. Access to the CDZ is limited to those engaged in leading edge work
3. CDZ boundaries must be designated and clearly marked and can not be more than 90 feet x 90 feet in dimension.
4. Each worker working in a CDZ shall be trained.

L. During initial placement, deck panels must be on structural support.

M. No more than 3,000-sq. ft. of unsecured decking shall be allowed.

N. At least 2 safety deck attachments per panel are required.

O. Final deck attachments and installation of shear studs shall not be performed in the CDZ.

P. Covers for roof and floor openings must support 30 psf for roofs and 50 psf for floors or twice the intended load.

Q. All covers must be secured and marked with high visibility paint with the word “HOLE” or “COVER”.

R. Skylights must meet the same load requirements.

S. Fall protection provided by the steel erector shall remain in an area to be used by other trades only if Jaynes Corporation has directed the steel erector to leave it in place and has inspected and accepted control and responsibility of the fall protection.

XIII. TRAINING

A. A qualified person must provide required training.

B. Fall hazard training must be provided for all workers exposed to fall hazards.

C. This training must include hazard recognition; use and operation of fall protection systems; correct procedures for installation, use and maintenance of fall protection systems; correct procedures to prevent falls through floor/roof openings.

D. Multiple lift rigging procedure training shall be provided.

E. Connector training shall be provided which will include the nature of the hazards and the establishment, access, proper connecting techniques and work practices required.

F. Controlled Decking training shall be provided to address the nature of the hazards and the establishment, access, proper installation techniques and work practices required.

XIV. GUIDELINES FOR ESTABLISHING A SITE-SPECIFIC ERECTION PLAN

A. Pre-construction conference between Jaynes Corporation and the steel erector.

B. Components of a site-specific erection plan are:

1. Sequence of erection activity
    a. Material deliveries, material staging and storage, coordination with other trades and construction activities.
2. Crane selection and placement procedures
    a. Site preparation, path for overhead loads, critical lifts.
3. Steel erection activities
    a. Stability considerations requiring guying
    b. Erection bridging terminus point
    c. Anchor bolt notifications
    d. Columns and beams
    e. Connections
    f. Decking
    g. Ornamental and miscellaneous iron
4. Fall protection procedures
5. Falling object protection
6. Special procedures for non-routine tasks
7. Certification of training in steel erection activities
8. List of qualified and competent person
9. Rescue or emergency response

C. The site must be identified.

D. The plan is signed and dated by the qualified person responsible for its preparation.

NOTIFICATION OF APPROVAL TO BEGIN STEEL ERECTION

Project Name: _____ Job #: _____

Steel Erection Subcontractor: _____ Date: _____

Pursuant to OSHA regulations CFR 29 1926.752(a)(1)&(2) Jaynes Corporation is providing the following written notifications pertaining to the above referenced project and authorizing the commencement of steel erection operations:

1. The concrete in the footings, piers and walls and the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75% of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection.

2. _____ There were no repairs, replacements or modifications to the anchor bolts.

OR

3. _____ Any repairs, replacements and modifications to the anchor bolts were approved by the project structural engineer of record as follows:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Print Name: _____ Title: _____

Authorizing Signature: _____ Date: _____

UNDERGROUND CONSTRUCTION, CAISSONS, COFFERDAMS & COMPRESSED AIR

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.800 through 1926.804 of Subpart "S" – Underground Construction, Caissons, Cofferdams & Compressed Air.

DEMOLITION

I. PREPARATORY OPERATIONS

Before the start of every demolition job, the demolition subcontractor should take a number of steps to safeguard the health and safety of workers at the job site. These preparatory operations involve the overall planning of the demolition job, including the methods to be used to bring the structure down, the equipment necessary to do the job, and the measures to be taken to perform the work safely. Planning for a demolition job is as important as actually doing the work. Therefore, a competent person experienced in all phases of the demolition work to be performed should perform all planning work.

The American National Standards Institute (ANSI) in its ANSI A10.6-1983 - *Safety Requirements For Demolition Operations* states:

"No employee shall be permitted in any area that can be adversely affected when demolition operations are being performed. Only those employees necessary for the performance of the operations shall be permitted in these areas."

A. ENGINEERING SURVEY

1. Prior to starting all demolition operations, OSHA Standard 1926.850(a) requires that a competent person must conduct an engineering survey of the structure. The purpose of this survey is to determine the condition of the framing, floors, and walls so that measures can be taken, if necessary, to prevent the premature collapse of any portion of the structure. When indicated as advisable, any adjacent structure(s) or improvements should also be similarly checked. The demolition subcontractor must maintain a written copy of this survey. Photographing existing damage in neighboring structures is also advisable.
2. The engineering survey provides the demolition subcontractor with the opportunity to evaluate the job in its entirety. The subcontractor should plan for the wrecking of the structure, the equipment to do the work, manpower requirements, and the protection of the public. The safety of all workers on the job site should be a prime consideration. During the preparation of the engineering survey, the subcontractor should plan for potential hazards such as fires, cave-ins, and injuries.
3. If the structure to be demolished has been damaged by fire, flood, explosion, or some other cause, appropriate measures, including bracing and shoring of walls and floors, shall be taken to protect workers and any adjacent structures. It shall also be determined if any type of hazardous chemicals, gases, explosives, flammable material, or similar dangerous substances have been used or stored on the site. If the nature of a substance cannot be easily determined, samples should be taken and analyzed by a qualified person prior to demolition.

4. During the planning stage of the job, all safety equipment needs should be determined. The required number and type of respirators, lifelines, warning signs, safety nets, special face and eye protection, hearing protection, and other worker protection devices outlined in this manual should be determined during the preparation of the engineering survey. A comprehensive plan is necessary for any confined space entry.

B. UTILITY LOCATION

1. One of the most important elements of the pre-job planning is the location of all utility services. All electric, gas, water, steam, sewer, and other services lines should be shut off, capped, or otherwise controlled, at or outside the building before demolition work is started. In each case, any utility company that is involved should be notified in advance, and its approval or services, if necessary, shall be obtained.
2. If it is necessary to maintain any power, water, or other utilities during demolition, such lines shall be temporarily relocated as necessary and/or protected. The location of all overhead power sources should also be determined, as they can prove especially hazardous during any machine demolition. All workers should be informed of the location of any existing or relocated utility service.

C. MEDICAL SERVICES AND FIRST AID

1. Prior to starting work, provisions should be made for prompt medical attention in case of serious injury. The nearest hospital, infirmary, clinic, or physician shall be located as part of the engineering survey. The job supervisor should be provided with instructions for the most direct route to these facilities. Proper equipment for prompt transportation of an injured worker, as well as a communication system to contact any necessary ambulance service, must be available at the job site. The telephone numbers of the hospitals, physicians, or ambulances shall be conspicuously posted.
2. In the absence of an infirmary, clinic, hospital, or physician that is reasonably accessible in terms of time and distance to the work site, a person who has a valid certificate in first aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training should be available at the work site to render first aid.
3. A properly stocked first aid kit as determined by an occupational physician, must be available at the job site. The first aid kit should contain approved supplies in a weatherproof container with individual sealed packages for each type of item. It should also include rubber gloves to prevent the transfer of infectious diseases. Provisions should also be made to provide for quick drenching or flushing of the eyes should any person be working around corrosive materials. Eye flushing must be done with water containing no additives. The contents of the kit shall be checked before being sent out on each job and at least weekly to ensure the expended items are replaced.

D. POLICE AND FIRE CONTACT

The telephone numbers of the local police, ambulance, and fire departments should be available at each job site. This information can prove useful to the job supervisor in the event of any traffic problems, such as the movement of equipment to the job, uncontrolled fires, or other police/fire matters. The police number may also be used to report any vandalism, unlawful entry to the job site, or accidents requiring police assistance.

E. FIRE PREVENTION AND PROTECTION

1. A "fire plan" should be set up prior to beginning a demolition job. This plan should outline the assignments of key personnel in the event of a fire and provide an evacuation plan for workers on the site. *Common sense* should be the general rule in all fire prevention planning, as follows:
    - All potential sources of ignition should be evaluated and the necessary corrective measures taken.
    - Electrical wiring and equipment for providing light, heat, or power should be installed by a competent person and inspected regularly.
    - Equipment powered by an internal combustion engine should be located so that the exhausts discharge well away from combustible materials and away from workers.
    - When the exhausts are piped outside the building, a clearance of at least six inches should be maintained between such piping and combustible material.
    - All internal combustion equipment should be shut down prior to refueling. Fuel for this equipment should be stored in a safe location.
    - Sufficient firefighting equipment should be located near any flammable or combustible liquid storage area.
    - Only approved containers and portable tanks should be used for the storage and handling of flammable and combustible liquids.
2. Heating devices should be situated so that they are not likely to overturn and shall be installed in accordance with their listing, including clearance to combustible material or equipment. Competent personnel should maintain temporary heating equipment, when utilized.
3. Smoking should be prohibited at or in the vicinity of hazardous operations or materials. Where smoking is permitted, safe receptacles shall be provided for smoking materials.
4. Roadways between and around combustible storage piles should be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other materials. When storing debris or combustible material inside a structure, such storage shall not obstruct or adversely affect the means of exit.
5. A suitable location at the job site should be designated and provided with plans, emergency information, and equipment, as needed. Access for heavy fire-fighting equipment should be provided on the immediate job site at the start of the job and maintained until the job is completed.

6. Free access from the street to fire hydrants and to outside connections for standpipes, sprinklers, or other fire extinguishing equipment, whether permanent or temporary, should be provided and maintained at all times, as follows:
    - Pedestrian walkways should not be so constructed as to impede access to hydrants.
    - No material or construction should interfere with access to hydrants, Siamese connections, or fire-extinguishing equipment.
7. A temporary or permanent water supply of volume, duration, and pressure sufficient to operate the fire-fighting equipment properly should be made available. Standpipes with outlets should be provided on large multi story buildings to provide for fire protection on upper levels. If the water pressure is insufficient, a pump should also be provided.
8. An ample number of fully charged portable fire extinguishers should be provided throughout the operation. All motor-driven mobile equipment should be equipped with an approved fire extinguisher.
9. An alarm system, e.g., telephone system, siren, two-way radio, etc., shall be established in such a way that employees on the site and the local fire department can be alerted in case of an emergency. The alarm code and reporting instructions shall be conspicuously posted and the alarm system should be serviceable at the job site during the demolition. Fire cutoffs shall be retained in the buildings undergoing alterations or demolition until operations necessitate their removal.

II. SPECIAL STRUCTURES DEMOLITION

A. SAFE WORK PRACTICES WHEN DEMOLISHING A CHIMNEY, STACK, SILO, OR COOLING TOWER

1. Inspection and Planning. When preparing to demolish any chimney, stack, silo, or cooling tower, the first step must be a careful, detailed inspection of the structure by an experienced person. If possible, architectural/engineering drawings should be consulted. Particular attention should be paid to the condition of the chimney or stack. Workers should be on the lookout for any structural defects such as weak or acid-laden mortar joints, and any cracks or openings. The interior brickwork in some sections of industrial chimney shafts can be extremely weak. If stack has been banded with steel straps, these bands shall be removed only as the work progresses from the top down. Sectioning of the chimney by water, etc. should be considered.
2. Safe Work Practice.
   a. When hand demolition is required, it should be carried out from a working platform.
    - Experienced personnel must install a self-supporting tubular scaffold, suspended platform, or knee-braced scaffolding around the chimney. Particular attention should be paid to the design, support, and tie-in (braces) of the scaffold.

- A competent person should be present at all times during the erection of the scaffold.
- It is essential that there be adequate working clearance between the chimney and the work platform.
- Access to the top of the scaffold should be provided by means of portable walkways.
- The platforms should be decked solid and the area from the work platform to the wall should be bridged with a minimum of two-inch thick lumber.
- A back rail 42 inches above the platform, with a midrail covered with canvas or mesh, should be installed around the perimeter of the platform to prevent injury to workers below. Debris netting may be installed below the platform.
- Excess canvas or plywood attachments can form a wind-sail that could collapse the scaffold.
- When working on the work platform, all personnel should wear hard hats, long-sleeve shirts, eye and face protection, such as goggles and face shields, respirators, and safety belts, as required.
- Care should be taken to assign the proper number of workers to the task. Too many people on a small work platform can lead to accidents.

b. An alternative to the erection of a self-supporting tubular steel scaffold is to "climb" the structure with a creeping bracket scaffold. A competent person must make careful inspection of the masonry and a decision as to the safety of this alternative. It is essential that the masonry of the chimney be in good enough condition to support the bracket scaffold.

c. The area around the chimney should be roped off or barricaded and secured with appropriate warning signs posted. No unauthorized entry should be permitted to this area. It is also good practice to keep a worker, i.e., a supervisor, operating engineer, another worker, or a "safety person," on the ground with a form of communication to the workers above.

d. Special attention should be paid to weather conditions when working on a chimney. No work should be done during inclement weather such as during lightning or high wind situations. The work site should be wetted down, as needed, to control dust.

3. Debris Clearance. If debris is dropped inside the shaft, it can be removed through an opening in the chimney at grade level.
   - The opening at grade must be kept relatively small in order not to weaken the structure. If a larger opening is desired, a professional engineer should be consulted.
   - When removing debris by hand, an overhead canopy of adequate strength should be provided. If machines are used for removal of debris, proper overhead protection for the operator should be used.
   - Excessive debris should not be allowed to accumulate inside or outside the shaft of the chimney as the excess weight of the debris can impose pressure on the wall of the structure and might cause the shaft to collapse.

- The foreman should determine when debris is to be removed, halt all demolition during debris removal, and make sure the area is clear of cleanup workers before continuing demolition.

4. Demolition by Deliberate Collapse.
   a. Another method of demolishing a chimney or stack is by deliberate collapse. Deliberate collapse requires extensive planning and experienced personnel, and should be used only when conditions are favorable. There must be a clear space for the fall of the structure of at least 45 degrees on each side of the intended fall line and 1½ times the total height of the chimney. Considerable vibration may be set up when the chimney falls, so there should be no sewers or underground services on the line of the fall. Lookouts must be posted on the site and warning signals must be arranged. The public and other workers at the job site must be kept well back from the fall area.
   b. The use of explosives is one way of setting off deliberate collapse. Only qualified persons should undertake this type of demolition. The entire work area shall be cleared of nonessential personnel before any explosives are placed. Though the use of explosives is a convenient method of bringing down a chimney or stack, there is a considerable amount of vibration produced, and caution should be taken if there is any likelihood of damage.

B. DEMOLITION OF PRESTRESSED CONCRETE STRUCTURES

1. The different forms of construction used in a number of more or less conventional structures built during the last few decades will give rise to a variety of problems when the time comes for them to be demolished. Prestressed concrete structures fall in this general category. The most important aspect of demolishing a prestressed concrete structure takes place during the engineering survey. During the survey, a qualified person should determine if the structure to be demolished contains any prestressed members.
2. It is the responsibility of the demolition subcontractor to inform all workers on the demolition job site of the presence of prestressed concrete members within the structure. They should also instruct them in the safe work practice, which must be followed to safely perform the demolition. Workers should be informed of the hazards of deviating from the prescribed procedures and the importance of following their supervisor's instruction.
3. Pretensioned members usually do not have any end anchors, the wires being embedded or bonded within the length of the member. Simple Pretensioned beams and slabs of spans up to about 7 meters (23 feet) can be demolished in a manner similar to ordinary reinforced concrete. Pretensioned beams and slabs may be lifted and lowered to the ground as complete units after the removal of any composite concrete covering to tops and ends of the units. To facilitate breaking up, the members should be turned on their sides. Lifting from the structure should generally be done from points near the ends of the units or from lifting point positions. Reuse of lifting eyes, if in good condition, is recommended whenever possible. When units are too large to be removed, consideration should be given to temporary supporting arrangements.

4. CATEGORIES OF PRESTRESSED CONSTRUCTION

There are four main categories of prestressed members. The category or categories should be determined before attempting demolition, bearing in mind that any prestressed structure may contain elements of more than one category.

- **Category 1** Members are prestressed before the application of the superimposed loads, and all cables or tendons are fully bonded in the concrete or grouted within ducts.
- **Category 2** Like Category 1, but the tendons are left ungrouted. This type of construction can sometimes be recognized from the access points that may have been provided for inspection of the cables and anchors. More recently, unbonded tendons have been used in the construction of beams, slabs, and other members; these tendons are protected by grease and surrounded by plastic sheathing, instead of the usual metal duct.
- **Category 3** Members are prestressed progressively as building construction proceeds and the dead load increases, using bonded tendons as in Category 1.
- **Category 4** Like Category 3, but using unbonded tendons as in Category 2.

Examples of construction using members of Categories 3 or 4 are relatively rare. However, they may be found, for example in the podium of a tall building or some types of bridges. They require particular care in demolition.

C. PRECAST UNITS STRESSED SEPARATELY FROM THE MAIN FRAMES OF THE STRUCTURE, WITH END ANCHORS AND GROUTED AND UNGROUTED DUCTS

Before breaking up, units of this type should be lowered to the ground, if possible. It is advisable to seek the counsel of a professional engineer before carrying out this work; especially where there are ungrouted tendons. In general, this is true because grouting is not always 100% efficient. After lowering the units can be turned on their side with the ends up on blocks after any composite concrete is removed. This may suffice to break the unit and release the prestress; if not, a sand bag screen, timbers, or a blast mat as a screen should be erected around the ends and demolition commenced, taking care to clear the area of any personnel. It should be borne in mind that the end blocks may be heavily reinforced and difficult to break up.

1. Monolithic Structures. The advice of the professional engineer experienced in prestressed work should be sought before any attempt is made to expose the tendons or anchorages of structures in which two or more members have been stressed together. It will usually be necessary for temporary supports to be provided so that the tendons and the anchorage can be cautiously exposed. In these circumstances it is essential that indiscriminate attempts to expose and destress the tendons and anchorages not be made.
2. Progressively Prestressed Structures. In the case of progressively prestressed structures, it is essential to obtain the advice of a professional engineer, and to demolish the structure in strict accordance with the engineer's method of demolition. The stored energy in this type of structure is large. In some cases,

the inherent properties of the stressed section may delay failure for some time, but the presence of these large prestressing forces may cause sudden and complete collapse with little warning.

D. SAFE WORK PRACTICES WHEN WORKING IN CONFINED SPACES

1. Demolition subcontractors often come in contact with confined spaces when demolishing structure at industrial sites. These confined spaces can be generally categorized in two major groups: those with open tops and a depth that restricts the natural movement of air, and enclosed spaces with very limited openings for entry. Examples of these spaces include storage tanks, vessels, degreasers, pits vaults, casing, and silos.
2. The hazards encountered when entering and working in confined spaces are capable of causing bodily injury, illness, and death. Accidents occur among workers because of failure to recognize that a confined space is a potential hazard. It should therefore be considered that the most unfavorable situation exists in every case and that the danger of explosion, poisoning, and asphyxiation will be present at the onset of entry.

III. SAFE BLASTING PROCEDURES

A. GENERAL SAFE WORK PRACTICES

1. Blasting Survey and Site Preparation.
   a. Prior to the blasting of any structure or portion thereof, a complete written survey must be made by a qualified person of all adjacent improvements and underground utilities. When there is a possibility of excessive vibration due to blasting operations, seismic or vibration tests should be taken to determine proper safety limits to prevent damage to adjacent or nearby buildings, utilities, or other property.
   b. The preparation of a structure for demolition by explosives may require the removal of structural columns, beams or other building components. A structural engineer should direct this work or a competent person qualified to direct the removal of these structural elements. Extreme caution must be taken during this preparatory work to prevent the weakening and premature collapse of the structure.
   c. The use of explosives to demolish smokestacks, silos, cooling towers, or similar structures should be permitted only if there is a minimum of 90 of open space extended for at least 150% of the height of the structure or if the explosives specialist can demonstrate consistent previous performance with tighter constraints at the site.
2. Fire Precautions.
   a. The presence of fire near explosives presents a severe danger. Every effort should be made to ensure that fire or sparks do not occur near explosive materials. Smoking, matches, firearms, open flame lamps, and other fires, flame, or heat-producing devices must be prohibited in or near explosive

magazines or in areas where explosives are being handled, transported, or used. In fact, persons working near explosives should not even carry matches, lighters, or other sources of sparks or flame. Open fires or flames should be prohibited within 100 feet of any explosive materials. In the event of a fire, which is in imminent danger of contact with explosives, all employees must be removed to a safe area.

b. Electrical detonators can be inadvertently triggered by stray RF (radio frequency) signals from two-way radios. RF signal sources should be restricted from or near to the demolition site, if electrical detonators are used.

3. Personnel Selection.

a. A blaster is a competent person who uses explosives. A blaster must be qualified by reason of training, knowledge, or experience in the field of transporting, storing, handling, and using explosives. In addition, the blaster should have a working knowledge of state and local regulations, which pertain to explosives. Training courses are often available from manufacturers of explosives and blasting safety manuals are offered by the Institute of Makers of Explosives (IME) as well as other organizations.

b. Blasters shall be required to furnish satisfactory evidence of competency in handling explosives and in safely performing the type of blasting required. A competent person should always be in charge of explosives and should be held responsible for enforcing all recommended safety precautions in connection with them.

B. TRANSPORTATION OF EXPLOSIVES

1. Vehicle Safety.

a. Vehicles used for transporting explosives shall be strong enough to carry the load without difficulty, and shall be in good mechanical condition. All vehicles used for the transportation of explosives shall have tight floors, and any exposed spark-producing metal on the inside of the body shall be covered with wood or some other nonsparking material. Vehicles or conveyances transporting explosives shall only be driven by, and shall be under the supervision of, a licensed driver familiar with the local, state, and Federal regulations governing the transportation of explosives. No passengers should be allowed in any vehicle transporting explosives.

b. Explosives, blasting agents, and blasting supplies shall not be transported with other materials or cargoes. Blasting caps shall not be transported in the same vehicle with other explosives. If an open-bodied truck is used, the entire load should be completely covered with a fire and water-resistant tarpaulin to protect it from the elements. Vehicles carrying explosives should not be loaded beyond the manufacturer's safe capacity rating and in no case should the explosives be piled higher than the closed sides and ends of the body.

c. Every motor vehicle or conveyance used for transporting explosives shall be marked or placarded with warning signs required by OSHA and the DOT. Each vehicle used for transportation of explosives shall be equipped

minimally with at least a ten-pound rated, serviceable ABC fire extinguisher. All drivers should be trained in the use of the extinguishers on their vehicle.
d. In transporting explosives, congested traffic and high density population areas should be avoided, where possible, and no unnecessary stops should be made. Vehicles carrying explosives, blasting agents, or blasting supplies shall not be taken inside a garage or shop for repairs or servicing. No motor vehicle transporting explosives shall be left unattended.

C. STORAGE OF EXPLOSIVES

1. Inventory Handling and Safe Handling.
a. All explosives must be accounted for at all times and all not being used must be kept in a locked magazine. A complete detailed inventory of all explosives received and placed in, removed from, and returned to the magazine should be maintained at all times. Appropriate authorities must be notified of any loss, theft, or unauthorized entry into a magazine.
b. Manufacturers' instructions for the safe handling and storage of explosives are ordinarily enclosed in each case of explosives. The specifics of storage and handling are best referred to these instructions and the aforementioned IME manuals. They should be carefully followed. Packages of explosives should not be handled roughly. Sparking metal tools should not be used to open wooden cases. Metallic slitters may be used for opening fiberboard cases, provided the metallic slitter does not come in contact with the metallic fasteners of the case.
c. The oldest stock should always be used first to minimize the chance of deterioration from long storage. Loose explosives or broken, defective, or leaking packages can be hazardous and should be segregated and properly disposed of in accordance with the specific instructions of the manufacturer. If the explosives are in good condition it may be advisable to repack them. In this case, the explosive supplier should be contacted. Explosives cases should not be opened or explosives packed or repacked while in a magazine.
2. Storage Conditions.
a. Providing a dry, well-ventilated place for the storage of explosives is one of the most important and effective safety measures. Exposure to weather damages most kinds of explosives, especially dynamite and caps. Every precaution should be taken to keep them dry and relatively cool. Dampness or excess humidity may be the cause of misfires resulting in injury or loss of life. Explosives should be stored in properly constructed fire and bullet-resistant structures, located according to the IME American Table of Distances and kept locked at all times except when opened for use by an authorized person. Explosives should not be left, kept, or stored where children, unauthorized persons, or animals have access to them, nor should they be stored in or near a residence.
b. Detonators should be stored in a separate magazine located according to the IME American Table of Distances. *DETONATORS SHOULD NEVER BE*

STORED IN THE SAME MAGAZINE WITH ANY OTHER KIND OF EXPLOSIVES.

c. Ideally, arrangements should be made whereby the supplier delivers the explosives to the job site in quantities which will be used up during the workday. An alternative would be for the supplier to return to pick up unused quantities of explosives. If it is necessary for the subcontractor to store his explosives, he should be familiar with all local requirements for such storage.

D. PROPER USE OF EXPLOSIVES

1. Blasting operations shall be conducted between sunup and sundown, whenever possible. Adequate signs should be sounded to alert to the hazard presented by blasting. Blasting mats or other containment should be used where there is danger of rocks or other debris being thrown into the air or where there are buildings or transportation systems nearby. Care should be taken to make sure mats and other protections do not disturb the connections to electrical blasting caps.
2. Radio, television, and radar transmitters create fields of electrical energy that can, under exceptional circumstances, detonate electric blasting caps. Certain precautions must be taken to prevent accidental discharge of electric blasting caps from current induced by radar, radio transmitters, lightning, adjacent power lines, dust storms, or other sources of extraneous or static electricity. These precautions shall include:
    - Ensuring that mobile radio transmitters on the job site that are less than 100 feet away from electric blasting caps, in other than original containers, shall be de-energized and effectively locked.
    - The prominent display of adequate signs, warning against the use of mobile radio transmitters, on all roads within 1,000 feet of the blasting operations.
    - Maintaining the minimum distances recommended by the IME between the nearest transmitter and electric blasting caps.
    - The suspension of all blasting operations and removal of persons from the blasting area during the approach and progress of an electric storm.
    - After loading is completed, there should be as little delay as possible before firing. Each blast should be fired under the direct supervision of the blaster, who should inspect all connections before firing and who should personally see that all persons are in the clear before giving the order to fire. Standard signals, which indicate that a blast is about to be fired and a later all-clear signal shall have been adopted. It is important that everyone working in the area be familiar with these signals and that they be strictly obeyed.

E. PROCEDURES AFTER BLASTING

1. Inspection After the Blast. Immediately after the blast has been fired, the firing line shall be disconnected from the blasting machine and short-

circuited. Where power switches are used, they shall be locked open or in the off position. Sufficient time shall be allowed for dust, smoke, and fumes to leave the blasted area before returning to the spot. An inspection of the area and the surrounding rubble shall be made by the blaster to determine if all charges have been exploded before employees are allowed to return to the operation. All wires should be traced and the search for unexploded cartridges made by the blaster.

2. Disposal of Explosives.

a. Explosives, blasting agents, and blasting supplies that are obviously deteriorated or damaged should not be used, they should be properly disposed of. Explosive distributors will usually take back old stock. Local fire marshals or representatives of the United States Bureau of Mines may also arrange for its disposal. Under no circumstances should any explosives be abandoned.

b. Wood, paper, fiber, or other materials that have contained high explosives should not be used again for any purpose, but should be destroyed by burning. These materials should not be burned in a stove, fireplace, or other confined space. Rather, they should be burned at an isolated outdoor location, at a safe distance from thoroughfares, magazines, and other structures. It is important to check that the containers are entirely empty before burning. During burning, the area should be adequately protected from intruders and all persons kept at least 100 feet from the fire.

DEMOLITION CHECKLIST

Project Name: _____ Job #: _____

Person Completing Checklist: _____ Date: _____

A.	Preparatory Operations	N/A	Complies	Does Not Comply
1.	A written engineering survey must be performed before demolition operations begin. (29 CFR 1926.850(a))	_____	_____	_____
2.	Wall or floors must be secured when employees are required to work within a damaged structure that is to be demolished. (29 CFR 1926.850(b))	_____	_____	_____
3.	All service lines must be shut off, capped or otherwise controlled prior to demolition. (29 CFR 1926.850(c)-(d))	_____	_____	_____
4.	Hazardous chemicals or other dangerous substances must be identified and eliminated before demolition is started. (29 CFR 1926.850(e))	_____	_____	_____
5.	Employees must be protected from the hazards of glass fragments and wall openings. (29 CFR 1926.850(f)-(g))	_____	_____	_____
6.	Certain requirements must be met when debris is dropped through holes in the floor without the use of chutes. (29 CFR 1926.850(h))	_____	_____	_____
7.	All floor openings that are not used as material drops must be properly covered and secured. (29 CFR 1926.850(i))	_____	_____	_____
8.	The demolition of exterior walls and floor construction must begin at the top of the structure and proceed downward. (29 CFR 1926.850(j))	_____	_____	_____
9.	Sidewalk shed or canopies must be used to protect employee entrances to multi-story structures that are being demolished. (29 CFR 1926.850(k))	_____	_____	_____

B.	Stairs, Passageways and Ladders	N/A	Complies	Does Not Comply
1.	All access ways must be closed except stairways, passageways and ladders designated as means of access to the structure of a building. (29 CFR 1926.851(a))	_____	_____	_____
2.	All stairs, passageways, ladders and their incidental equipment covered by this section must be inspected and maintained. (29 CFR 1926.851(b))	_____	_____	_____
3.	The use of stairwells in multi-story buildings must meet certain requirements. (29 CFR 1926.851(c))	_____	_____	_____

C.	Chutes	N/A	Complies	Does Not Comply
1.	Except under certain conditions, material may not be dropped to any point lying outside the exterior walls of the structure. (29 CFR 1926.852(a))	_____	_____	_____
2.	All material chutes, or sections of such chutes, at an angle 45 degrees from the horizontal must meet certain requirements. (29 CFR 1926.852(b))	_____	_____	_____
3.	A substantial gate must be installed in each chute and operated by a competent person. (29 CFR 1926.852(c))	_____	_____	_____
4.	The discharge end of a chute must be closed when not in use. (29 CFR 1926.852(d))	_____	_____	_____
5.	Chute openings into which workers dump debris must meet certain requirements. (29 CFR 1926.852(e)-(f))	_____	_____	_____
6.	Chutes must be designed and constructed to eliminate failure due to impact. (29 CFR 1926.852(g))	_____	_____	_____

D.	Removal of Materials Through Floor Openings	N/A	Complies	Does Not Comply
1.	Openings cut in a floor for the disposal of materials must meet certain requirements. (29 CFR 1926.853)	_____	_____	_____
2.	Floors weakened or otherwise made unsafe by demolition operations must be shored. (29 CFR 1926.853)	_____	_____	_____

E.	Removal of Walls, Masonry Sections and Chimneys	N/A	Complies	Does Not Comply
1.	The mass of falling masonry walls must not exceed the safe carrying capacities of the floors. (29 CFR 1926.854(a))	_____	_____	_____
2.	Wall sections must remain in stable condition. (29 CFR 1926.854(b))	_____	_____	_____
3.	Employees must not be permitted to work on the top of a wall under certain weather conditions. (29 CFR 1926.854(c))	_____	_____	_____
4.	Structural or load-supporting members must not be cut or removed until certain conditions are met. (29 CFR 1926.854(d))	_____	_____	_____
5.	Certain floor openings must be planked solid when being demolished. (29 CFR 1926.854(e))	_____	_____	_____
6.	If steel framing in skeleton-steel construction is left in place during the demolition of masonry certain procedures must be followed. (29 CFR 1926.854(f))	_____	_____	_____
7.	Walkways or ladders must be provided for employees to safely reach and leave any scaffold or wall. (29 CFR 1926.854(g))	_____	_____	_____
8.	Demolition of walls that serve as retaining walls must meet certain requirements. (29 CFR 1926.854(h)-(i))	_____	_____	_____

F.	Manual Removal of Floors	N/A	Complies	Does Not Comply
1.	Openings cut in a floor must meet certain requirements. (29 CFR 1926.855(a))	_____	_____	_____
2.	Demolition of floor arches must meet certain requirements. (29 CFR 1926.855(b) and (f)-(g))	_____	_____	_____
3.	Safe walkways must be provided and must be used by employees. (29 CFR 1926.855(c))	_____	_____	_____
4.	Stringers must be installed according to certain requirements. (29 CFR 1926.855(d))	_____	_____	_____
5.	Planks must be laid according to certain requirements. (29 CFR 1926.855(e))	_____	_____	_____

G.	Removal of Walls, Floors & Material by Means of Equipment	N/A	Complies	Does Not Comply
1.	The removal of walls, floors & material by means of equipment must meet certain requirements. (29 CFR 1926.856(a)-(c))	_____	_____	_____

H.	Storage	N/A	Complies	Does Not Comply
1.	The storage of waste material and debris on any floor must not exceed the allowable floor loads. (29 CFR 1926.857(a))	_____	_____	_____
2.	If flooring boards and floor arches are removed to provide storage space for debris, certain conditions must be met. (29 CFR 1926.857(b) and (d))	_____	_____	_____
3.	Wood floor beams bracing interior walls or free-standing exterior walls must be left in place under certain conditions. (29 CFR 1926.857(c))	_____	_____	_____
4.	Storage space into which material is dumped must meet certain requirements. (29 CFR 1926.857(e))	_____	_____	_____

I.	Removal of Steel Construction	N/A	Complies	Does Not Comply
1.	Removal of steel construction must meet certain requirements. (29 CFR 1926.858(a)-(d))	_____	_____	_____

J.	Mechanical Demolition	N/A	Complies	Does Not Comply
1.	Employee access to areas where balling and clamming is being performed must be restricted. (29 CFR 1926.859(a))	_____	_____	_____
2.	The demolition ball, crane boom and loadline must meet certain requirements. (29 CFR 1926.859(b)-(d))	_____	_____	_____
3.	Certain requirements must be met prior to pulling over walls. (29 CFR 1926.859(e)-(f))	_____	_____	_____
4.	Continuing inspection by a competent person must be conducted during demolition. (29 CFR 1926.859(g))	_____	_____	_____

K.	Selective Demolition by Explosives	N/A	Complies	Does Not Comply
1.	Demolition by explosives must be conducted in accordance with applicable requirements. (29 CFR 1926.860)	_____	_____	_____

BLASTING & USE OF EXPLOSIVES

I. SAFE BLASTING PROCEDURES

A. GENERAL SAFE WORK PRACTICES

1. Blasting Survey and Site Preparation.
   a. Prior to the blasting of any structure or portion thereof, a complete written survey must be made by a qualified person of all adjacent improvements and underground utilities. When there is a possibility of excessive vibration due to blasting operations, seismic or vibration tests should be taken to determine proper safety limits to prevent damage to adjacent or nearby buildings, utilities, or other property.
   b. The preparation of a structure for demolition by explosives may require the removal of structural columns, beams or other building components. A structural engineer should direct this work or a competent person qualified to direct the removal of these structural elements. Extreme caution must be taken during this preparatory work to prevent the weakening and premature collapse of the structure.
   c. The use of explosives to demolish smokestacks, silos, cooling towers, or similar structures should be permitted only if there is a minimum of 90 of open space extended for at least 150% of the height of the structure or if the explosives specialist can demonstrate consistent previous performance with tighter constraints at the site.
2. Fire Precautions.
   a. The presence of fire near explosives presents a severe danger. Every effort should be made to ensure that fire or sparks do not occur near explosive materials. Smoking, matches, firearms, open flame lamps, and other fires, flame, or heat-producing devices must be prohibited in or near explosive magazines or in areas where explosives are being handled, transported, or used. In fact, persons working near explosives should not even carry matches, lighters, or other sources of sparks or flame. Open fires or flames should be prohibited within 100 feet of any explosive materials. In the event of a fire, which is in imminent danger of contact with explosives, all employees must be removed to a safe area.
   b. Electrical detonators can be inadvertently triggered by stray RF (radio frequency) signals from two-way radios. RF signal sources should be restricted from or near to the demolition site, if electrical detonators are used.
3. Personnel Selection.
   a. A blaster is a competent person who uses explosives. A blaster must be qualified by reason of training, knowledge, or experience in the field of transporting, storing, handling, and using explosives. In addition, the blaster should have a working knowledge of state and local regulations, which pertain to explosives. Training courses are often available from manufacturers of

explosives and blasting safety manuals are offered by the Institute of Makers of Explosives (IME) as well as other organizations.
b. Blasters shall be required to furnish satisfactory evidence of competency in handling explosives and in safely performing the type of blasting required. A competent person should always be in charge of explosives and should be held responsible for enforcing all recommended safety precautions in connection with them.

B. TRANSPORTATION OF EXPLOSIVES

1. Vehicle Safety.
a. Vehicles used for transporting explosives shall be strong enough to carry the load without difficulty, and shall be in good mechanical condition. All vehicles used for the transportation of explosives shall have tight floors, and any exposed spark-producing metal on the inside of the body shall be covered with wood or some other nonsparking material. Vehicles or conveyances transporting explosives shall only be driven by, and shall be under the supervision of, a licensed driver familiar with the local, state, and Federal regulations governing the transportation of explosives. No passengers should be allowed in any vehicle transporting explosives.
b. Explosives, blasting agents, and blasting supplies shall not be transported with other materials or cargoes. Blasting caps shall not be transported in the same vehicle with other explosives. If an open-bodied truck is used, the entire load should be completely covered with a fire and water-resistant tarpaulin to protect it from the elements. Vehicles carrying explosives should not be loaded beyond the manufacturer's safe capacity rating and in no case should the explosives be piled higher than the closed sides and ends of the body.
c. Every motor vehicle or conveyance used for transporting explosives shall be marked or placarded with warning signs required by OSHA and the DOT. Each vehicle used for transportation of explosives shall be equipped minimally with at least a ten-pound rated, serviceable ABC fire extinguisher. All drivers should be trained in the use of the extinguishers on their vehicle.
d. In transporting explosives, congested traffic and high density population areas should be avoided, where possible, and no unnecessary stops should be made. Vehicles carrying explosives, blasting agents, or blasting supplies shall not be taken inside a garage or shop for repairs or servicing. No motor vehicle transporting explosives shall be left unattended.

C. STORAGE OF EXPLOSIVES

1. Inventory Handling and Safe Handling.
a. All explosives must be accounted for at all times and all not being used must be kept in a locked magazine. A complete detailed inventory of all explosives received and placed in, removed from, and returned to the magazine should be maintained at all times. Appropriate authorities must be notified of any loss, theft, or unauthorized entry into a magazine.

b. Manufacturers' instructions for the safe handling and storage of explosives are ordinarily enclosed in each case of explosives. The specifics of storage and handling are best referred to these instructions and the aforementioned IME manuals. They should be carefully followed. Packages of explosives should not be handled roughly. Sparking metal tools should not be used to open wooden cases. Metallic slitters may be used for opening fiberboard cases, provided the metallic slitter does not come in contact with the metallic fasteners of the case.

c. The oldest stock should always be used first to minimize the chance of deterioration from long storage. Loose explosives or broken, defective, or leaking packages can be hazardous and should be segregated and properly disposed of in accordance with the specific instructions of the manufacturer. If the explosives are in good condition it may be advisable to repack them. In this case, the explosive supplier should be contacted. Explosives cases should not be opened or explosives packed or repacked while in a magazine.

2. Storage Conditions.

a. Providing a dry, well-ventilated place for the storage of explosives is one of the most important and effective safety measures. Exposure to weather damages most kinds of explosives, especially dynamite and caps. Every precaution should be taken to keep them dry and relatively cool. Dampness or excess humidity may be the cause of misfires resulting in injury or loss of life. Explosives should be stored in properly constructed fire and bullet-resistant structures, located according to the IME American Table of Distances and kept locked at all times except when opened for use by an authorized person. Explosives should not be left, kept, or stored where children, unauthorized persons, or animals have access to them, nor should they be stored in or near a residence.

b. Detonators should be stored in a separate magazine located according to the IME American Table of Distances. *DETONATORS SHOULD NEVER BE STORED IN THE SAME MAGAZINE WITH ANY OTHER KIND OF EXPLOSIVES.*

c. Ideally, arrangements should be made whereby the supplier delivers the explosives to the job site in quantities which will be used up during the workday. An alternative would be for the supplier to return to pick up unused quantities of explosives. If it is necessary for the subcontractor to store his explosives, he should be familiar with all local requirements for such storage.

D. PROPER USE OF EXPLOSIVES

1. Blasting operations shall be conducted between sunup and sundown, whenever possible. Adequate signs should be sounded to alert to the hazard presented by blasting. Blasting mats or other containment should be used where there is danger of rocks or other debris being thrown into the air or where there are buildings or transportation systems nearby. Care should be taken to make sure mats and other protections do not disturb the connections to electrical blasting caps.

2. Radio, television, and radar transmitters create fields of electrical energy that can, under exceptional circumstances, detonate electric blasting caps. Certain precautions must be taken to prevent accidental discharge of electric blasting caps from current induced by radar, radio transmitters, lightning, adjacent power lines, dust storms, or other sources of extraneous or static electricity. These precautions shall include:
    - Ensuring that mobile radio transmitters on the job site that are less than 100 feet away from electric blasting caps, in other than original containers, shall be de-energized and effectively locked.
    - The prominent display of adequate signs, warning against the use of mobile radio transmitters, on all roads within 1,000 feet of the blasting operations.
    - Maintaining the minimum distances recommended by the IME between the nearest transmitter and electric blasting caps.
    - The suspension of all blasting operations and removal of persons from the blasting area during the approach and progress of an electric storm.
    - After loading is completed, there should be as little delay as possible before firing. Each blast should be fired under the direct supervision of the blaster, who should inspect all connections before firing and who should personally see that all persons are in the clear before giving the order to fire. Standard signals, which indicate that a blast is about to be fired and a later all-clear signal shall have been adopted. It is important that everyone working in the area be familiar with these signals and that they be strictly obeyed.

E. PROCEDURES AFTER BLASTING

1. Inspection After the Blast. Immediately after the blast has been fired, the firing line shall be disconnected from the blasting machine and short-circuited. Where power switches are used, they shall be locked open or in the off position. Sufficient time shall be allowed for dust, smoke, and fumes to leave the blasted area before returning to the spot. An inspection of the area and the surrounding rubble shall be made by the blaster to determine if all charges have been exploded before employees are allowed to return to the operation. All wires should be traced and the search for unexploded cartridges made by the blaster.
2. Disposal of Explosives.
   a. Explosives, blasting agents, and blasting supplies that are obviously deteriorated or damaged should not be used, they should be properly disposed of. Explosive distributors will usually take back old stock. Local fire marshals or representatives of the United States Bureau of Mines may also arrange for its disposal. Under no circumstances should any explosives be abandoned.
   b. Wood, paper, fiber, or other materials that have contained high explosives should not be used again for any purpose, but should be destroyed by burning. These materials should not be burned in a stove, fireplace, or other confined space. Rather, they should be burned at an isolated outdoor location, at a safe

distance from thoroughfares, magazines, and other structures. It is important to check that the containers are entirely empty before burning. During burning, the area should be adequately protected from intruders and all persons kept at least 100 feet from the fire.

ROLLOVER PROTECTIVE STRUCTURES; OVERHEAD PROTECTION (ROPS)

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.1000 through 1926.1003 of Subpart "W" – Rollover Protective Structures; Overhead Protection (ROPS).

POWER TRANSMISSION & DISTRIBUTION

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.950 through 1926.960 of Subpart "V" – Power Transmission and Distribution.

STAIRWAYS & LADDERS

I. STAIRWAYS

A. General

1. A stairway or ladder must be provided at all worker points of access where there is a break in elevation of 19 inches or more and no ramp, runway, embankment or personnel hoist is provided.

2. When there is only one point of access between levels, it must be kept clear to permit free passage of workers. If free passage becomes restricted, a second point of access must be provided and used.

3. When there are more than two points of access between levels, at least one point of access must be kept clear.

B. Stairways

1. Temporary stairways (not a permanent part of the structure) must have landings at least 30 inches in the direction of travel and 22 inches wide at every 12 feet of less of vertical rise.

2. Stairways must be installed at least 30 degrees and no more than 50 degrees from the horizontal.

3. Variations in riser height or stair tread depth must not exceed ¼ inch in any stairway system.

4. Where doors or gates open directly onto a stairway, a platform must be provided that extends at least 20 inches beyond the swing of the door.

5. Metal pan landings and metal pan treads must be secured in place before filling with concrete or other material.

6. All stairway parts must be free of dangerous projections such as protruding nails.

7. Slippery conditions on stairways must be corrected before the stairs are used to reach upper levels.

8. Workers may not use spiral stairways that will not be a permanent part of the structure.

9. Except during construction of the actual stairway, stairways with metal pan landings and treads must not be used where the treads and/or landings

have not been filled in with concrete, wood or other material. All treads and landings must be replaced when worn below the top edge of the pan.

10. Except during construction of the actual stairway, skeleton metal frame structures and steps must not be used unless the stairs are fitted with secured temporary treads and landings. Temporary treads must be made of wood or other solid material and be installed the full width and depth of the stair.

C. Stairrails & Handrails

1. Stairways having four (4) or more risers or rising more than 30 inches in height, whichever is less, must have at least one handrail. A stairrail must also be installed along each unprotected side or edge. When the top edge of a stairrail system also serves as the handrail, the height of the top edge must not be more than 37 inches nor less than 36 inches from the upper surface of the stairrail to the surface of the tread.

2. Winding or spiral stairways must be equipped with a handrail offset sufficiently to prevent using areas where the tread width is less than 6 inches.

3. Midrails, screens, mesh, intermediate vertical members or equivalent intermediate structural members must be provided between the toprail and stairway steps of the stairrail system.

   a. Midrails must be located midway between the top of the stairrail system and the stairway steps.

   b. Screens or mesh must extend from the top rail to the stairway step and along the opening between top rail supports.

   c. Intermediate vertical members must not be more than 19 inches apart.

   d. Other intermediate structural members must be installed so that there are no openings of more than 19 inches wide.

4. Handrails and top rails of the stairrail system must be capable of withstanding, without failure, at least 200 pounds of weight applied within 2 inches of the top edge in any downward or outward direction at any point along the top edge.

5. The height of handrails must not be more than 37 inches nor less than 30 inches from the upper surface of the handrail to the surface of the tread.

6. Stairrail systems and handrails must be surfaced to prevent injuries from punctures or lacerations and keep clothing from becoming snagged.

7. Handrails must provide an adequate handhold for employees to grasp to prevent falls.

8. The ends of stairrail systems and handrails must be constructed to prevent dangerous projections, such as rails protruding beyond the end posts of the system.

9. Temporary handrails must have a minimum clearance of 3 inches between the handrail and walls, stairrail systems and other objects.

10. Unprotected sides and edges of stairway landings must be provided with a standard guardrail system.

II. LADDERS

A. General

1. A double-cleated ladder or two separate ladders will be provided when ladders are the only means of access or exit from a working area for 25 or more workers.

2. Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired or destroyed must be tagged "UNSAFE, DO NOT USE". Ladder repairs must be approved by the manufacturer and restore the ladder to a condition meeting its original design criteria before the ladder is returned to use

3. Ladders shall not be tied or fastened together to create longer sections unless they are specifically designed for such use.

4. Ladders shall not be placed against movable objects.

5. The areas around the top and base of ladders must be free of tripping hazards such as loose materials, trash and electric cords.

6. Ladder which project into passageways or doorways where they could be struck by workers, moving equipment or materials being handled must be protected by barricades or guard.

7. Workers must face the ladder at all times when ascending or descending

8. When ascending or descending a ladder, have hands free, grip to sides or rungs with both hands and face the ladder.

9. Under no circumstances ascend or descend a ladder using only one hand. This is extremely dangerous. Instead of carrying something down the ladder, use a hand line to hoist to the top or lower to the bottom.

10. Be sure that footwear is free of mud, grease or other substances, which could cause a slip or fall.

11. The use of metal ladders is prohibited.

12. Don't exceed the Duty Rating, which is the maximum load capacity of the ladder. The use of Type III, Household or Light Duty ladders is prohibited on Jaynes Corporation projects.

13. Boxes, pails, crates, chairs or equipment shall never be used as a substitute for ladders.

14. Do not permit more than one person on a single-sided stepladder or on any extension ladder. Only one employee shall work from a ladder at one time, unless the are specifically designed for such use. If work requires an additional ladder, one shall be provided.

15. The user before the beginning of the work shift shall inspect ladders. If found defective, the ladder will be taken out of service.

16. A competent person shall inspect ladders frequently (monthly or more often) and take out of service immediately any ladder found defective.

17. The feet of all ladders shall be equipped with "safety shoes".

18. Ladder feet shall always be placed on a substantial base.

19. A ladder or any part of a ladder will not be used as a scaffold platform.

20. Ladders will only be used for the purpose for which they were designed.

21. Don't over-reach, lean to one side or try to move a ladder while on it. You could lose your balance or tip the ladder. Keep your body centered on the ladder. Hold the ladder with one hand while working with the other. Never let your belt buckle pass beyond either ladder rail. Climb down and then reposition the ladder closer to your work.

22. Don't climb a ladder if you are not physically and mentally up to the task

23. Position the ladder so you can face your work and do not have to lean sideways.

B. Stepladders

1. A metal spreader or locking device must be provided on each stepladder to hold the front and back sections in an open position when the ladder is in use. Stepladders must be fully opened to permit the spreader to lock.

2. Don't stand above the highest safe standing level. Workers are prohibited from standing on the top two steps or sitting on the top step/cap of a stepladder. Don't stand or sit on a step ladder top or pail shelf. They are not designed to carry the weight of a person.

3. While a worker is working on a stepladder (except a safety platform ladder) at a point ten (10) feet or more above the ground, the ladder shall be held by at least one other person.

4. Stepladders shall not be used as straight ladders. Don't climb a closed stepladder. It may slip out from under you. Don't climb on the back of a stepladder. It is not designed to hold a person.

C. Straight & Extension Ladders

1. All straight and extension ladders shall be provided with combination feet, which when flipped one way allow feet for level floors and pavement and when flipped the other way dig into unpaved ground.

2. Straight and extension ladders must be tied off at the top or have another worker hold the ladder.

3. Straight and extension ladders used for access to another level must extend at least three (3) feet above the level being accessed and must be secured.

4. Don't place the base of an extension ladder too close to the structure as it may tip over backward. Don't place the base of an extension ladder too far away from the structure, as it may slip out at the bottom. The base of the ladder shall be set back a safe distance from the vertical approximately one-fourth (1/4) of the working length of the ladder, no less and no more.

5. A worker will always hold the base of the ladder stationary whenever the climber is ascending or descending an unsecured ladder.

6. Top sections of extension ladders shall not be used independently of the bottom section.

7. Place the extension ladder top so both rails are fully supported. Support area should be at least 12" wide on both sides of the ladder.

8. Always be sure that the locks are fully engaged and the fly section is in front of the base section before climbing.

9. Climb facing the ladder. Center your body between the rails and maintain a firm grip. Always move one step at a time, firmly setting one foot before moving the other.

10. Don't stand above the highest safe standing level. Do not stand above the 4th rung from the top of an extension ladder. A person standing higher may lose their balance and fall.

D. Job-made Ladders

1. All job-made ladders shall be constructed of straight grained, knot-free, seasoned lumber.

2. Job-made ladders shall be constructed for intended use. If a ladder is to provide the only means of access or exit from a working area for 25 or more employees or simultaneous two-way traffic is expected, a double cleat ladder will be installed.

3. Double cleat ladders shall not exceed 24 feet in length. Single cleat ladders are to connect different landings or if the length required exceed this maximum length, two or more separate ladders will be used, offset with a platform between each ladder. Guardrails and toe boards will be erected on the exposed sides of the platforms.

4. The width of single cleat ladders shall be at 15 inches, but not more than 20 inches between the rails at the top.

5. Side rails shall be parallel or flared top to bottom by not more than ¼ inch for each two feet of length and will be continuous.

6. Wood side rails of ladders having cleats shall be not less than 1½ inches thick and 3½ inches deep (two inches by four inches nominal).

7. Two inch by four lumber shall be used for side rails of single cleat ladders up to 16 feet long; three inch by six inch lumber shall be used for single cleat ladders from 16 to 30 feet in length.

8. Two inch by four inch lumber shall be used for side and middle rails of double cleat ladders up to 12 feet in length; two inch by six inch lumber for double cleat ladders from 12 to 25 feet in length.

9. Wood cleats shall be constructed of ladder-grade two inch by four inch (nominal dimension) material providing equal or greater strength.

10. Cleats will be inset ½ inch into the edges of the side rails or filler blocks will be used on the rails between the cleats. The cleats will be secured to each rail with three 10d common wire nails or other fastener of equivalent strength. Cleats shall be uniformly spaced, 12 inches top-to-top.

III. TRAINING

A. Each worker must attend a training program that will enable them to recognize hazards related to ladders and stairways. This training must be documented and address the following areas:

1. Nature of fall hazards in the work area.

2. Correct procedures for erecting, maintaining and disassembling the required fall protection systems if used.

3. Proper construction, use, placement and care in handling all stairways and ladders.

4. The maximum intended load carrying capacities of ladders used.

5. Retraining shall be provided for each employee as necessary so that the employee maintains the understanding and knowledge acquired.

DIVING

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.1071 through 1926.1092 of Subpart "Y" – Diving.

TOXIC & HAZARDOUS SUBSTANCES

Jaynes Corporation abides by all applicable requirements of 29 CFR 1926.1100 through 1926.1152 of Subpart "Z" – Toxic & Hazardous Substances.

HAZARDOUS SUBSTANCES RECOGNITION & PROTECTION PROGRAM - "RIGHT TO KNOW"

A. Policy and Training

All Jaynes employees that normally work on field job sites and those that may be required to handle or may be subjected to hazardous substances in the construction industry are required by federal law to take training in the recognition and control of some of the more commonly used products. This training will be provided by Jaynes at no cost to the employee. The employee will attend this training on their own time or will be subject to dismissal. This training is valid for one year and must be renewed each year. Notices will be in the paychecks of the time and place of these classes.

Copies of the enclosed information sheets on the hazard communication program must be posted on the job site bulletin board. The list of chemical hazards present on the job site must be kept current and up to date.

B. Hazard Communication Program

1. Purpose

To communicate to all Jaynes employees the company's Hazard Communication Program. To provide the employees with necessary information concerning health and physical hazards of materials used and substances that may be present on the job site. To comply with title 29, part 1910.1200, of the Code of Federal Regulations (CFR): OSHA Hazard Communication.

2. Scope

It is the intent of Jaynes Corporation to make known to all of its employees as well as the employees of subcontractors working on Jaynes' job sites the existence of any hazardous substances known to be present on the job to which employees may be exposed.

As part of this effort the Jaynes Corporation will take the following steps:

a) A list of hazardous chemicals or substances known to be present on any job site, if any will be posted on each job site. Exhibit 15.1-B of this program is the sheet to be used for listing of these substances. Location of these substances on the job site is to be listed, if not a specific location, the general location will be acceptable.
b) Material safety data sheets (MSDS) will be maintained at all job sites. In addition, back-up MSDS will be maintained at all corporate offices: Albuquerque, New Mexico; Farmington, New Mexico and Las Vegas, Nevada. In cases where there are no job site offices, MSDS will be maintained with the crew in a company vehicle.
c) All containers will have appropriate labeling of hazardous materials.

d) Employee training to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards will be made available.
e) Employee training to understand the elements of the MSDS and to recognize the possible risks to health and physical harm will be made available.

This written compliance program will be posted on the main office bulletin boards and will be available, upon request, to any employee, their designated representative(s), and all local, state, and federal officials who have proper authority.

3. Listing of Chemicals or Hazardous Substances

a) Per part B, item #1, exhibit 15.1-B will be posted on all job sites. If no hazard exists, the sheet will remain blank. It is the responsibility of the Project Superintendent to maintain and update this list.
b) A request for "material safety data sheets" forms will be sent with all subcontracts and purchase orders. It is the responsibility of the Project Manager to obtain MSDS from subs and on major purchase orders issued from the office.
c) It is the Superintendent's responsibility to obtain MSDS on all day-to-day purchases made from the job site.
d) It is the responsibility of the Superintendent to maintain a complete MSDS notebook on the job site and to back-up the Project Manager to insure we have MSDS on materials supplied by subcontractors as well.

4. Labels

a) Labels on incoming containers of hazardous chemicals shall not be removed or defaced.
b) Each container of hazardous chemicals in the work place shall be labeled, tagged, or marked with the following information:
    1) The identity of the hazardous chemicals contained therein; and
    2) Appropriate hazard warning. Since such information is supplied on the material safety data sheet also, it shall be made available to any employee upon request.
c) Labels shall be legible and in English.
d) Exemption: Jaynes Corporation is not required to label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer.
e) It is the responsibility of the Superintendent to monitor the job and make sure that these practices are being followed.

5. Material Safety Data Sheets

a) MSDS will be kept and maintained at each job site location, as well as

each applicable area office. MSDS contains the following information:

1) The identity listed on the label.
2) The chemical and common names of the hazardous ingredients.
3) The physical and health hazards.
4) The primary route of entry.
5) The exposure limits.
6) Any generally applicable control measures.
7) Any emergency and first aid procedures.
8) The date of preparation of the MSDS or last change to it.
9) The name, address, and telephone number of the chemical manufacturer, importer, employer, or other responsible party preparing or distributing the MSDS.

b) MSDS shall be obtained for each hazardous substance. If MSDS are not provided with the shipment, the company will obtain one from the chemical manufacturer, importer or distributor as soon as possible. The company may also keep as a reference other compilations of MSDS such as "Hazardous Substances Guide for Construction" available from AGC.

c) MSDS 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.

d) MSDS shall be available to employees, affected general public, and any representative of a governing body such as OSHA.

6. Training

a) All employees shall be informed of this Hazardous Communication Program and of MSDS location on the job site and at all Jaynes area offices. Note: the company has the option under New Mexico law to retain MSDS in a repository on the job or in the main office of the company. If it chooses to retain them only at the corporate or New Mexico area offices, the company must have a two-way communication system established to allow the employee to make contact and obtain the information on the MSDS.

b) Jaynes will make available information and training in the handling of hazardous substances to which employees may be exposed. This training will take place under the auspices of the company and may include training offered by other entities. The company will make available to employees additional training required for specific substances; this training will be above and beyond the normal "generic training."

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, including specific procedures the company has

implemented to protect employees from exposure to hazardous substances, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

4) Interpretation of MSDS data and of the labeling system

7. Health, Safety and Emergency Procedures

To ensure that sufficient and required information is available and accessible during emergencies or in the event of a spill in the work areas or beyond company property, the following information will be available to local health and jurisdictional authorities if requested or required:

a) MSDS.
b) The location of stored chemical products if the amount is equal to 30 gallons or 300 pounds or more.
c) Special procedures for spill control and or clean up for specific chemical substances should we store or transport quantities as listed in "B" above. Sample copies of forms are attached. Further information concerning this Hazard Communication Program can be obtained from the Jaynes corporate office. Please contact the Jaynes Corporation Safety Director.

Request For Material Safety Data Sheets (MSDS)

Manufacturer, Producer, or Seller:

Street address:

City:_____ State: _____ Zip:_____

MSDS request for:

Pursuant to part 1910.1200, title 29 of the code of Federal Regulations, of the Occupational Safety and Health Act, section (G), Jaynes Corporation requests a Material Safety Data Sheet for the above product to be used on our facility. Pursuant to regulation, we request information on hazardous ingredients, physical data, fire and explosion hazard data, health hazard data, spill or leak procedures, special protection information, and special precautions.

Please send MSDS to the following address:

Jaynes Corporation
2906 Broadway, NE, Albuquerque, NM 87107
Or mail to: P.O. Box 26841, Albuquerque, NM 87125

Attention:

Date of request:

Signature of requestor:

Company Hazard Communication Program

List Of Chemical Hazards Present

Name of Job:

Location:

Name of Superintendent:

Name of Chemical	MSDS No.	Total Job	Location	Specific Area

FALL PROTECTION PLAN

SCOPE: The scope of this policy is to ensure employees are protected against falls. All corrective measures will be taken to ensure employees are protected from fall hazards. The Jaynes Corporation policy concerning fall protection is all employees shall be protected against falls when working at or near unprotected elevations of six feet or more in height.

The key to the assurance against a fall is the Supervisor's monitoring and enforcement followed closely by the workers knowledge and adherence to safe work practices.

FALL HAZARDS: In order to protect against falls, the key factor is the recognition of the hazard. Falls are generally a result of poor work practices, poor conditions or a combination of both. Fall prevention begins in the planning stage of the project and/or task. Such planning includes:

- Layout and arrangement of tools and/or equipment.
- Layout of aisles, passageways, floors, entrances, exits and maintaining an access way.
- Adequate illumination.
- Weather hazard recognition (rain, sleet, snow, mud, and ice).
- Use of personnel hoisting equipment (aerial lifts, personnel baskets, etc.).

STANDARD PROTECTION: Standard protection against falls shall be assurance that adequate guard rails (handrail, midrail, toe plate) are installed on work platforms, scaffolds and stairways-with four or more risers.

SAME LEVEL FALL PROTECTION: Good housekeeping is the key to the prevention of same level falls.

- Usable and waste material shall be stored out of pathways and shall not congest a work area.
- Surfaces shall be kept free of slipping hazards (grease, oil, chemicals, metal shavings, etc.).
- Floor holes and openings shall be covered as not to create a tripping hazard.
- Attempt shall be made to maintain even floor surfaces.
- Material shall not be allowed to collect around worktables, desks, threading machines, etc., as to cause a hazard to the worker.
- Welding leads, extension cords, air hoses, etc., shall be elevated or so positioned as not to be a tripping hazard.

SAFETY BELTS/HARNESSES:

- Only Company provided full body harnesses are allowed.
- Full body harnesses shall be used as employee protection against falls to a lower level when guardrails cannot be used.
- Full body harnesses shall be equipped with shock absorbing lanyards with double locking snaphooks. Lanyards must be attached to cross arm slings/straps (chokers).

- It is not Jaynes Corporation policy to tie lanyard back into a lanyard, due to manufacturer recommendations, unless the lanyard is designed to do so.
- Employees working from an unprotected elevation of 6 feet or more above the ground/floor shall be required to wear an approved fall arrest system and be secured to an overhead object of substantial capacity capable of supporting 5, 000 pounds for each worker tying off. While in use, the lanyard attachment point on the harness (D-ring) must remain in the middle portion of the back.
- A beam safe walker system may be required for a tie-off point at heights exceeding 6' before flooring or other fall protection is available
- Independent lifelines may be required to secure a full body harness. Lifeline vertical line from a fixed anchorage or between two horizontal anchorages, independent of walking or working surfaces, to which a lanyard or device is secured.
- Full body harnesses shall be worn and attached to aerial lifts, personnel baskets, etc., when employees are required to work from these mechanical personnel hoists.

STORAGE/GENERAL USE:

- Full body harnesses and all supporting equipment must be stored in a clean, dry place free from abrasive or cutting materials and excessive heat.
- Any lifeline, full body harness or lanyard actually subjected to in-service loading, as distinguished from static load testing, shall be immediately removed from service and shall not be used again for employee protection.
- A twin lanyard system may be needed in climbing form walls, working pipe racks, etc., to provide 100% fall protection.

INSPECTION: Prior to issuance, full body harnesses, lanyards and lifelines shall be inspected. In addition, they shall be inspected on a regular basis by the wearer. In the event the wearer feels that his/her full body harness, lanyard or lifeline is not in perfect condition, it shall be reported immediately for inspection. Inspection shall consist of visual inspection of:

Full Body Harnesses	Lanyard/Lifelines/Self Retractable Lifelines
Rust and abrasion	Frayed strands
Burns	Broken strands
Buckles and tabs	Rot
"D" rings	Burns
Stitching	Corrosion
Rivets	General appearance
General appearance	

TRAINING: Employees shall be trained in the proper fall protection methods and requirements. Additional training shall be given to the employees concerning full body harnesses, lanyards, lifelines, self-retracting lifelines and beam safe walkers.

- The proper use.
- The proper wearing.
- The proper securing.
- The proper inspection.

DOCUMENTATION: All fall protection and fall protection equipment training shall be documented.

A GUIDE FOR FALL PROTECTION TRAINING (OSHA SUBPART M)

INTRODUCTION: The purpose of this guide is to provide Jaynes Corporation employees and their subcontractors' employees with authoritative information on fall protection in the construction industry, including OSHA's Fall Protection Standard, Subpart M.

PROTECTIVE SYSTEMS: The OSHA Fall Protection Standard uses a variety of methods to provide fall protection for construction workers. Areas where each system may be used are spelled out in the regulations. An understanding of the new regulations starts with a discussion of the types of fall protection systems.

GUARDRAILS AND GUARDRAIL SYSTEMS: Guardrail system means a barrier erected to prevent workers from falling to lower levels. Guardrails shall have a top edge member 42 inches (plus or minus 3 inches) above the walking/working level. When workers are using stilts, the top edge height of the top rail shall be increased an amount equal to the stilt height.

Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and walking/working surface when there is no wall or parapet wall at least 21 inches high.

Midrails shall be installed midway between the top edge of the guardrail system and walking/working level. Screens and mesh, when used shall extend from the top rail to the walking/working level and along the entire opening between the top rail supports.

Intermediate members (such as balusters), when used between posts, shall not be more than 19 inches apart.

Other structural members (such as additional midrails and architectural panels) shall be installed so there are no openings in the guardrail system more than 19 inches wide.

Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point. When the test load is applied in a downward direction, the top edge of the guardrail shall not deflect to a height less than 39 inches above the walking/working level.

Midrails, screens, mesh, intermediate vertical members, solid panels and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point.

Guardrail systems shall be surfaced so as to prevent injury from punctures or lacerations and snagging clothing. Ends of all top rails and midrails shall not overhang terminal posts, except

where such overhang does not constitute a protection hazard. Unsuitable materials such as steel or plastic banding shall not be used as top rails or midrails.

Top rails and midrails shall be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. Wire rope top rails shall be flagged at not more than 6-foot intervals with high-visibility material.

Guardrail systems used at hoisting areas shall have a chain, gate or removable guardrail section across the access opening when hoisting operations are not taking place. Guardrail systems used at holes shall be erected on all unprotected sides or edges of the hole.

When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.

When guardrail systems are used around holes that are used as points of access (such as ladderways), they shall be provided with a gate, or be offset so a person cannot walk directly into the hole. Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

Manila, plastic or synthetic rope used for top rails or midrails shall be inspected as frequently as necessary to ensure it continues to meet strength requirements.

WOOD RAILINGS: Are assumed to meet the requirements if:

- Wood components are a minimum 1500 lb.-ft/in (2) fiber (stress grade) construction grade lumber.
- Posts are at least two-inch by four-inch lumber spaced not more than eight feet (2.4m) apart on centers.
- Top railings are at least two-inch by four-inch lumber.
- Intermediate railings are at least one-inch by six-inch lumber.

All lumber dimensions are nominal sizes as provided by the American Softwood Lumber Standards, dated January 1970.

PIPE RAILINGS: Are assumed to meet the requirements if:

- Posts are at least one and one-half inches nominal diameter (schedule 40 pipe) spaced not more than eight feet apart on centers.
- Top railings are at least one and one-half inches nominal diameter (schedule 40 pipe).
- Intermediate railings are at least one and one-half inches nominal diameter (schedule 40 pipe).

STRUCTURAL STEEL RAILINGS: Are assumed to meet the requirements if:

- Posts are at least 2-inch by 2-inch by 3/8-inch angles, with posts spaced not more than eight feet apart on centers.

- Top railings are at least 2-inch by 2-inch by 3/8-inch angles.
- Intermediate railings are at least 2-inch by 2-inch by 3/8-inch angles.

SAFETY NET SYSTEMS: Safety nets shall be installed as close as practicable under the surface on which workers are working, but in no case more than 30 feet below. When nets are used on bridges, the potential fall area from the walking/working surface to the net shall be unobstructed. Safety nets shall extend outward from the outermost projection of the work surface as follows:

Vertical distance from working level to horizontal plane of net.	Minimum required horizontal distance of outer edge of net from the edge of the working surface.
Up to 5 feet	8 feet
More than 5 feet up to 10 feet	10 feet
More than 10 feet	13 feet

Safety nets shall be installed with sufficient clearance to prevent contact with the surface or structures below when subjected to an impact force. Safety nets and safety net installations shall be drop-tested after initial installation and before being used as a fall protection system. Whenever relocated, after major repair and at six-month intervals if left in one place. The test consists of a 400 pound bag of sand 30 inches in diameter dropped into the net from the highest surface at which workers are exposed to fall hazards, but not from less than 42 inches above that level. When an employee can demonstrate it is unreasonable to perform a drop-test, the employer (or a designated competent person) shall certify that net and net installations are in compliance by preparing a certification record prior to the net being used as a fall protection system. Certification records include identification of the net and net installation for which the certification record is being prepared; date it was determined that the identified net and net installation were in compliance and the signature of the person making the determination and the certification. The most recent certification record for each net and net installation shall be available at the jobsite.

Defective nets shall not be used. Safety nets shall be inspected at least once a week for wear, damage and other deterioration. Defective components shall be removed from service. Safety nets shall also be inspected after any occurrence that could affect their integrity.

Materials, scrap pieces, equipment and tools which have fallen into a safety net shall be removed as soon as possible and at least before the next work shift.

The maximum size of each safety net mesh opening shall not exceed 36 square inches nor be longer than 6 inches on any side. All mesh crossings shall be secured to prevent enlargement of the mesh opening.

Each safety net (or section of) shall have a border rope for webbing with a minimum breaking strength of 5,000 pounds. Connections between safety net panels shall be as strong as integral net components and spaced not more than 6 inches apart.

PERSONAL FALL ARREST SYSTEMS

FULL BODY HARNESSES: Full body harness means straps which may be secured around a worker in a manner that will distribute fall arrest forces over the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system. **Body belts shall not be used as part of a personal fall arrest system.** Note: The use of a body belt as a positioning device system is acceptable if used according to the regulations.

"D" rings and snaphooks shall have a minimum tensile strength of 5,000 pounds. Snaphooks shall be sized to be compatible with the member to which they are connected to prevent rollout.

Only locking type snaphooks shall be used.

Unless the snaphook is designed for the following connections, snaphooks shall not be engaged:

- Directly to webbing, rope or wire rope
- To each other
- To a "D" ring to which another snaphook or other connector is attached
- To any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur.

On suspended scaffolds or similar work platforms with horizontal lifelines that may become vertical lifelines, devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline. Horizontal lifelines shall be designed, installed and used, under the supervision of a qualified person, as part of a complete personal fall arrest system maintaining a safety factor or at least two.

Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds. When vertical lifelines are used, each worker shall be attached to a separate lifeline. During construction of elevator shafts, two workers may be attached to the same lifeline in the hoistway, provided both workers are working on a false car equipped with guardrails; the strength of the lifeline is 10,000 pounds and all other criteria for lifelines have been met. Lifelines shall be protected against being cut or abraded.

Self-retracting lifelines and lanyards, which automatically limit free fall distance to 2 feet or less, shall be capable of sustaining a minimum tensile load of 3,000 pounds. Self-retracting lifelines and lanyards, which do not limit free fall distance to 2 feet or less, ripstitch lanyards, and tearing and deforming lanyards, shall be capable of sustaining a minimum tensile load of 5,000 pounds.

Anchorages used for attachment of personal fall arrest equipment shall be:

- Independent of anchorage being used to support or suspend platforms.

- Capable of supporting at least 5,000 pounds per worker.
- Designed, installed and used under the supervision of a qualified person as part of a complete personal fall arrest system which maintains a safety factor of at least two.

Personal fall arrest systems when stopping a fall, should:

- Limit maximum arresting force on a worker to 1,800 pounds when used with a body harness.
- Be rigged so workers can neither free fall more than 6 feet, nor contact any lower level.
- Bring a worker to a compete stop and limit maximum deceleration distance a worker travels to 3.5 feet.
- Have sufficient strength to withstand twice the potential impact energy of a worker free falling a distance of 6 feet or the free fall distance permitted by the system, whichever is less.

The attachment point of a full body harness shall be located in the center of the wearer's back near shoulder level or above the wearer's head. Full body harnesses and components shall be used only for worker protection and not to hoist materials. Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and not be used again for worker protection until inspected and determined by a competent person to be undamaged and suitable for reuse.

Employers shall provide for prompt rescue of workers in the event of a fall or assure workers are able to rescue themselves.

Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration and defective components shall be removed from service. Personal fall arrest systems shall not be attached to guardrail systems. When a personal fall arrest system is used at a hoist area, it shall be rigged to allow movement of the worker only as far as the edge of the walking/working surface.

POSITIONING DEVICE SYSTEMS: Positioning devices shall be rigged so a worker cannot free fall more than 2 feet. Positioning devices shall be secured to an anchorage point capable of supporting at least twice the potential impact load of a workers fall or 3,000 pounds, whichever is greater.

Connecting assemblies shall have a minimum tensile strength of 5,000 pounds. "D" rings and snaphooks shall be proof-tested to a minimum tensile load 3,600 pounds without cracking, breaking or taking permanent deformation.

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent rollout and shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by contact.

Only locking type snaphooks shall be used.

Unless the snaphook is designed for the following connections, snaphooks shall not be engaged:

- Directly to webbing, rope or wire rope
- To each other
- To a "D" ring to which another snaphook or other connector is attached
- To any object incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur.

Positioning device systems shall be inspected prior to each use for wear, damage and other deterioration and defective components shall be removed from service.

WARNING LINE SYSTEMS: Warning line system means a barrier erected on a roof to warn workers that they are approaching an unprotected roof side or edge and which designates an area in which roofing work may take place without use of guardrail, full body harness or safety net systems. Warning line systems shall comply with the following provision:

- Warning lines shall be erected around all sides of roof work area.
- When mechanical equipment is not being used, warning lines shall be not less than 6 feet from roof edge.
- When mechanical equipment is being used, warning lines shall be not less than 6 feet from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than ten feet from roof edge perpendicular to the direction of mechanical equipment operation.
- Points of access, materials handling areas, storage areas and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
- When the path to a point of access is not in use, a rope, wire, chain or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area or the path is offset so a person cannot walk directly into the work area.

Warning lines consist of ropes, wires, or chains and supporting stanchions erected as follows:

- Rope, wire or chain shall be flagged at not more than 6-foot intervals with high-visibility material.
- Rigged and supported so the lowest point is no less than 34 inches and highest point is no more than 39 inches from walking/working surface.
- With lines attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof or platform edge.
- Rope, wire or chain shall have a minimum tensile strength of 500 pounds.
- Lines shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before stanchion tips over.

No worker shall be allowed in the area between a roof edge and a warning line unless performing roofing work. Mechanical equipment on roofs shall be used or stored only in areas where workers are protected by a warning line system, guardrail system or personal fall arrest system.

CONTROLLED ACCESS ZONE: Controlled Access Zone (CAZ) means an area in which certain work (e.g., overhand bricklaying) may take place without use of guardrail systems, personal fall arrest systems or safety net systems and access to the zone is controlled. Controlled access zones and their use shall conform to the following provisions:

- When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined by a control line or other means that restricts access.
- Control lines when used, shall be erected not less than 6 feet nor more than 25 feet from unprotected or leading edges except when erecting precast concrete members.
- When erecting precast concrete members, control lines shall be erected not less than 6 feet nor more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
- Control lines shall extend along the entire length of the unprotected or leading edge, approximately parallel to the unprotected or leading edge.
- Control lines shall be connected on each side of a guardrail system or wall.

When used to control access to areas where overhand bricklaying and related work are taking place the following apply:

- The controlled access zone shall be defined by a control line erected not less than 10 feet nor more than 15 feet from working edge.
- Control lines shall extend to enclose all workers performing overhand bricklaying and related work at the working edge.
- Additional control lines shall be erected at each end to enclose the controlled access zone.
- Only workers engaged in overhand bricklaying or related work shall be permitted in the controlled access zone.

Control lines shall consist of ropes, wires, tapes, or equivalent materials and supporting stanchions, as follows:

- Lines shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.
- Each line shall be rigged and supported so its lowest point is not less than 39 inches and its highest point is not more than 45 inches (50 inches when overhand bricklaying operations are being performed) from the walking/working surface.
- Each line shall have a minimum breaking strength of 200 pounds.

On floors and roofs where guardrail systems are not in place prior to the beginning of overhand bricklaying operations, controlled access zones will be enlarged, as necessary, to enclose all points of access, material handling areas and storage areas. On floors and roofs where guardrail systems are in place, but need to be removed to allow for overhand

bricklaying work or leading edge work, only the portion of the guardrail necessary to accomplish that day's work shall be removed.

SAFETY MONITORING SYSTEMS: Safety monitoring system means a safety system in which a competent person is responsible for recognizing and warning workers of fall hazards. When used, safety-monitoring systems shall comply with the following provisions. A competent person shall be designated to monitor safety of other workers complying with the following requirements:

- The safety monitor shall be competent to recognize fall hazards.
- The safety monitor shall warn workers when it appears they are unaware of a fall hazard or are acting unsafe.
- The safety monitor shall be on the same surface within visual sighting distance of workers being monitored.
- The safety monitor shall be close enough to communicate orally with workers.
- The safety monitor shall not have other responsibilities that could take his or her attention from the monitoring function.

Mechanical equipment shall not be used or stored in areas where safety-monitoring systems are being used to monitor workers engaged in roofing operations on low-slope roofs. No worker, other than a worker engaged in roofing work (on low-sloped roofs) or a worker covered by a fall protection plan, shall be allowed in an area where a worker is being protected by a safety monitoring system. Workers working in a controlled access zone shall be required to comply promptly with fall hazard warnings from safety monitors.

COVERS: Hole means a gap or void 2 inches or more in its least dimension on a floor, roof or other walking/working surface. Covers for holes in floors, roofs and other walking/working surfaces shall meet the following requirements:

- Covers located in roadways and vehicular aisles shall be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.
- All other covers shall be capable of supporting, without failure, at least twice the weight of workers, equipment and materials that may be imposed.
- All covers shall be secured when installed to prevent accidental displacement by wind, equipment or workers.
- All covers shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

PROTECTION FROM FALLING OBJECTS: Failing object protection complies with the following provisions:

- Hard-hats shall be worn at all times.
- Toeboards, when used, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect workers below.
- Toeboards shall be capable of withstanding, without failure, a force of at least 50 pounds applied in any downward or outward direction at any point.

- Toeboards shall be a minimum of 3 1/2 inches in vertical height with not more than 1/4-inch clearance above the walking/working surface.
- Toeboards shall be solid or have openings not over one inch at its greatest dimension.

Where tools, equipment or materials are piled higher than the top edge of a toeboard, paneling or screening shall be erected to the top of a guardrail system's top rail or midrail, for a distance sufficient to protect workers below. Guardrail systems used, as falling object protection shall have openings small enough to prevent passage of potential falling objects.

During the performance of overhand bricklaying and related work:

No materials or equipment except masonry and mortar shall be stored within 4 feet of the working edge.
Excess mortar, broken or scattered masonry units, and other materials and debris shall be kept from the work area by removal at regular intervals.

During performance of roofing work:

Materials and equipment shall not be stored within 6 feet of a roof edge unless guardrails are erected at the edge.
Materials that are piled or stacked near a roof edge shall be stable and self-supporting.

Canopies, when used as falling object protection, shall be strong enough to prevent collapse and prevent penetration by any objects that may fall onto the canopy.

FALL PROTECTION PLAN: This option is available only to employers engaged in leading edge work, precast concrete erection work, or residential construction work who can demonstrate it is not feasible or creates a greater hazard to use conventional fall protection methods. The fall protection plan shall conform to the following provisions:

- Fall protection plans shall be prepared and developed by a qualified person specifically for the site where leading edge work, precast concrete work or residential construction work is being performed and the plan should be kept up to date.
- Only a qualified person shall approve changes to the fall protection plan.
- A copy of the fall protection plan with approved changes shall be maintained at the job site.
- Implementation of the fall protection plan shall be under supervision of a competent person.

Fall protection plans shall:

- Document reasons why uses of conventional fall protection systems (i.e. guardrail systems, personal fall arrest systems or safety nets systems) are not feasible or why their use would create a greater hazard.
- Include a written discussion of other measures to be taken to reduce or eliminate fall hazards for workers who cannot be provided with protection from conventional fall protection systems.

- Identify each location where conventional fall protection methods cannot be used. These locations are classified as controlled access zones.
- Include a statement that provides the name or other method of identifying each worker designated to work in controlled access zones and no other workers shall enter controlled access zones.

Where no other alternative measure has been implemented, the employer shall implement a safety monitoring system. In the event a worker falls, or some other related, serious incident occurs (e.g., a near miss), the employer shall investigate the circumstances of the fall or other incident to determine if the fall protection plan needs to be changed (e.g., new practices, /procedures or training) and shall implement those changes to prevent similar types of falls or incidents.

KEY DEFINITIONS: When you go through the provisions of the standard there are a number of terms you may be unfamiliar with. Following is a list of the most pertinent ones:

BODY BELT: A strap with a method both for securing it around the waist and for attaching it to a lanyard, lifeline or deceleration device.

BODY HARNESS: Straps which may be secured in a manner that will distribute fall arrest forces over the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

DECELERATION DEVICE: Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on a worker during fall arrest.

FREE FALL DISTANCE: Vertical displacement of a fall arrest attachment point on a worker's body harness between the onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

NOT FEASIBLE: It is impossible to perform construction work using a conventional fall protection system (i.e. guardrail system, safety net system or personal fall arrest system) or it is technologically impossible to use any one of these systems to provide fall protection.

LANYARD: A flexible line of rope, wire rope or strap which generally has a connector at each end for connecting a body harness to a deceleration device, lifeline or anchorage.

LEADING EDGE: Edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking or formwork sections are placed, formed or constructed. A leading edge is considered to be an “unprotected side and edge” during periods when it is not actively and continuously under construction.

LIFELINE: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline) and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

LOW-SLOPE ROOF: A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

OPENI NG: A gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which workers can fall to a lower level.

OVERHAND BRICKLAYING: Related work means the process of laying bricks and masonry units such that the surface of the wall to be jointed is on the opposite side of the wall from the mason, requiring the mason to lean over the wall to complete the work. Related work includes mason tending and electrical installation incorporated into the brick wall during the overhand bricklaying process.

PERSONAL FALL ARREST SYSTEM: A system used to arrest a worker in a fall from a working level. It consists of an anchorage point, connectors and a body harness and may include a lanyard, deceleration device, lifeline or suitable combinations of these.

POSITIONING DEVICE SYSTEM: A body belt or body harness system rigged to allow a worker to be supported on an elevated vertical surface, such as a wall and work with both hands free while leaning.

ROPE GRAB: A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of a worker. A rope grab usually employs the principle of inertial locking, cam/level locking or both.

SELF-RETRACTING LIFELINE/LANYARD: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal worker movement, and which, at the onset of a fall, automatically locks the drum and arrests the fall.

SNAPHOOK: A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snaphooks are generally one of two types:

- The locking type with a self-closing, self-locking keeper that remains closed and locked until unlocked and pressed open for connection or disconnection.
- The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection.

STEEP ROOF: A roof having a slope greater than 4 in 12 (vertical to horizontal).

WORK AREA: That portion of a walking/working surface where job duties are being performed.

DUTY TO HAVE FALL PROTECTION: OSHA regulations require protection when workers are exposed to falls of 6 feet or more. The regulations define the specific hazards and outline acceptable ways of dealing with the hazards using the methods or devices previously discussed. The specific exposures and proper methods are given below:

UNPROTECTED SIDES AND EDGES:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

LEADING EDGES:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

Exception: When an employer can demonstrate it is not feasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan.

Where leading edges are under construction, workers not engaged in leading edge work, are protect by a:

- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

If a guardrail system is chosen to provide fall protection, and a controlled access zone has already been established for leading edge work, the control line may be used in lieu of a guardrail along the edge that parallels the leading edge.

HOIST AREAS:
- Guardrail Systems
- Personal Fall Arrest Systems

If guardrail systems, or portions thereof, are removed to facilitate hoisting operation (e. g., during landing of materials) and a worker should lean through the access opening or out over the edge of the access opening, the worker shall be protected from fall hazards by a personal fall arrest system.

HOLES:
- Personal Fall Arrest Systems
- Covers
- Guardrail Systems erected around such holes

Each worker on a walking/working surface shall be protected from tripping in or stepping into or through holes (including skylights) by covers. Each worker on a walking/working surface shall be protected from objects falling through holes (including skylights) by covers.

FORMWORK AND REINFORCING STEEL:
- Personal Fall Arrest Systems
- Safety Net Systems
- Positioning Device Systems

RAMPS, RUNWAYS AND OTHER WALKWAYS:
- Guardrail Systems

EXCAVATIONS: When the excavations are not readily seen because of plant growth or other visual barrier:
- Guardrail Systems
- Fences
- Barricades
- Covers

DANGEROUS EQUIPMENT:
- Guardrail Systems
- Personal Fall Arrest Systems
- Safety Net Systems

OVERHEAD BRICKLAYING AND RELATED WORK:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems
- Controlled Access Zone

Each worker reaching more than 10 inches below the level on which they are working shall be protected from falling by:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

NOTE: Bricklaying operations performed on scaffolds are regulated by Subpart L - Scaffolds.

ROOFING WORK ON LOW-SLOPE ROOFS:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems, or a combination of:
  Warning line system and guardrail system.

Warning line system and safety net system.
Warning line system and personal fall arrest system.
Warning line system and safety monitoring system.
On roofs 50-feet or less in width the use of a safety monitoring system alone.

STEEP ROOFS:
- Guardrail Systems with Toeboards
- Safety Net Systems
- Personal Fall Arrest Systems

PRECAST CONCRETE ERECTION:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

Exception: When the employer can demonstrate that it is not feasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan.

RESIDENTIAL CONSTRUCTION:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

Exception: When the employer can demonstrate that it is not feasible or creates a greater hazard to use these systems, the employer shall develop and implement a fall protection plan.

WALL OPENINGS:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

WALKING/WORKING SURFACES NOT OTHERWISE ADDRESSED:
- Guardrail Systems
- Safety Net Systems
- Personal Fall Arrest Systems

PROTECTION FROM FALLING OBJECTS: When workers are exposed to falling objects, hard hats and one of the following measures shall be implemented:
- Erect toeboards, screens or guardrail systems to prevent objects from failing from high levels.
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced.

- Barricade the area to which objects could fall, prohibit workers from entering the barricaded area and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally displaced.

RESPIRATORY PROTECTION PROGRAM

I. PURPOSE

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 the 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 protection requirements for their work area. In addition, the employees are responsible for wearing the appropriate respiratory equipment as required.

III. ADMINISTRATION

A. The overall program administration is the responsibility of the Jaynes Corporation corporate safety director who will be the respiratory program administrator. The respiratory program administrator will ensure compliance with the respiratory program and ensure that records are kept on the following:
   1. Medical evaluations
   2. Fit testing to include identification of employees tested, type of fit test, date of test and specific make, model, style and size of respirators tested and results of fit tests.

B. The project superintendent, foreman or leadman 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 project superintendent, foreman or leadman 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 the respiratory program administrator or his designatee.
   1. A job hazard assessment to include a review of all Material Safety Data Sheets (MSDSs) will be used to help determine what respiratory hazard exists.

2. If toxic air contaminants are suspected or if levels/concentrations are unknown then air sampling and monitoring will be done by an industrial hygienist on a scheduled basis. The minimum to be at least once prior to work and once during work and anytime work conditions' change. When Jaynes Corporation cannot identify or reasonably estimate the employees' exposure then the atmosphere will be considered to be Immediately Dangerous to Life and Health (IDLH) till proven otherwise.
3. The results will then be used to help the program administrator to select and ensure that the proper respirator and/or filters are used to protect the exposed employees.

C. Monitoring the health of Jaynes Corporation employees via a comprehensive medical and health program is the responsibility of the respiratory program administrator.
1. To meet this requirement, all employees assigned to sandblasting duties that require a 3M-7300 or air line supplied hood respirator to be worn will have an initial respirator medical exam in accordance with CFR1910.134. Appendix C and annually thereafter if still doing duties requiring respirators.
2. Concentra Medical Center will do the required medical exam for Jaynes Corporation's employees. Concentra Medical Center, 5700 Harper NE, Suite 110, Albuquerque, NM 87109. Telephone number: (505) 823-9166.
3. The medical records will be maintained in accordance with 29 CFR 1910.1020.
4. Additional medical evaluation may be required if;
   a. Employee reports medical signs and symptoms that are related to ability to use a respirator.
   b. Healthcare provider, supervisor or respirator program administrator informs Jaynes Corporation that an employee needs to be re-evaluated.
   c. Information from the respiratory protection program including observation made during fit testing and program evaluation indicate an employee needs re-evaluation.
   d. A change occurs in workplace conditions, i.e., physical work effort, protective clothing and temperature, that may result in a substantial increase in the physiological burden placed on the employee.

D. The respiratory program administrator is responsible for directing and coordinating engineering projects that are directly related to respiratory protection.

E. Jaynes Corporation, in addition, to the line organization, will maintain surveillance via spot checks of employees who are working in areas where

respiratory protective equipment is required. They will evaluate the continued effectiveness of the program, by checking for individual compliance and by quizzing and checking for mask to face seal; appropriate respirator for the hazards present, is in use and proper respirator maintenance.

IV. BASIC RESPIRATORY PROTECTION PROGRAM

A. Respirator Selection and Use

Respirators shall be selected according to the air sampling results and air contaminants to which the employee is exposed or potentially exposed to and information obtained per paragraph C. Only NIOSH approved respirators and filters will be used for lead paint removal. Respirators currently selected for employee use and the hazards and areas for which they are used are:

See attached Job Hazard Analysis for Respirator Selections

B. Respirator Availability

Project superintendent will make a respirator available immediately to each employee whom is placed as a new hire or as a transferee in any job, which requires respiratory protection, only if everyone has had fit test and medical evaluation. Project superintendent 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. Filters will be changed on a scheduled basis, per the manufacturer's recommendations.

C. Employee Training and Fit-Testing

1. The respiratory program administrator or his designatee will brief each employee, upon assignment to a respirator area. He will review the "Respirator Issuance and Training Card" for his/her job. Also, the respiratory program administrator or his designatee will fully instruct employees prior to being assigned duties to ensure they can demonstrate knowledge of the following, when they are initially assigned respirator required duties:
    a. Why the respirator is necessary and how improper fit, usage or maintenance can compromise the protection one gets with the respirator. See paragraph A above.
    b. The limitations and capabilities of the respirator.
    c. How to inspect, put on and remove and use the respirator.
    d. Proper maintenance and storage of respirators.
    e. How to recognize end of service life indicators (ESLI) for respirators and filters, cartridges and canisters.
    f. How to recognize medical signs and symptoms that may limit or prevent effective use of respirator.

Note: The above will be done on work site by site supervisor. Also, initial training will be done by a qualified instructor prior to employee going to work site if he/she is to use any type of respiratory protection.

g. Training is to be done initially and then annually and whenever; 1) there are changes in the workplace; 2) change in type of respirator used; 3) there is reason to believe the employee does not have requisite understanding or skill; or, 4) any other situation that arises in which retraining appears necessary to ensure safe respirator use.

h. Fit test to be conducted prior to job assignment (sandblasting) or lead paint removal by qualified supervisor. Field tests are to be conducted by employee prior to each use of respirator. See Job Hazard Analysis.

i. Respirators are to be used during sandblasting or tasks that produce airborne silica dust or paint removal that is lead based.

Procedures for Fit Testing

The following fit test procedures will be done by outside qualified sources, using the following fit test guidelines. (See Section 15.3.1 for Fit Testing Procedures)

Procedures for Field Checks are as follows:

1. The respiratory program administrator or his designatee will also instruct employees in the proper fitting of their respirators. This 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. Using the following negative pressure user seal check procedure for 3-M 1/2 mask canister respirator.
   a. Close off the inlet opening of the filters with bands or with a thin latex or nitrile glove.
   b. Inhale so that the face piece collapses slightly and hold the breath for ten seconds.
   c. If the face piece remains in the collapsed condition and no inward leakage air is detected, the mask to face seal is considered satisfactory. Wear it in normal air for a long familiarity period, at least 5 minutes.
2. Employees shall not wear facial hair or anything else that would come between their face and the respirator seal.
3. Employees will inform the respiratory program administrator or designatee if there have been any changes in their physical condition that could affect respirator fit, i.e., facial scarring, dental changes, surgery, changes in body weight or anything else. Employees will also

inform respirator program administrator or his designatee if after passing a qualitative fit test that the fit of a respirator is unacceptable.

4. Additional fit test shall be conducted whenever the employee reports or the employer, supervisor or program administrator observed changes in the employee's physical condition or anything else that could affect respirator fit.
5. Employees will leave the respirator use area for any of the following:
   a. They detect gas or vapor breakthrough.
   b. Changes in breathing resistance.
   c. Leakage of the face piece.
   d. To replace their respirator or the filter cartridge or canister elements.
   e. To wash face and/or the respirator face piece as necessary to prevent eye or skin irritation.
   f. Ensure decontamination has been done before removing respirator, if decontamination is required.

D. Respirator Inspection and Maintenance and Care

1. The wearer of a respirator will inspect it daily before and after use on those days it is used. **See attached Respirator Inspection Form.**
2. Project superintendent will periodically spot check respirators for fit, usage and condition.
3. Each employee is responsible for cleaning respirators daily after use. The respirators shall be cleaned and disinfected at the following intervals:
   a. Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often after each use daily.
   b. Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals, i.e., after each use.
   c. Respirators used for fit testing and training shall be cleaned and disinfected after each use.
4. The following procedures will be used to clean and disinfect respirators:
   a. Remove filters, cartridges or canisters. Disassemble face pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses or any components recommended by the manufacturer. Discard or repair any defective parts.
   b. Wash components in warm (43 degree C / 110 degree F maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. Discard or repair any defective parts.
   c. Rinse components thoroughly in clean, warm (43 degree C / 110 degree F maximum), preferably running water. Drain.

d. Rinse components thoroughly in clean, warm (43 degree / 110 degree F maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents of disinfectants that dry on face pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

e. Components should be hand-dried with a clean lint-free cloth or air-dried.

f. Reassemble face piece, replacing filters, cartridges and canisters where necessary.

g. Test the respirator to ensure that all components work properly.

5. All respirators used in routine situations shall be inspected before each use and during cleaning for the following:

a. Airline supplied breathing apparatus shall be inspected monthly and before and after each use.

b. Check of respirator function.

c. Tightness of connections.

d. Condition of various parts including but not limited to the face piece, head straps, valves connecting tube and cartridges, canisters or filters.

e. Check of elastomeric parts for pliability and signs of deterioration.

f. All respirators shall be shored in containers at the work site that protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals. They shall be stored in a way to prevent deformation of the face piece and exhalation valve.

1. Place canister filters in a dust proof container (i.e., plastic zip lock bag).

2. Face mask also will be stored in a dust proof container (i.e., a clean bucket with a tight lid labeled "Respirator Storage Only.")

E. Program evaluation to be conducted on semi-annual basis by the respiratory program administrator.

RESPIRATOR FIT TESTING PROCEDURES

Prior to doing any fit testing for Jaynes Corporation, the employees to be fit tested must have on hand documentation of passing a respiratory physical provided by a licensed medical provider.

Materials necessary to properly conduct quantitative fit testing are as follows:

1. Complete fit testing kit, including hood, Saccharin Solution Aerosol, Bitrex ™ Solution Aerosol and nebulizer assembly.

2. Employees must have, on hand, the respirator that will be used on the job.

3. Employees that have any hair growth between the skin and the face piece-sealing surface of the respirator shall not be tested. (stubble, beard, goatee, long mustache or sideburns)

4. Describe to the employees to be tested the process that will be followed during the fit test.

5. Using the Saccharine Solution Aerosol, perform a taste threshold screening prior to employees putting on the respirators.

   A) Instruct employees (one at a time) to put the hood (test enclosure) over their heads **(without respirator).**

   B) Instruct the employee to breathe through his/her slightly open mouth with tongue extended. Instruct the employee to report when he/she detects a sweet taste.

   C) Using 1 ml of Saccharine (or Bitrex ™) **Sensitivity Solution** in the nebulizer, insert the nebulizer into the hole in front of the hood.
      1) Ten squeezes are repeated rapidly and then the employee is asked if the saccharine can be tasted. If the employee reports tasting the sweet taste during the ten squeezes, the screening test is completed.
      2) If the response from the first 10 squeezes is negative, repeat.
      3) If the response from the second 10 squeezes is negative, repeat again.
      4) If the response from the third 10 squeezes is negative, thoroughly rinse the nebulizer in water, shake dry and repeat the previous steps with the Bitrex ™ **Sensitivity Solution.**

      Note the number of squeezes that were required to elicit a response from the employee (10, 20 or 30).

   D) The solution that solicited the response is the solution to be used in the fit test.

6. Employee shall put the respirators on and conduct positive and negative seal checks. The tester shall assist the employees doing seal checks.

7. Employees must wear the respirators for at least five (5) minutes prior to being tested.

8. Using the previously determined test solution (Saccharine or Bitrex ™), begin the fit test. THE **FOLLOWING STEPS MUST BE PERFORMED IN ORDER FOR THE FIT TEST TO BE VALID!**

A) The test subject may not eat, drink (except plain water), smoke or chew gum for 15 minutes before the test.

B) The test subject shall put on the hood (enclosure) while wearing the respirator that has passed the seal checks and will be used for work purposes.

C) Insert the nebulizer into the hole in front of the enclosure and spray an initial concentration of the fit test solution into the enclosure using the same amount of squeezes determined in previous steps. (10, 20 or 30)

D) While the test subject is performing the following exercises, replenish the aerosol concentration **every 30 seconds**, by using one half the number of squeezes used initially (e.g., 5, 10 or 15).

1) **Normal Breathing:** In a normal standing position, without talking, the subject shall breath normally.
2) **Deep Breathing:** In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
3) **Turning Head Side to Side:** Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
4) **Moving Head Up and Down:** Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
5) **Talking:** The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the rainbow passage.

Rainbow Passage:

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something

beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

6) **Grimace:** The test subject shall grimace by smiling or frowning.
7) **Jogging in Place:** The test subject shall jog in place.
8) **Normal Breathing:** Same as exercise #1.

E) Each exercise shall be performed for one minute except for the grimace exercise, which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the fit testing procedures. If the comfort of the respirator has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercise begins. Any adjustment voids the test and the test must be repeated.

F) If at any time during the test, the test subject tells the tester that he/she can detect the test substance, the test is considered failed and must be conducted again with another respirator.

G) After the fit tests are complete on all test subjects, thoroughly rinse both nebulizers in clean water to prevent clogging.

LOCK-OUT / TAG-OUT PROCEDURES

A. General

This procedure is to be followed to prevent the operation of electrical switches or a piece of equipment when injury or property damage could result from the operation.

B. Policy

1. No employee or subcontractor's employee will be injured or put in danger by the lack of the Jaynes Corporation Superintendent to follow this written lock-out/tag-out procedure.
2. No device, valve, switch or piece of equipment will be operated with a tag or lock and tag attached, regardless of circumstances.
3. If a device, valve, switch or piece of equipment is locked out, a danger tag must also be attached.
4. All tags must be dated, signed and never reused.
5. All mechanical repairs on motorized vehicles and equipment, whether performed on job sites or in yard locations, must be tagged out of service prior to start of work and all engine or motor starting devices will be de-energized.

C. Lock-out/Tag-out Devices

Only the standardized devices supplied by Jaynes are to be used for lock-out/tag-out, and they are not to be used for anything else.

1. Only individually keyed locks will be used.
2. Multiple lock hasp devices will be used when more than one person is required to lock out a single energy isolating device.
3. Danger tags will be durable and capable of identifying the person who applied it.

D. Procedures for Applying Lock-out/Tag-out

It is the superintendent's responsibility to lock-out and tag-out whenever we are performing service or maintenance around any machine where someone could be injured by unexpected start-up of the equipment or release of stored energy.

Before lock-out/tag-out is applied, all personnel who work in the affected area must be notified.

1. Preparation for shut down:
   Before you turn off any equipment in order to lock and tag it out, you must know the types and amounts of energy that power it, the hazards of that energy and how the energy can be controlled.
2. Equipment shutdown:
   Follow correct procedures for shut down of the system.

3. Equipment isolation:
   Operate all energy isolating devices so that the equipment is isolated from all energy sources - secondary power supplies as well as the main one.
4. Applying lock-out/tag-out devices:
   a) All energy isolating devices are to be both locked and tagged.
   b) Use a lock out device if your lock cannot be placed directly on the energy control.
   c) When lock out is used, every person working in the affected area must attach his personal lock, and the key will remain in the possession of the person placing the lock.
   d) Superintendent will attach his personal lock and danger tag first.
   e) Superintendent will fill out danger tags completely and correctly.
5. Control of stored energy:
   Take any and all steps that are necessary to guard against energy left in the equipment after it has been isolated from its energy sources, including but not limited to:
   a) Inspect the system to make sure all parts have stopped moving.
   b) Relieve trapped pressure.
   c) Release the tension on springs, or block the movement of spring-driven parts.
   d) Block or brace parts that could fall because of gravity.
   e) Block parts in hydraulic and pneumatic systems that could move from loss of pressure and bleed the lines and leave vent valves open.
6. Verify isolation of equipment:
   The superintendent is responsible to take any of the following steps as required to verify isolation of equipment.
   a) Make sure all danger areas are clear of personnel and other items.
   b) Verify that the main disconnect switch or circuit breaker can't be moved to the "on" position.
   c) Use a volt meter or other equipment to check the switch.
   d) Press all start buttons and other activating controls on the equipment itself. Shut off all machine controls when the testing is finished.

E. Perform the Work

1. Only after the superintendent has verified the six aforementioned steps have been taken will anyone be allowed to enter the affected area.
2. Look ahead and avoid doing anything that could re-activate the equipment.
3. Don't bypass the lock-out when installing new piping or wiring.

F. Procedure for Removing Lock-out/Tag-out

1. The superintendent is responsible to make sure the equipment is safe to operate.
    a) Remove all tools from the work area.
    b) Be sure the system is fully assembled.
2. The superintendent is responsible to safeguard all employees.
    a) Conduct a head count to make sure everyone is clear of the equipment.
    b) Notify everyone who works in the area that the lock-out/tag-out is being removed.
3. Each person removes their own locks and signs off on the back of the danger tag. The locking device must be removed by the person who put it on.
4. After all others have removed their locks and have signed off, then the superintendent removes his lock, the remaining lock out device and the tag will be removed, signed and turned in to the safety director.
5. The superintendent is responsible to follow the correct procedure to re-energize the system.

G. Enforcement

1. Any person who operates a valve, switch, device or piece of equipment to which a danger tag is attached or who removes such a tag without authorization will be terminated immediately.
2. Any person who does not follow this written procedure for lock-out/tag-out could have his/her employment with Jaynes Corporation terminated.

CONFINED SPACE ENTRY PROCEDURES

1.0 INTRODUCTION

1.1 OVERVIEW

The National Institute of Occupational Safety and Health (NIOSH) defines Confined Space as "any space which, by design, has limited openings for entry and exit; unfavorable natural ventilation which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy.

The Occupational Safety and Health Administration (OSHA) in 1926.21 "Safety training and education" paragraph 5, sub-paragraph ii, defines Confined Space as "any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet deep such as pits, tubs, vaults, and vessels." OSHA 1926 is the construction industry standard.

OSHA 1910.146(a) (23), the general industry standard, defines Confined Space Entry as "A permit-required confined space (permit space) means an enclosed space which:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work.

2. Has limited or restricted means for entry or exit, (some examples are tanks, vessels, silos, storage bins, hoppers, vaults, pits and diked areas);

3. Is not designed for continuous human occupancy, and has one or more of the following characteristics:
   a. Contains or has a known potential to contain a hazardous atmosphere;
   b. Contains a material with the potential for engulfment of the entrant;
   c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section;
   d. Contains any other recognized safety or health hazard."

The exact number of workers killed and injured each year in confined-space accidents is unknown. The NIOSH criteria document on confined spaces lists a study that reviewed 20,000 accident reports filed over a three-year period. Analysis of those reports showed that 234 deaths and 193 injuries were linked to 276 confined-space incidents. An OSHA report summarizing an in-house review of inspection case files showed that 173 fatalities resulted from 122 confined-space accidents.

Employees assigned to work in confined spaces are not the only people at risk. A NIOSH study conducted in 1986 suggests that more than half of those killed in confined spaces were rescuers. In some cases, as many as four would-be rescuers were killed in a single accident.

The practices and procedures, which Jaynes Corporation follows when doing confined space entry, are designed to protect employees from the hazards of entry into and working in this environment. Never shortcut these safe work practices.

Employees should know and remember that work-related accidents in confined spaces usually result in serious injury or death.

1.2 PERMIT ENTRY CONFINED SPACE

A. Definition:

1. Permit entry confined space means an enclosed space which:
    a. Is large enough and laid out in such a way that a worker could enter and perform work; and
    b. Has limited means of entry and exit such as a storage bin, hopper, vault, pit, or diked area; and
    c. Is not designed for continuous occupancy by the worker, and
    d. Has one or more of the following characteristics:
        1) Contains or may contain a hazardous atmosphere;
        2) Contains the potential for engulfment by loose particles;
        3) Has an internal layout such that someone entering could be trapped or asphyxiated by inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section; or
        4) Contains any other recognized serious safety or health hazard.

NOTE: Even the act of placing your face through the opening of a permit entry confined space is considered an "entry".

1.3 PROGRAM REQUIREMENTS

Regulations require Jaynes Corporation to establish a Confined Space Entry program, which contains the following elements:

1. Identifying each permit entry confined space and informing workers by sign, placard, training program or other effective means of it's location in order to prevent unauthorized entry.
2. Providing a specific training program for workers whom would be entering such spaces before they may be authorized to enter them.
3. Making available all protective clothing and personal protective equipment necessary for safe entry into such places.
4. Assuring the ready availability of rescue and safety related equipment or services, such as lifting or retrieval devices and others, necessary for the entry.
5. To make non-entry rescues possible where entry would be into an atmosphere immediately dangerous to life or health or into an area where there is a risk of engulfment. This means that retrieval lines must be set up at the space. There must be adequate attachment points outside the confined space for tying-off or otherwise securing retrieval lines for all workers entering. If these lines themselves could become a hazard due to entanglement or if they otherwise cannot be used, then an equivalent method for rescue must be provided
6. Determining and evaluating the source of any atmospheric contamination found at the time of entry. If the severity of this hazard could increase while workers are in this space, then appropriate provision must be made for this.
7. Providing an attendant for each entry where required.
8. Establishing an entry permit system, which is covered in the section on ENTRY PERMIT SYSTEM.

1.4 ENTRY PERMIT SYSTEM

Jaynes Corporation must develop, implement and use an entry permit system that includes written procedures for issuance of permits to enter permit entry confined spaces. These procedures must:

1. Determine the permit entry confined spaces and identify them for workers to prevent unauthorized entry.
2. Determine the actual and potential hazards associated with the space at the time of entry
3. Assure that control measures used in the confined space are effective. Appropriate testing does this.
4. Provide appropriate vehicle and pedestrian guards, barriers or other means to protect the workers entering the confined space and the

attendant(s) from local traffic hazards, and to protect non-entering workers from hazards arising from the confined space.

5. Prepare a plan of emergency evacuation in conformance with CFR Section 1910.38(a).
6. Identify by job title those persons who must sign the entry permit and the duties of each, including the person in charge of the entry.
7. Provide for pre-planned emergency rescue.
8. Define the role of the person deemed "competent person", or equivalent title, if such a person is part of the permit entry system.
9. Provide an attendant for each entry, where applicable, and specify the duties of that attendant.
10. Assure proper calibration of test and/or monitoring equipment.
11. Assure that workers who participate in entry of a permit entry confined space in any capacity have been properly trained.

1.5 ENTRY PERMIT AND CHECKLIST

Regulations require that the entry permit shall authorize entry:

1. Only by authorized workers
2. Into a specific permit entry confined space
3. For a specific purpose
4. With entry by a specific shift or work crew for a period not to exceed 24 hours.

These Regulations would require the following items to be included on each entry permit;

1. The minimum environmental conditions which are acceptable for entry and working in the space.
2. A means for assuring and certifying that all pre-entry requirements have been met.
3. The name or job title of the person authorizing or in charge of the entry.
4. The name of the attendant. If the permit directs that more than one worker will rotate in the attendant position, this may be omitted. Also, this may be omitted if the entry falls under the classification of special permits and practices.
5. The means for assuring that an in-house rescue team is available. If your location has not formed an in-house rescue team, then the permit must carry the means for assuring that pre-designated outside assistance can be summoned. Jaynes Corporation does not maintain an in-house rescue team. Dial 911 on any telephone for the Rescue Squad
6. Any known hazards or those which could reasonably be expected to be present in the space.

The regulations would allow the following requirements to be covered by the permit or as an alternative, a checklist, which is then attached to the permit, may cover them:

1. All means of isolation, cleaning, purging or bringing motion to rest has been done prior to entry to remove or control hazards identified in number 6 above.
2. Describe any additional hazards that the activities of the workers in the space could be reasonably expected to generate. If any special work practices or procedures must be followed, they must be listed here.
3. Any personal protective equipment that is necessary for the entry or rescue of the workers in the confined space should it be necessary.
4. Any testing of the atmosphere in the space which must be done immediately prior to and during the entry period. The person(s) who are responsible for such testing must be listed unless special circumstances allow otherwise.
5. If hot work will be necessary in the space, it must be authorized on the Entry Permit or a separate Hot Work permit must be attached to the entry permit. In this case, the issuance of the Hot Work permit is then noted on the entry permit itself.
6. If the entry will be into an atmosphere which is actually or potentially immediately endangering to life or health, NIOSH approved positive pressure atmosphere supplying breathing apparatus or a positive pressure airline respirator equipped with a minimum of a 5 minute emergency escape bottle must be available at the point of the entry.

2.0 PRE-ENTRY

2.1 TESTING

Before entry, it is necessary to test the atmosphere in the confined space for oxygen levels, flammability, and/or any contaminants that have a potential to be present in that confined space. A qualified person using equipment, which has been approved for use in such areas, must do this testing. The testing equipment itself should be checked to make sure it is working properly before using it. Follow the manufacturer's recommended procedures.

Testing of the confined spaces should be conducted throughout the entire portion of the space that workers will occupy during the entry. This testing shall be done without the use of ventilation systems. Where the entry is vertical into the confined space, it is recommended that remote probes be used to measure the atmosphere at various levels. This is necessary because some

gases and vapors are lighter or heavier than air and can accumulate at different levels in the confined space. Test outside the confined space to make sure the surrounding air is not contaminated.

Atmospheric conditions are considered unacceptable if oxygen levels are less than 19.5% or greater than 22.0%. Regulations define the following unacceptable levels of other hazards monitored:

1. Flammable gas, vapor or mist greater than 10% of its lower flammable limit (LFL). LFL means the minimum concentration of the flammable material, which will ignite if an ignition source is present.
2. An airborne combustible dust at a concentration that obscures vision at a distance of five feet or less.
3. An atmospheric concentration of a substance greater than the allowed limit in the Material Safety Data Sheet for that substance.

If test results conclude that the atmospheric condition of the confined space is unacceptable, entry is prohibited until such conditions are brought into acceptable limits. Purging, cleaning and/or ventilating the space may do this. Purging refers to the method by which gases, vapors, or other airborne impurities are displaced from a confined space. The confined space may also be made non-flammable, non-explosive or otherwise chemically non-reactive by displacing or diluting the original atmosphere with steam or gas that is non-reactive with respect to that space, a process referred to as "inerting".

2.2 TRAINING REQUIREMENTS

Jaynes Corporation is responsible for certain training requirements. These are as follows:

1. **GENERAL -** As an employer, Jaynes Corporation must ensure that all workers who must enter a permit entry confined space in the course of their work are informed of appropriate procedures and controls for entry into such spaces. These workers must be made aware of the fact that an unauthorized entry could be fatal, and that their senses are unable to detect and evaluate the severity of atmospheric hazards.
2. **TRAINING FOR AUTHORIZED ENTRANTS -** Jaynes Corporation must ensure that all authorized entrants know the emergency action plan and have received training covering the following subjects prior to entering any permit entry confined space:
    a. Hazard Recognition: Each worker must understand the nature of the hazard before entering and the need to perform appropriate testing to determine if it is safe to enter.
    b. Use of Personal Protective Equipment: Each employee must be taught the proper use of all personal protective equipment required

for entry or rescue, and the proper use of protective barriers and shields.

c. Self Rescue: Each worker must be trained to get out of the confined space as rapidly as possible without help whenever an order to evacuate is given by the attendant, whenever an automatic evacuation alarm is activated, or whenever workers recognize the warning signs of exposure to substances that could be found in the confined space. They must also be made aware of the toxic effects or symptoms of exposure to hazardous materials he could encounter in the confined space. This includes anything that could be absorbed through the skin or which could be carried through the skin by any solvents that are used. They must be trained to relay an alarm to the attendant and to attempt self- rescue immediately upon becoming aware of these effects.

d. Special Work Practices or Procedures: Each worker must be trained in any modifications of normal work practices that are necessary for permit entry confined space work.

3. **TRAINING FOR PERSONS AUTHORIZING OR IN CHARGE OF ENTRY** In addition to other requirements already covered, the person authorizing or in charge of entry shall be trained to recognize the effects of exposure to hazards that could be in the confined space. They must also carry out all duties that the permit assigns to them.

4. **TRAINING FOR ATTENDANT** Any worker functioning as an attendant at a permit entry confined space must be trained in the Jaynes Corporation emergency action plan, the duties of the attendant, and in;
   a. Proper use of the communications equipment furnished for communicating with authorized workers entering the confined space or for summoning emergency or rescue services.
   b. Authorized procedures for summoning rescue or other emergency services.
   c. Recognition or the unusual actions of a worker, which could indicate that they could be experiencing a toxic reaction to contaminants that, could be present in the space.
   d. Any training for rescuers, if the attendant will function as a rescuer also.
   e. Any training for workers who enter the confined space, if the permit specifies that the duty of the attendant will rotate among the workers authorized to enter the confined space.

2.3 ISOLATION

In certain situations, it may be necessary to control energy sources (Lockout/Tagout) before any workers are permitted to enter the confined space. This may mean controlling energy sources to the confined space as

well as inside it. All energy sources, which are potentially hazardous to the workers in the space, must be secured, relieved, disconnected and/or restrained. Energy sources include:

1. Electrical
2. Mechanical
3. Hydraulic
4. Pneumatic(air)
5. Chemical
6. Thermal
7. Radioactive
8. Gravity

Methods of accomplishing this include:

1. Disconnecting belt and chain drives and mechanical linkages on shaft-driven equipment.
2. Securing mechanical moving parts within a confined space with latches, chains, chocks, blocks or other devices.

The objective is to control any situation where the unexpected energization, start-up or release of stored energy would cause injury to the workers in the confined space.

In certain other situations, it may be necessary to prevent flammable, toxic, irritating or oxygen displacing gases and vapors from entering the confined space. This includes all hazardous material, high pressure, high temperature and other lines that could introduce a hazard to the space. Methods for preventing entry of these materials includes:

1. De-pressurizing and disconnecting contaminant supply lines and providing a blank or blind, often referred to as a "pancake", on them. This is the absolute closure of the pipe, line or duct by fastening a solid plate or "cap" across it which is capable of withstanding the maximum upstream pressure.
2. Isolating a confined space from a line, duct or pipe by locking or tagging two closed in-line valves, and locking or tagging the line between the two closed valves open to the outside atmosphere so that it can continue to drain or bleed.
3. Using two blocking valves with an open vent between the blocking valves.
4. Inserting a blank sized for the proper pressure in piping nearest the confined space.

2.4 DUTIES OF THE PERSON AUTHORIZING OR IN CHARGE OF THE ENTRY

The person who authorizes or is in charge of the permit entry confined space to comply with the following:

1. Make certain that all pre-entry requirements as outlined on the permit have been completed before any worker is allowed to enter the confined space.
2. Make certain that any required per-entry conditions are present.
3. If an in-house rescue team is to be used in the event of an emergency, make sure they would be available. Jaynes Corporation does not maintain an in-house rescue team. Dial 911 on any telephone for the Rescue Squad.
4. Make sure that any communication equipment, which would be used to summon either the in-house rescue team or other emergency assistance, is operating correctly.
5. Terminate the entry upon becoming aware of a condition or set of conditions whose hazard potential exceeds the limits authorized by the entry permit.

If the person who would otherwise issue an entry permit is in charge of the entry and present during the entire entry, then a written permit is not required if that person uses a checklist as provided in the section on "Permits". This person may also serve as the attendant at the site.

2.5 SPECIAL CONSIDERATIONS DURING A PERMIT ENTRY

Certain work being performed in a permit entry confined space could cause the atmosphere in the space to change. Examples of this are welding, drilling or sludge removal. In these situations, air monitoring of the confined space should be conducted on a continuous basis throughout the time of the entry.

If the workers leave the confined space for any significant period of time, such as for a lunch or other break, the atmosphere of the confined space must be re-tested before the workers reenter the confined space.

3.0 ATTENDANT DUTIES

3.1 REGULATIONS

Regulations dictate the following duties for the person acting as the attendant, the trained individual who observes the workers in the permit entry confined space. They (the attendant) must keep in continuous, though not necessarily constant communication with them. In this way, they could immediately call rescue services if needed. While acting as the attendant at a permit entry confined space, these points must always be followed:

1. Never enter the confined space, even if you see that the workers in the space are in trouble. If you did, there might be no one left at the scene to summon help for the others and yourself.
2. Maintain continuous communication with all workers within the confined space. This may be by voice, radio, telephone, watching them, or any other equally effective means. If it is not possible to maintain communication with a worker because of the actual location in the space, arrangements must be made so that you are continuously aware of that worker's location and condition.
3. Order workers in the confined space to "get out" at the first indication of the following:
   a. A condition or set of conditions whose hazard potential exceeds the limits authorized by the entry permit.
   b. An unexpected hazard.
   c. A toxic reaction which might be recognized by observing unusual actions in the workers.
   d. A situation outside the confined space which could pose a hazard to the workers inside the space.
4. Know the procedure as to how to summon emergency assistance and the means to do so. Call 911 on any telephone to summon the Rescue Squad.
5. Remain at your post. Do not leave except to save your own life while work continues inside the confined space, unless an equally qualified person replaces you. If you must leave and no one is there to replace you, order the workers to leave the confined space.
6. Warn any unauthorized persons not to enter, or tell them to leave if they have entered. Also, alert the workers in the confined space, as well as anyone else (as the company policy requires) that unauthorized workers have entered the confined space.

OSHA Regulations require specific training for you as an attendant. You would be required to know:

1. The Jaynes Corporation emergency action plan.
2. The duties of the attendant position as outlined above.
3. Proper use of any communication equipment used to keep in contact with the workers in the confined space or with rescue services.
4. What early signs and symptoms a worker would exhibit if he were becoming intoxicated by contaminants that could be in the space.
5. The training for a worker authorized to enter a permit entry confined space if the permit calls for rotation of the attendant duties among the workers entering the space.
6. The training for rescue workers if you will function as a rescuer also.

3.2 PERSONAL PROTECTIVE EQUIPMENT

Certain permit entries may require the use of personal protective equipment by workers entering the confined space and/or by rescue teams. A qualified person prior to the issuance of the permit will have determined what equipment is needed. If the permit requires personal protective equipment, all employees entering the space must be equipped with it.

If your are involved in deciding what equipment, if any, is to be required, the following guidelines may be helpful:

1. **HEAD PROTECTION -** Is there any danger from falling objects, either from within the confined space or through the entryway? Do obstructions or equipment in the confined space present a bump hazard?
2. **EYE AND FACE PROTECTION -** Will the workers encounter any irritant dusts, vapors, mists, abrasive particles or flying objects in the confined space? If so, are safety glasses, impact goggles, chemical goggles or face shields the best choice for the conditions within the space and the work to be performed in it? If the hazard will only be eye irritating, glasses or goggles may be sufficient. However, if the hazard poses a danger to both the face and eyes, such as in the process of scraping scale or cutting rivets, a full coverage face shield is needed. If welding will be performed, protection must meet the requirements for that procedure.
3. **HAND PROTECTION -** Will the workers need protection from sharp edges and rough surfaces? Protection ranging from canvas to metal mesh gloves may be needed. Gloves made of rubber or similar material may be worn to protect against toxic or irritating materials. Will the workers encounter extreme hot or cold? Heat protective gloves or thermal-insulating gloves may be necessary. If there is a potential for electrical current flow through the body, rubber gloves may be called for. Other considerations include whether workers will be handling slippery tools or materials.
4. **FOOT PROTECTION -** Will the workers risk injury from falling objects, chemicals, etc.? Will they need additional protection from slippery surfaces, electrical conductivity, or sparks?
5. **PROTECTIVE CLOTHING -** Will the workers need protection from temperatures, moisture, chemicals, vapors, flames, static electricity, etc.?
6. **RESPIRATOR PROTECTION** Follow Jaynes Corporation policy if respiratory protection will be required.
7. **HEARING PROTECTION -** If conditions within the confined space require hearing protection, consider how it will affect communications between those workers and the attendant.

3.3 SAFEGUARDS

RETRIEVAL EQUIPMENT

1. In deciding what type of harness/life line should be available for a specific entry, think about:
   a. The size of the space and opening.
   b. The location of the opening to the space.
   c. Obstacles within the space.
   d. The number of workers entering the space.
   e. The type of retrieval equipment available.
   f. Whether or not a rescue of the workers would be vertical or horizontal.

   NOTE: If a vertical rescue would be required from the confined space, and the depth of the space is more than 3 to 4 feet, a mechanical lifting device is needed. This device should have a lifting advantage of at least 4:1

FALL PROTECTION

1. Barricades or covers should be placed at the entrance to the confined space if a potential exists for workers or objects falling into the confined space. If it is appropriate, workers themselves should wear fall arresting equipment when entering the confined space.

ELECTRICAL EQUIPMENT

1. If the atmosphere inside the confined space is classified as hazardous (flammable/explosive), then any electrical equipment used in it must meet the requirements of Article 500 of the National Electrical Code. If a potential for electrical shock exists, it may be necessary to use ground fault circuit interrupters, assured grounding systems, double insulated tools, low voltage systems, etc. to reduce the danger.

ENTRY AND EXIT

1. Special equipment may be required in order to enable workers to safely enter and exit the confined space. Often this will be a ladder. However, in certain cases, a boatswains' chair, winch device, or similar equipment may be needed.

WARNING SIGNS AND SYMBOLS

1. Some confined spaces such as vessels, tanks and manholes are easily recognizable as such. Others, such as some dikes, excavations and valve pits are not easily recognized as confined spaces. These types of areas need to have legible signs placed on or near them warning others that a permit is required before entry.
2. Where a sign is required, one similar to this could be used:

DANGER

CONFINED SPACE

ENTRY BY PERMIT ONLY

3.4 SUBCONTRACTORS

If subcontractors perform work for Jaynes Corporation in a permit entry confined space, Jaynes Corporation must inform them (or their representatives) of any potential fire, explosion, health or safety hazard of that confined space which are reasonable determinable. Jaynes Corporation must also inform them of the Jaynes Corporation permit entry confined space program requirements and other applicable safety rules at the facility, as well as those portions of the emergency action plan which are applicable to the subcontractor's workers.

3.5 IN-HOUSE RESCUE TEAMS

Regulations require that in-house rescue teams consist of persons equipped with personal protective equipment, which would be necessary to enter the permit entry confined space, as well as rescue and retrieval equipment for rescue from the space. Each member of the team must know how to use the rescue and retrieval equipment and the correct performance of a rescue. Each member must know how to wear and use any personal protective equipment, including respirators, which might be used during an actual rescue.

Rescue teams must practice, at least annually, removing dummies, mannequins, or other similar "victims", including real people, through openings which duplicate in size, configuration and accessibility the spaces from which an actual rescue might be required

.

At least one member of each rescue team must hold current certification in basic first aid and CPR.

In addition, each member of the team must know the emergency action plan and be trained to understand the nature of the potential hazards in the confined space and the need to perform appropriate testing to determine if it is safe to enter. Each member must himself be trained in methods of self-rescue as outlined in the section on "Self Rescue". If any modifications of normal work practices are used in a permit entry confined space, then each member of the team must be made aware of them.

Jaynes Corporation does not maintain an in-house rescue team. Using any telephone, dial 911 for the Rescue Squad. If the work site is not near a telephone, use a two-way portable radio to have the proper authorities call the Rescue Squad.

4.0 PERMITS/PRACTICES

4.1 SPECIAL ENTRY PERMITS AND PRACTICES

Regulations in the following restricted circumstances and conditions, entry permit practices may be altered.

1. An entry permit may be issued and used for the entire duration of a job if:
   - **a.** Conditions in the space have no known potential for presenting either an atmosphere that is immediately dangerous to life or health or engulfing conditions. An engulfing condition exists in which a worker could be captured be finely divided particles or a liquid.
   - **b.** Acceptable conditions for entry exists in the space based on inspection and atmospheric testing done at the beginning of each work shift and that periodic testing done during the work shift continues to confirm that conditions remain acceptable for work.
   - **c.** Only operations, processes and procedures that are specifically authorized by the permit, and which could not increase, or be the source of, a hazard to workers are conducted in the permit entry confined space.
   - **d.** No process or procedure, such as welding, will be conducted if the original permit does not cover it. The process or procedure may be conducted if a new permit is issued or a special hot work permit is attached to the original permit.
   - **e.** All workers are withdrawn immediately from the space and special permits are voided if inspection and atmospheric testing indicate that a non-permitted condition now exists as a result of the special permit activity, or that conditions outside of the space could pose a hazard to workers inside. In these circumstances, after correcting the hazards, a new special permit must be obtained before re-entering the confined space.

2. An entry permit of up to one year duration may be issued in operations where workers are required to perform routine repetitive entry into confined spaces which have no known potential for presenting an atmosphere that is immediately dangerous to life or health and no potential for an engulfment condition. In this circumstances:
   - **a.** Specific entry practices and procedures must be established and followed. All workers involved in such entries must be trained in these practices and procedures.

b. The atmosphere must be tested prior to entry using an appropriate direct reading instrument or similar device, which quantitatively identifies anticipated contaminants. Using a remote sampling probe, the atmosphere is tested for, in the following order:
   1) Oxygen concentration
   2) Combustible gas
   3) Suspected toxic materials

c. If continuous positive ventilation, sufficient to maintain the atmosphere within established permit conditions, or appropriate additional atmospheric monitoring is used, entry by one or more workers may be allowed without an attendant.

d. The permit will be revoked whenever any test reveals that conditions in the space have become more hazardous than contemplated under the permit. In this case, entry then becomes acceptable only after a permit is issued according to the provisions in the section called "Permits".

3. Diked storage areas may be entered without using an attendant and without providing ventilation or performing atmospheric tests prior to entry to perform routine operations if:

a. There is no reason to believe there is or may have been any escape of flammable, toxic or corrosive material in the diked area in sufficient quantity to create an atmosphere immediately dangerous to life or health.

b. All established line-breaking procedures are followed if line breaking is to be done in the diked area.

4. Underground and below-ground permit entry confined spaces may be entered by an annual or a job duration permit without an attendant present at the site where no risk of engulfment exists and where the atmosphere cannot become immediately dangerous to life or health. However, this can done only if:

a. A mechanically powered ventilator is used continuously during entry.

b. A combination of appropriate atmospheric testing and mechanically powered ventilation is used; or without the mechanically powered ventilation if appropriate continuous atmospheric monitoring or frequent atmospheric testing assures that permit conditions are maintained.

5. Routine or repetitive entries into permit entry spaces are permitted without an attendant in spaces which have no known potential for an atmosphere which is immediately dangerous to life or health or an engulfment situation, and in which all known hazards are positively controlled. Such entry can be made by a permit valid for up to a one year period, provided that:

a. Immediately prior to entry, it is verified that no hazards exist.
b. The worker takes no materials into the space that could cause a hazard.
c. The worker will not perform any work that could cause a hazard in the space.
d. Adherence to the above conditions is assured by established work practices, the use of a checklist, or both.

4.2 CONFINED SPACE ENTRY PROCEDURES

A. Definitions:

1. Confined Space
a. A special configuration that could result in any of the following:
1) Atmospheric Condition - A condition in which a dangerous air contamination, oxygen deficiency, or oxygen enrichment may exist or develop.
2) Entry/Exit Access - A condition where the emergency removal of a suddenly disabled person is difficult due to the location or size of the access opening.
3) Engulfment Condition - A condition where the risk of engulfment exists or could develop.

2. Confined Space Entry
a. Any action resulting in any part of the worker's face breaking the plane of any opening of the confined space, and includes any ensuing work activities inside the confined space.

3. Dangerous Air Contamination
a. An atmosphere presenting a threat of death, acute injury, illness, or disablement due to the presence of flammable, explosive, toxic or otherwise injurious or incapacitating substances.
1) Dangerous air contamination due to flammability of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 10 percent of its lower explosive limit.
2) Dangerous air contamination due to a combustible particle is defined as a concentration greater than 10% of the minimum explosive concentration of the particle
3) Dangerous air contamination due to a toxic, corrosive, or asphyxiant substance listed in Code of Federal Regulations, title 29, part 1910, subpart 21, is defined as a concentration above the listed numerical value of the permissible exposure limit (PEL). In addition, an atmospheric concentration above the numerical limit listed on the Material Safety Data Sheet prepared for a hazardous

substance in conformance with Code of Federal Regulations, title 29, section 1910.1200 (g/(2) (vi).

4) Dangerous air contamination that presents an acute illness hazard represents an atmospheric concentration immediately dangerous to life and health (IDLH). "Immediate severe health effect" means that an acute clinical sign of a serious, exposure-related reaction is manifested within 72 hours after exposure.

4. Engulfment
- **a.** The surrounding and effective capture of a person by finely divided particulate matter or a liquid.

5. Oxygen Deficiency
- **a.** An atmosphere containing oxygen at a concentration of less than 19.5 percent by volume.

6. Oxygen Enrichment
- **a.** An atmosphere containing oxygen at a concentration greater than 23 percent by volume.

7. Class IA Confined Space
- **a.** A confined space where no risk of engulfment can exist and where an atmosphere with dangerous air contamination, oxygen deficiency, oxygen enrichment cannot develop and where all known sources of hazard are positively controlled.

8. Class IB Confined Space
- **a.** A confined space where no risk of engulfment can exist and where atmospheres with dangerous air contamination, oxygen deficiency, or oxygen enrichment are unlikely to develop.

9. Class II Confined Space
- **a.** A confined space where an atmosphere free of dangerous air contamination, oxygen deficiency, or oxygen enrichment has been verified.

10. Class III Confined Space
- **a.** A confined space where an atmosphere free of dangerous air contamination, oxygen deficiency, or oxygen enrichment cannot be verified.

B. Operating Procedures and Worker Training

1. Implementation

a. Jaynes Corporation shall implement the provisions of this part before any worker is allowed to enter a confined space

2. Entry Permit

a. A written permit form must be completed before allowing a worker to enter a confined space. The permit must contain the following for each permit entry space.

1) Date
2) Location
3) Time of Issue
4) Time of Expiration
5) Names of workers assigned to enter confined space.
6) Atmospheric testing required to be done immediately before and during the entry period.
7) Personal protective equipment required, including respiratory protection, clothing, or harness required for entry and rescue.
8) Description of any additional hazards that may be reasonably expected to be generated by the entrant's activities in the space.
9) Identification of all special work practices or procedures to be followed.
10) Specification of all means of isolation, cleaning, purging, or inerting to be done before entry to remove or control those hazards, or certification that these procedures have been done if a hazardous air contamination or oxygen deficiency condition exists.

3. Duration and Retention of Permit

a. The maximum duration for which a permit may be issued is one shift. Each written permit for confined space entry shall be retained for a minimum of one year.

4. Call-in Procedure

a. Just prior to entering a confined space, workers must call the general field superintendent by two-way radio (unless a telephone is next to the entrance of the confined space) and provide the necessary information that will then be entered in the Confined Space Entry Log Book.

b. Immediately after completing their assigned tasks and exiting the Confined Space, workers must, once again, contact the general field superintendent to inform them that they are out of the Confined Space.

C. PRE-ENTRY PROCEDURES

1. Application
    a. The provisions for this part shall be implemented before entry into a confined space is permitted.

2. Disconnection of Lines
    a. Lines that may convey flammable, explosive, toxic, or otherwise injurious or incapacitating substances into the space shall be disconnected, blinded, locked out or blocked off by other positive means to prevent the development of dangerous air contamination, oxygen deficiency, or oxygen enrichment within the space. The disconnection or blind shall be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind is effectively prevented.

3. Calibration of testing and Monitoring Equipment
    a. Air testing/monitoring equipment shall be maintained and calibrated according to manufacturers' instructions. This equipment shall be periodically calibrated with an appropriate test gas to assure proper operation. Records of such calibration and field tests shall be maintained for a period of one year.

4. Air Tests
    a. The air in confined spaces shall be tested with an appropriate device or method to determine whether dangerous air contamination, oxygen deficiency, or oxygen enrichment exists before entry is made. While occupied, additional continuous or periodic monitoring for dangerous air contamination, oxygen deficiency or oxygen enrichment shall be done. A written record of the testing results shall be made and kept at the work site for the duration of the work. Affected workers shall be afforded the opportunity to review and record the testing results.

5. Injurious Corrosive Substances
    a. Workers in confined spaces that have last contained injurious or corrosive substances to the eyes or body shall be provided with, and shall be required to wear appropriate personal protective clothing or devices in accordance with Code of Federal Regulations, title 29, section 1910.132. In addition, an eyewash and safety shower as required by Code of Federal Regulations, title 29, section 1910.151 shall be provided within the work area outside the confined space for immediate emergency use.

6. Ventilation

a. Where the existence of dangerous air contamination, oxygen deficiency, or oxygen enrichment is demonstrated by tests performed under subpart 3.4, existing ventilation shall be augmented by appropriate means if practical and feasible. When additional ventilation provided in accordance with this subpart has removed dangerous air contamination, oxygen deficiency, or oxygen enrichment as demonstrated by additional testing conducted and recorded under subpart 3.4, entry into and work within the space may proceed.

7. Ignition Sources

a. No sources of ignition may be introduced into the space until implementation of appropriate provisions of this section has ensured that dangerous air contamination, due to flammable or explosive substances, does not exist.

8. Oxygen-Consuming Equipment

a. Whenever oxygen-consuming equipment is to be used, measures shall be taken to ensure adequate combustion air and exhaust gas venting.

9. Oxygen-Enrichment Condition or Use of Oxygen-Enrichment Equipment

a. Whenever oxygen-enrichment is possible due to conditions within the space or oxygen-enrichment equipment is to be used, measures shall be taken to ensure that the oxygen level does not exceed 23 percent in the confined space. If tests indicate the oxygen level to be greater than 22 percent, hot work is prohibited until ventilating techniques have reduced the oxygen level to less than 22 percent.

10. Workers who will enter confined spaces and standby persons shall be trained in operating and rescue procedures, and on hazards, which may be encountered. Such training shall be conducted before confined space entry and annually thereafter.

11. Workers who will perform atmospheric monitoring in confined spaces shall be trained on the use of such equipment according to the manufacturer' instructions prior to the confined space entry and then on an annual basis thereafter.

D. Entry Into and Work Within Confined Spaces

1. Class IA and IB entry into confined spaces shall meet the following requirements:
    - **a.** Completion of Confined Space Entry Permit
    - **b.** All areas of the confined space are continuously and effectively ventilated, such ventilation shall provide positive ventilation of clean air at a rate of at least 200 cubic feet per minute per occupant, or in confined spaces larger than 2,000 cubic feet, 6 air changes of the confined space volume per hour.
    - **c.** Where there is no effective ventilation, appropriate atmosphere monitoring using an appropriate direct reading instrument (or other device(s) capable of quantitatively identifying anticipated contaminants) with a remote sampling problem, testing for the following conditions and in the following order: oxygen, concentration, combustible gas, and suspected toxic material, if any, shall be done before entry. While occupied, additional continuous monitoring shall be done during the entry period to assure that a potentially dangerous atmosphere does not develop in the confined space.
    - **d.** The permit may be revoked whenever any tests performed during confined space show deviation from acceptable conditions to a hazardous condition. In these circumstances, entry may be made only by an entry procedure as outlined in D.2. and D.3.

2. Class II confined space entry shall meet the following requirements
    - **a.** Completion of air monitoring tests.
    - **b.** Completion of Confined Space Entry Permit.
    - **c.** At least one person shall stand by on the outside of the confined space ready to give assistance in case of emergency.
    - **d.** Visual, voice, or signal live communication shall be maintained between all individuals in the confined space and the standby person.
    - **e.** An approved safety harness with an attached line shall be used where practical and feasible. The free end of the line shall be secured outside the entry opening. The line shall be at least 2,000-pound test.
    - **f.** The standby person shall not enter the confined space until another qualified attendant replaces him/her. Entry shall only occur after proper tests have been performed to show that a dangerous air contaminant, oxygen deficiency, or oxygen enrichment does not exist or the standby person is protected as prescribed.

3. Class III confined space entry shall meet the following requirements:
    - **a.** Tanks, vessels, or other confined spaces with side and top openings shall be entered from side openings where practicable. For the purpose of this part, side openings are those within 42 inches of the bottom.
    - **b.** Appropriate, approved respiratory equipment in accordance with Code of Federal Regulations, title 29, section 1910.134 shall be provided and worn.
    - **c.** An approved safety belt or harness with an attached line must be used. The free end of the line shall be secured outside the entry opening. The line shall be at least 2,000-pound test.
    - **d.** At least one person shall stand by on the outside of the confined space ready to give assistance in case of emergency.
        - **1)** The standby person shall have appropriate, approved respiratory protective equipment, including an independent source of air that conforms to the Code of Federal Regulations, title 29, section 1910.134(d) and is available for immediate use.
        - **2)** A standby person protected as prescribed may enter the confined space, but only in case of emergency and only after donning the required personal protective equipment and alerting the Rescue Squad of their intention to enter the confined space.
        - **3)** Visual, voice or signal live communications shall be maintained between all individuals in the confined space and the standby person.
    - **e.** When entry must be made through a top opening, the following requirements also apply:
        - **1)** The safety harness shall be of the type that suspends in an upright position.
        - **2)** An approved hoisting device or other effective means shall be provided for lifting workers out of the space.
    - **f.** Work involving the use of flame, arc, spark, or other source of ignition is prohibited within a confined space (or any adjacent space having common walls, floor or ceiling with the confined space) that contains, or is likely to develop, dangerous air contamination due to flammable or explosive substances.
    - **g.** Wherever gases such as nitrogen are used to provide an inert atmosphere for preventing the ignition of flammable

gases or vapors, no flame, arc, spark or other sources of ignition may be permitted unless the oxygen concentration is less than 20 percent of the concentration that will support combustion.

1) Testing of the oxygen content shall be conducted with sufficient frequency to ensure conformance with this requirement.

2) A written record of the results of such testing shall be made and kept at the work site for the duration of the work.

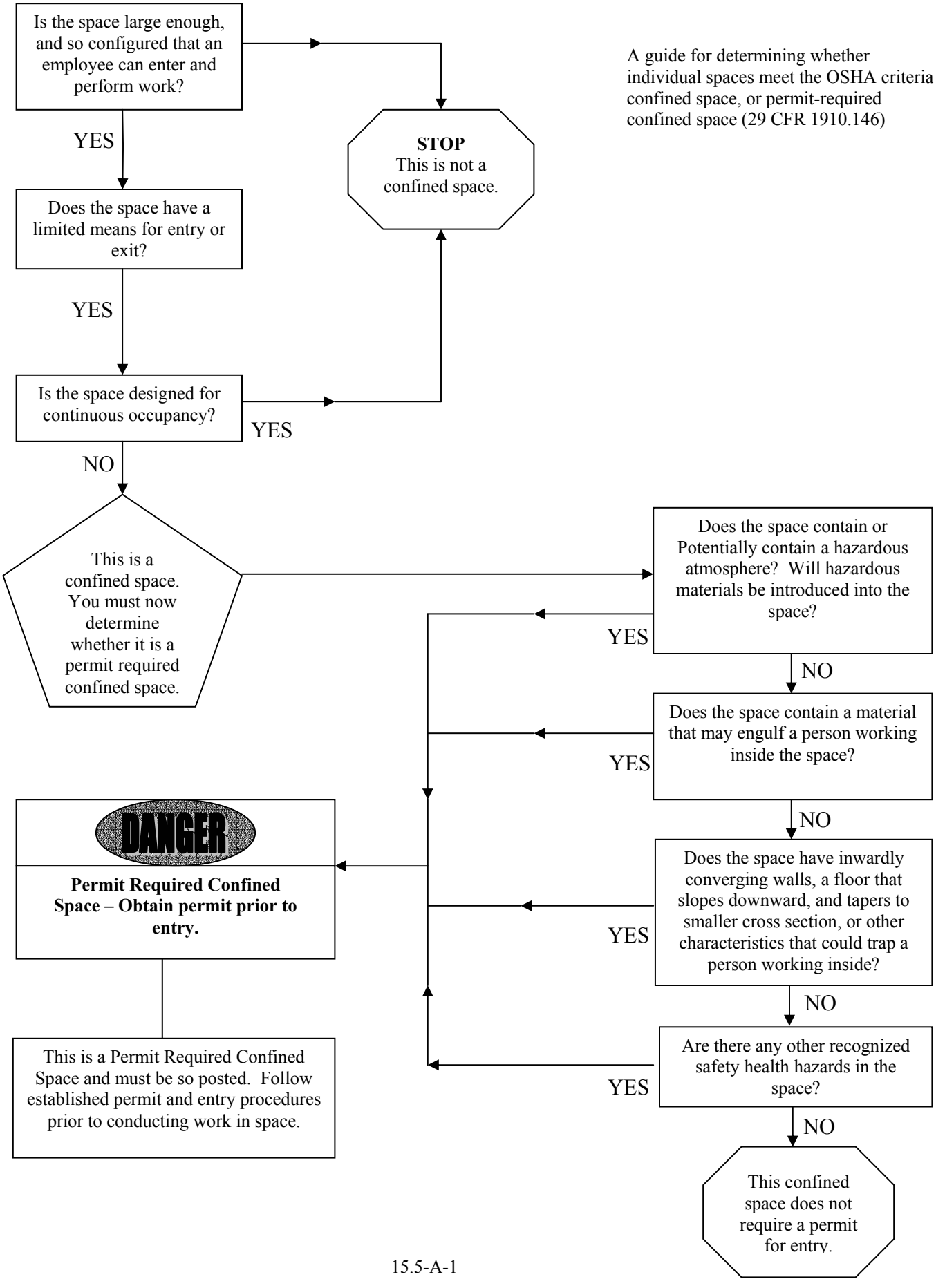
h. Only approved lighting and electrical equipment may be used in confined spaces subject to dangerous air contamination by flammable or explosive substances.

4. Precautions for Emergencies Involving Working in Confined Spaces

a. At least one person trained in first aid and cardiopulmonary resuscitation (CPR) shall be immediately available whenever the use of respiratory protective equipment is required. Standards for CPR training shall follow the principals of the American Heart Association or the Red Cross.

CONFINED SPACE EVALUATION FLOWCHART

A guide for determining whether individual spaces meet the OSHA criteria confined space, or permit-required confined space (29 CFR 1910.146)



PERMIT REQUIRED CONFINED SPACE ENTRY CHECKLIST

General: Confined space hazards associated with particular spaces differ in nature and degree according to operational activities, procedures, and the space itself. The information in the flowchart and related notes of explanation represent general guidance and there may be variation in implementation based on operational factors. As necessary consult with the Jaynes Corporation Safety Department for information on requirements.

( )1. Entrant, or other entry team member must consult with the Space Owner to ensure that new hazards have not been introduced into the space or that surrounding activities will not negatively impact the entry activity.
( )2. Entrants must be medically reviewed and approved. All personnel affiliated with the entry activity must be trained (Entrant, Attendant, Atmospheric Monitor, Supervisor Authorizing Entry).
( )3. Hot work permit (welding, brazing, torch cutting, etc.) – contact Safety and Health Dept.; if other permits are required, contact the issuing organization.
( )4. The "Space Owner" is the person who "owns" the and/or equipment in the space.
( )5. The Supervisor Authorizing Entry ensures that all personnel involved in all aspects of the confined space entry are aware of the permit requirements and hazards involved. Make all necessary notifications to personnel in the surrounding area as needed. **NOTE:** Make sure that all communication equipment is in working order and that phone numbers are correct. Determine before the entry how emergency help will be summoned.
( )6. Post appropriate signage as necessary (space should already be labeled) and set-up barricading. Ensure area around space is free of hazards. Without entering the space (as feasible), ensure all gaseous, liquid, electrical, mechanical, and stored energy is removed properly. Locked-out/Tagged-out using approved confined space isolation and/or lock-out/tag-out methods prior to next step.
( )7. Test the atmosphere of the space for oxygen content, flammables, and toxic gases or vapors, in that order, before opening the confined space entryway. Test the space from top to bottom a minimum of 4 minutes with an approved, calibrated gas detector. Test for any other identified hazard(s) indicated on the confined space entry permit. As feasible, teat all areas which will be occupied during the entry.
( )8. In the event the atmosphere of the confined space causes an instrument alarm, stop all entry and contact your Supervisor and IH. Exception: usually an oxygen deficient atmosphere can be made safe with proper ventilation.
( )9. Purging. This usually means ventilating with forced, fresh air into the bottom of the space.
( )10. Test exactly as in Step 9 with blower off.
( )11. Any instrument failure or alarm will terminate the entry and permit. Contact your Supervisor and the Jaynes Corporation Safety Department immediately.
( )12. Turn blower "on" for the entire duration of the entry. Continuous monitoring can be done by the attendant or worn on the entrant.
( )13. Post an authorized attendant at the entry site.
( )14. The Supervising Authorizing Entry shall sign/authorize the permit once the previous steps are completed.

( )15. All equipment required by all permits shall be donned before entry begins. Personal protective equipment, i.e., retrieval/rescue equipment, gloves, chemical suits, respirators, hard hats, safety glasses, etc.
( )16. Begin entry/work.
( )17. Any instrument alarm or exit order from the attendant will terminate the entry and permit.
( )18. Any significant hazard observed by the attendant or entrant(s) will terminate the entry and permit.
( )19. When the work is done, make sure the space is left with no hazards from your activities. If new hazards were introduced as a result of the work or modification performed in the space, contact the IH.
( )20. Re-entry depends on the type and duration of the permit. If the expiration date and time on the permit have lapsed, a new one is required.
( )21. Please send all completed permits to the Jaynes Corporation Safety Department.

CONFINED SPACE ENTRY PERMIT

COMPANY/LOCATION _____ DEPARTMENT:_____ DATE:_____
CONFINED SPACE TO BE ENTERED: _____ PERMITEXPIRATION DATE/TIME: _____
DESCRIPTION OF WORK TO PERFORMED:_____

NATURE OF HAZARDS IN CONFINED SPACE: (check)

_____ Oxygen deficiency (Less than 19.5% at sea level)
_____ Flammable gases or vapors (greater than 10% of the lower flammable limit, or greater than 22% oxygen at sea level)
_____ Toxic gases or vapors (greater than the permissible exposure limit)
_____ Mechanical hazards
_____ Electrical shock
_____ Materials harmful to the skin
_____ Engulfment

EQUIPMENT REQUIRED FOR ENTRY AND WORK: (check)

_____ Respirator
_____ Lifeline and safety harness
_____ Protective clothing
_____ Hearing protection
_____ Other_____

Electrical equipment/tools:

_____ Low voltage
_____ Ground-fault current interrupters
_____ Approved for hazardous locations

Respiratory protection (specify)_____
Communication aid (specify)_____
Rescue equipment (specify)_____

PREPARATION: (check)

_____ Notify affected departments of service interruption
_____ Isolate – blanked or double valve, with lock and tag.
_____ Zero energy state (Lock out all energy sources)
_____ Cleaned, drained, washed and purged
_____ Ventilation to provide fresh air
_____ Emergency response team available
_____ Employees informed of specific confined space hazards
_____ Procedures reviewed with each employee.
_____ Atmospheric test in compliance.
_____ Attach hot work permit
_____ Other_____

AUTHORIZED ENTRANTS:

_____
_____
_____
_____
_____
_____

AUTHORIZED ATTENDANTS:

_____
_____
_____
_____
_____

TEST	Allowable Limits	(X) if required	Result	Result	Result	Result
Time			: AM/PM	: AM/PM	: AM/PM	: AM/PM
Oxygen-min.	19.5%					
Oxygen-max.	22.0%					
Flammability	10% LEL					
H2S	10ppm					
Toxic (specify)						
CI2	.5ppm					
CIO2	.1ppm					
SO2	.2ppm					
Temperature	F/C					
Other						
Other						

Name of employee conducting atmospheric monitoring: _____

AUTHORIZATION:

I certify that all required precautions have been taken and necessary Equipment is provided for safe entry and work in this confined space
Name (Print) _____
Time: _____ Date: _____ Signature _____

HEARING CONSERVATION PROGRAM

1.0 INTRODUCTION

Evidence is well established that worker exposure to noise of sufficient intensity and duration can result in hearing damage. Noise-induced hearing loss rarely results from just one exposure; it can progress unnoticed over a period of years. Initial noise-induced hearing loss occurs at the higher frequencies where the consonant portion of speech is found, making communications difficult.

1.1 Policy

It is the policy of Jaynes Corporation to provide employees with a safe and healthful working environment. This is accomplished by utilizing facilities and equipment that have all feasible safeguards incorporated into their design. When effective engineering controls are not feasible, or when they are being initiated, administrative controls will be used when and where possible followed by the use of personal protective equipment.

The primary goal of the Jaynes Corporation Hearing Conservation Program is to reduce and eventually eliminate hearing loss due to workplace noise exposures. The program includes the following elements:

a. Work environments will be surveyed to identify potentially hazardous noise levels and personnel at risk.
b. Environments that contain or equipment that produces potentially hazardous noise should, wherever it is technologically and economically feasible, be modified to reduce the noise level to acceptable levels.
c. Where engineering controls are not feasible, administrative controls and/or the use of hearing protective devices will be employed.
d. Periodic hearing testing will be conducted to monitor the effectiveness of the hearing conservation program. Early detection of temporary threshold shifts will allow further protective action to be taken before permanent hearing loss occurs.
e. Education is vital to the overall success of a hearing conservation program. An understanding by employees of the permanent nature of noise-induced hearing loss, Jaynes Corporation Hearing Conservation Program and the employee's responsibilities under the program are all essential for program effectiveness.

Jaynes Corporation, aware that excessive noise exposure is a potential cause of hearing loss, is establishing a hearing conservation program that is more conservative than that required by OSHA. Jaynes Corporation has adopted the American Conference of Governmental Industrial Hygienists (ACGIH) noise exposure limits referred to as threshold limit values (TLV):

Duration per day in hours	Sound level (dBA)
16	80
8	85
4	90
2	95
1	100
½	105
¼	110
1/8	115

When the sound levels listed above are exceeded, feasible administrative or engineering controls will be instituted. If the controls fail to reduce the sound levels to within those listed above; hearing protection will be provided and used to reduce the sound levels to an acceptable level. In addition, OSHA requirements dictate that whenever employee noise exposures equal or exceed an 8-hour time-weighted average (TWA) of 85 dBA, slow response, a continuing effective hearing conservation program shall be instituted.

1.2 Program Organization

The Jaynes Corporation Hearing Conservation Program is organized and administered through the safety department. The program outlines and defines program responsibilities and describes a minimum acceptable Hearing Conservation Program.

2.0 RESPONSIBILITIES

2.1 Safety Department

The Safety Department is responsible for developing, implementing and administering the Jaynes Corporation Hearing Conservation Program. Additional responsibilities include:

1. Identification of work areas and equipment within Jaynes Corporation facilities where noise levels equal or exceed 80 dBA.
2. Identification through personnel monitoring of Jaynes Corporation employees whose noise exposure level equals or exceeds an 8-hour TWA of 80 dBA. Notifications of employee exposure measurements are sent to the Occupational Health Clinic to be included in employees' medical files.
3. Annual re-monitoring of identified at-risk employees.
4. Re-survey of work areas and equipment where noise levels exceed 80 dBA every 2 years.
5. Training of employees in the need for, proper use and care of hearing protection devices.

6. Identification of noise control measures (Including engineering and administrative controls) and recommendations.
7. Coordinating and scheduling health and safety training courses and seminars presented or sponsored by Jaynes Corporation for Jaynes Corporation personnel. Maintains documentation of the training courses presented in accordance with the program requirements.

2.2 Occupational Health Clinic

The Occupational Health Clinic (OHC) is responsible for conducting baseline and annual audiograms for new employees who may be assigned to tasks with potential exposure to elevated levels of noise. OHC also schedules and conducts audiograms on an annual basis for employees exposed to sound levels greater than or equal to 80 dBA. The OHC is responsible for notifying the Jaynes Corporation Safety Department, of all employees who have experienced significant changes in hearing (standard threshold shifts) in order that follow-up investigations may be conducted.

2.3 Supervisors

It is the responsibility of Supervisors to ensure that all of their employees exposed to noise levels equal to or greater than 80 dBA have access to appropriate hearing protective devices in the work area. Supervisors are also responsible for enforcing the use of hearing protective devices and engineering and administrative controls in designated noise hazardous areas.

2.4 Employees

Employees are responsible for wearing and maintaining hearing protective devices as instructed. Employees exposed to excessive levels of noise must also participate in annual training programs and the medical surveillance program, which includes audiometric testing.

3.0 NOISE EVALUATION AND SURVEILLANCE PROCEDURES

3.1 Identification of Hazardous Noise Areas

The Safety Department will identify work areas within Jaynes Corporation facilities where noise levels equal or exceed 80 dBA. Records shall be maintained by the safety department and updated at least every two years to determine if any alteration in noise levels has occurred. Those areas where the noise levels are below 80 dBA will not be routinely monitored. Identification of hazardous noise areas and equipment and any subsequent noise monitoring will be conducted by the safety department.

Signs will be posted at the entrance to any work area where noise levels exceed 80 dBA, requiring anyone entering the area to wear proper hearing protection. Personnel who work in these areas shall have hearing protection supplied to them, shall be instructed in its proper use and be required to wear this equipment when in these identified areas. It is the responsibility of the area supervisor to ensure that these precautions are maintained.

Equipment which produces noise levels greater than 80 dBA, or 120 dB peak sound pressure levels shall also be appropriately labeled.

3.2 Noise Measurements and Exposure Assessments

In order to effectively control noise it is necessary that the noise be accurately measured according to standard procedures and that the measurements be properly evaluated against accepted criteria. All noise monitoring will be conducted in accordance with established standard operating procedures.

The monitoring of employees for noise exposure is made up of two parts, area and personal monitoring. Area measurements are generally obtained first. If noise levels are at or above 80 dBA, personal monitoring using dosimeters is then performed. Sample data sheets will be used to record monitoring data for both area and personal noise monitoring results.

3.2.1 Area Measurements

In an area survey, measurements of environmental noise levels are recorded using a sound level meter to identify work areas where employees' exposures may be above hazardous levels and where more thorough exposure monitoring may be needed. Area monitoring is conducted using a calibrated sound level meter set to the A scale, slow response. Within the area of interest, several different locations will be measured. Typical measurement locations would include:

- In the hearing zone at the employee's normal work location.
- Next to the noise source(s).
- At the entrance(s) to the work area.
- At other locations within the area where the employee might spend time working.

A rough sketch of the area will be included with the results showing the locations where the noise readings were obtained.

If the noise levels are below 80 dBA on a time-weighted average basis in the area, no further routine monitoring will be required for that area. Should any of the noise measurements equal or exceed 80 dBA, records shall be maintained as to the noise levels recorded, where they

were taken and the source(s) of the noise. These records shall be updated at least once every two years to determine if any changes have occurred that would warrant re-monitoring of exposed personnel. If any of the measurements equal or exceed a noise level of 80 dBA, employees who work in or near the high noise area or equipment shall have their noise exposure determined through personnel monitoring using dosimeters.

3.2.2 Personnel Monitoring

Determination of the noise exposure level will be accomplished using calibrated noise dosimeters. Each employee to be monitored will have a dosimeter placed on him/her at the beginning of his/her normal work shift with the microphone placed in the "hearing zone". The dosimeter will be worn for the full duration of the work shift while the employee performs his/her normal work routine. At the end of the work shift, the dosimeter will be removed and information printed out as soon as possible. Background information will be collected from each employee detailing job description, unusual job activities, etc., for the time period sampled. Those employees whose noise exposure equals or exceeds 80 dBA on an 8-hour TWA will be referred to the Jaynes Corporation Occupational Health Clinic for inclusion in the Hearing Conservation Medical Surveillance Program.

3.3 Re-monitoring of Hazardous Noise Areas

All areas where noise levels equal or exceed 80 dBA shall be re-monitored at least every two years. Employees who work for extended periods of time (>2 hours) in the high noise areas and where their 8-hour TWA equals or exceeds 80 dBA will be monitored every year to determine their personal noise exposure.

Whenever an employee exhibits a standard threshold shift, as determined by the OHC, the employee's work place shall be re-monitored to identify and ameliorate the cause.

3.4 Re-monitoring Due to Changes

Any area with noise levels that equal or exceed 80 dBA shall also be re-monitored whenever a change in production process, equipment, or controls increase the noise exposure such that additional employees are exposed to noise levels at or above 80 dBA on a time-weighted average basis. Areas where the noise levels have dropped below 80 dBA due to alterations in equipment, controls or process changes shall be eliminated from the monitoring program.

4.0 NOISE CONTROL METHODS

4.1 Engineering and Administrative Controls

The primary means of reducing or eliminating personnel exposure to hazardous noise is through the application of engineering controls. Engineering controls are defined as any modification or replacement of equipment, or related physical change at the noise source or along, the transmission path that reduces the noise level at the employee's ear. Engineering controls such as mufflers on heavy equipment exhausts or on air release valves are required where possible.

Administrative controls are defined as changes in the work schedule or operations, which reduce noise exposure. If engineering solutions cannot reduce the noise, administrative controls such as increasing the distance between the noise source and the worker or rotation of jobs between workers in the high noise area should be used if possible.

The use of engineering and administrative controls should reduce noise exposure to the point where the hazard to hearing is eliminated or at least more manageable.

4.2 Personal Protective Equipment

Hearing protective devices (ear plugs, muffs, etc.) shall be the permanent solution only when engineering or administrative controls are considered to be infeasible or cost prohibitive. Hearing protective devices are defined as any device that can be worn to reduce the level of sound entering the ear. All personnel shall wear hearing protective devices when they must enter or work in an area where the operations generate noise levels of:

- Greater than 80 dBA sound levels, or
- 120 dB peak sound pressure level or greater

4.2.1 Types of Hearing Protective Devices (HPDs)

a. **Insert Type Earplugs**
A device designed to provide an airtight seal with the ear canal. There are three types of insert earplugs - premolded, formable and custom earplugs.

1. **Premolded Earplugs**
Premolded earplugs are pliable devices of fixed proportions. Two standard styles, single flange and triple flange, come in various sizes and will fit most people. Personnel responsible for fitting and dispensing earplugs will train users on proper insertion, wear and

care. While premolded earplugs are reusable, they may deteriorate and should be replaced periodically.

2. **Formable**
Formable earplugs come in just one size. Some are made of material which, after being compressed and inserted, expands to form a seal in the ear canal. When properly inserted, they provide noise attenuation values that are similar to those from correctly fitted premolded earplugs. Supervisors must instruct users in the proper use of these earplugs as part of the annual education program. Each earplug must be held in place while it expands enough to remain firmly seated. A set of earplugs with a cord attached is available. These earplugs may be washed and therefore are reusable, but will have to be replaced when they no longer form an airtight seal when properly inserted.

3. **Custom Molded Earplugs**
A small percentage of the population cannot be fitted with standard premolded or formable earplugs. Custom earplugs can be made to fit the exact size and shape of the individual's ear canal. Individuals needing custom earplugs will be referred to an audiologist.

b. **Earmuffs**
Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an airtight seal between the cushion and the head.

4.2.2 Selection of Hearing Protective Devices (HPDs)

Employees will be given the opportunity to select hearing protective devices from a variety of suitable ones provided by the safety department. In all cases the chosen hearing protectors shall have a Noise Reduction Ratio (NRR) high enough to reduce the noise at the ear drum to 80 dBA or lower.

4.2.3 Issuance of Hearing Protective Devices (HPDs)

The issuance of hearing protective devices is handled through the safety department. The safety department will issue and fit the initial hearing protective devices (foam inserts, disposables). Instruction on the proper use and care of earplugs and earmuffs will be provided whenever HPDs are dispensed. Personnel requiring earmuffs in addition to earplugs will be informed of this requirement and educated on the importance of using proper hearing protection. The safety

department will dispense earmuffs when necessary and will maintain a supply of disposable earplugs.

4.2.4 Use of Hearing Protective Devices (HPDs)

a. Always use and maintain HPDs as originally intended and in accordance with instructions provided.
b. Earmuff performance may be degraded by anything that compromises the cushion-to-circumaural flesh seal. This includes other pieces of personal protective equipment such as eyewear, masks, face shields and hardhats.

4.2.5 Maintenance of Hearing Protective Devices (HPDs)

a. Reusable earplugs, such as the triple flange or formable devices should be washed in lukewarm water using hand soap, rinsed in clean water and dried thoroughly before use. Wet or damp earplugs should not be placed in their containers. Cleaning should be done as needed.
b. Earmuff cushions should be kept clean. The plastic or foam cushions may be cleaned in the same way as earplugs, but the inside of the muff should not get wet. When not in use, earmuffs should be placed in open air to allow moisture that may have been absorbed into the cups to evaporate.

4.2.6 Hearing Protection Performance Information

The maximum of sound attenuation one gets when wearing hearing protection devices is limited by human body and bone conduction mechanisms. Even though a particular device may provide outstanding values of noise attenuation the actual noise reductions may be less because of the noise surrounding the head and body bypasses the hearing protector and is transmitted through tissue and bone pathways to the inner ear.

The term "double hearing protection" is misleading. The attenuation provided from any combination earplug and earmuff is not equal to the sum of their individual attenuation values.

5.0 MEDICAL SURVEILLANCE

5.1 Notification

Upon identification of employees whose 8-hour TWA equals or exceeds 80 dBA, the safety department will recommend to the Occupational Health Clinic and the employee's Supervisor, in writing, of the need to enroll certain

employee(s) in the Hearing Conservation Medical Surveillance Program. Information supplied to the OHC will include the employee(s) name, supervisor's name, telephone number and the noise levels recorded in the employee's work area, including dosimeter data. It will be the responsibility of the safety department to enroll the employee in the Hearing Conservation Medical Surveillance Program.

In work locations where either through administrative or engineering controls, noise levels are found to have fallen such that the employee's 8-hour TWA is below 80 dBA, the safety department shall notify the Clinic and the employee's Supervisor, by memo, that the employees working in that area are no longer required to be enrolled in the Hearing Conservation Program. The final decision as to an employee's enrollment status will be left with the Occupational Health Clinic Physician.

The results of area and personal re-monitoring shall be forwarded to the Clinic upon completion of the noise surveys.

Any personnel experiencing difficulty in wearing assigned hearing protection (i.e., irritation of the canals, pain) will be advised to immediately report this to their supervisor and make arrangements to go to the Occupational Health Clinic for evaluation as soon as possible.

5.2 Audiometric Testing

The Occupational Health Clinic has the responsibility for administering the Audiometric Testing Program portion of the Jaynes Corporation Hearing Conservation Program. The object of the audiometric testing program is to identify workers who are beginning to lose their hearing and to intervene before the hearing loss becomes worse. Audiometric testing will be provided to all employees with exposure to noise levels of 80 dBA or greater. Annual re-testing will be performed for all personnel enrolled in the Hearing Conservation Medical Surveillance Program.

6.0 TRAINING

The training and education program will provide information about the adverse effects of noise and how to prevent noise-induced hearing loss. At a minimum, all training will cover the following topics:

a. Noise-induced hearing loss;
b. Recognizing hazardous noise;
c. Symptoms of overexposure to hazardous noise;
d. Hearing protection devices - advantages and limitations.
e. Selection, fitting, use and maintenance of HPDs.
f. Explanation of noise measurement procedures.

g. Hearing conservation program requirements.

Employees will also be provided with copies of the OSHA noise standard (29 CFR 1910.95) and other handouts describing the Jaynes Corporation Hearing Conservation Program.

Jaynes Corporation employees shall be encouraged to use hearing protective devices when they are exposed to hazardous noise during activities at home; e.g., from lawn mowers, chain saws, etc.

All personnel identified for inclusion in the hearing conservation program should receive a minimum of one hour of initial instruction in the requirements of the program. Ideally this will be done when hearing protection is dispensed.

Appropriate refresher training annually thereafter and will be provided by the immediate supervisor. Supervisors will be provided annual training by the safety department.

Supervisors must contact the safety department to schedule training for new personnel assigned to work in noisy environments and for retraining of current personnel.

7.0 PROGRAM EVALUATION

Periodic program evaluations will be conducted to assess compliance with federal and state regulations and Jaynes Corporation Program requirements. Both the monitoring and audiometric testing portions of the Jaynes Corporation Hearing Conservation Program will be reviewed annually to assure its quality and effectiveness.

An evaluation of the Program, including wearer acceptance, appraisal of protection afforded and field audits of hearing protection use and recordkeeping will be conducted at least annually. Items to be considered include:

a. Standard operating procedures.
b. Training records and course content for supervisors and employees.
c. Maintenance of HPDs.
d. Field audits of HPD use.
e. Review of recorded threshold shifts on OSHA log.

The findings of the Jaynes Corporation Hearing Conservation Program evaluation will be documented and this documentation will list plans to correct faults in the program and set target dates for the implementation of the plans.

8.0 RECORDKEEPING

Jaynes Corporation Hearing Conservation Program records will include the following:

Medical Evaluation and Audiograms
Training Records
Hearing Conservation Program Manual
Hazard Evaluations
Program Evaluations

All non-medical records (i.e. work area and equipment surveys) will be maintained for a period of five years. Results of hearing tests and medical evaluations performed for hearing conservation purposes as well as noise exposure documentation shall be recorded and shall be a permanent part of an employee's health record.

All personnel who routinely work in designated hazardous noise areas shall be identified and a current roster of such personnel shall be maintained by the safety department and updated periodically.

Appendix A

Noise - Training Information

Supervisors and exposed workers must become aware of and understand about the adverse effects of noise and how to prevent noise-induced hearing loss. People exposed to hazardous noise must take positive action, if progressive permanent hearing loss is to be prevented. Each exposed worker and supervisor should know the following.

A. Noise exposure may result in permanent damage to the auditory system and there is no medical or surgical treatment for this type of hearing loss. Though the use of a hearing aid may provide some benefit, normal hearing will not be restored. Many people don't realize loud sounds can cause hearing loss. Furthermore, in its initial stages, the person may not notice a problem since noise-induced hearing loss is invisible, painless and occurs in the high frequencies. It is dangerous to ignore the temporary characteristics of noise-induced hearing loss (such as ringing or buzzing in the ears, excessive fatigue, etc.).

B. Each person should know how to recognize hazardous noise even if a noise survey has not been conducted and/or warning signs posted. Recognizing and understanding the adverse effects of off-duty noise exposures is also important. The best rule to follow is: "If you have to shout at arms length (approximately three feet) to talk face-to-face, you are probably being exposed to hazardous levels of noise."

C. Preventing noise-induced hearing loss is accomplished by reducing both the time and intensity of exposure. Reducing exposure time is accomplished by avoiding any unnecessary exposure to loud sound. Reducing intensity is usually accomplished by wearing personal hearing protection. Each person must be able to properly wear and care for the particular type of hearing protection selected. Speech communication is difficult in high intensity noise. However, most people don't realize it's easier to understand speech if hearing protection is worn in a hazardous noise environment. Hearing protection reduces the noise and the level of speech, resulting in a more favorable listening level. Hearing protection reduces the intensity of frequencies above the speech range; thus, reducing the noise and accentuating speech. People who claim wearing hearing protection makes it difficult to hear speech are probably in noise levels less than 85 dBA or have already developed a hearing loss.

D. Each person must know how to tell if they have been overexposed to loud sound. Overexposure may occur even while wearing hearing protection. Earplugs and/or earmuffs alone may not be enough protection. Each time a temporary threshold shift (TSS) occurs, a certain degree of permanent loss results. The recognizable symptoms of overexposure are described as "dullness in hearing or ringing in the ears."

BACK INJURY PREVENTION PROGRAM

I. SCOPE

Back injuries in construction are painful to the employee and costly to Jaynes Corporation. They result in direct costs including medical bills and compensation for time off. They also result in lost efficiency costs to Jaynes Corporation, since the company and its employees must deal with the accident and the results.

Back injuries can be prevented, but this takes a coordinated program with emphasis on several areas.

II. PURPOSE

This section will review the causes for back injuries and how they can be prevented. To effectively control the costs of back injuries Jaynes Corporation needs to implement a comprehensive back injury prevention program. This program will include employee education about the back, instruction in proper posture, instruction in warm-up, stretching and strengthening exercises, control of job factors that increase the risk of injury and information about specific work practices to prevent injury.

III. HOW THE BACK WORKS

The back is made up of a stack of blocks called vertebrae. The alignment of these vertebrae is critical in maintaining a healthy back. Craning the neck forward over a desk or table to read or to assemble small parts pulls these vertebrae out of alignment. Slouched sitting or bending over a pallet incorrectly initiates a constant strain on the lower vertebrae. In addition to alignment, the back's three natural curves keep the body balanced and allow a person to move freely. These three curves are correctly aligned when a person's ears, shoulders and hips are in a straight line. As the low back (lumbar) curve carries most of the spine, it is imperative to maintain its alignment while performing the day's numerous activities.

The back is also made up of spongy cushions (discs) which are positioned between the vertebrae. These discs act like a car's shock absorbers. Bad shocks lead to an uncomfortable, bouncy ride. This is true for the back, as well. Vertebrae easily pinch the discs when poor posture and improper body mechanics compromise one's alignment.

Lastly, abdominal, back and leg muscles support the body's curves and maintain alignment. They are the guide wires of the tower. If these muscles are weak or too tight, they will place added strain on the low back.

IV. PERSONAL RISK OF BACK INJURY

Several factors increase the chance that an employee may be susceptible to back injuries. They include:

- Age – people between 25 and 45 are most susceptible, due to the natural aging process.
- Poor posture – when standing, sitting, sleeping or driving.
- Poor material handling techniques
- Twisting while carry loads
- People, who are "out of shape," more specifically, people who lack flexibility or have weak abdominal muscles.
- New employees are more susceptible to back injury than experienced employees.
- Temperatures (66-79 degrees F) or humidity (35-50%) outside of the normal ranges may increase the risk of injury.
- Finally, smoking, emotional stress, anxiety, etc., can increase an employee's susceptibility to hurting their back, because stressed employees tend to have tighter muscles, leading to jerky movements.

V. PROPER POSTURE

Maintain Good Posture – You can prevent many back pains by learning to sit, stand and lift items correctly. When you sit down, don't slouch. Slouching makes the back ligaments, not the muscles, stretch and hurt, thus putting pressure on the vertebrae. The best way to sit is straight, with your back against the back of the chair with your feet flat on the floor and your knees slightly higher than your hips. Learn to stand tall with your head up and shoulders back.

Maintain Good Posture While You Sleep & Drive – Sleep on a firm mattress or place plywood between your box springs and mattress for good back support. If your mattress is too soft it could result in a back sprain or sway back. Sleep on your side with your knees bent or on your back with a pillow under your knees for support. Drive with your back straight against the seat and close enough to the wheel so your knees are bent and are slightly higher than your hips.

VI. WARM-UP, STRETCHING & STRENGTHENING

Warm-up – Your muscle groups need to be warmed up much like a car engine before taking off for the job. Starting the engine and running if for a few minutes makes the oil thinner, allowing for easier motion of mechanical parts. Likewise, warming up your muscles helps get blood circulating throughout the body and carries oxygen to the muscles to loosen them up. Some examples of warm-up activities include a brisk walk around the work site, standing knee lifts, arm circles and jumping jacks.

Stretching - Once employees are warmed up, their muscles need to be stretched to avoid tightening as they begin work. Stretching lengthens the muscles, prepares them for activity and prevents injury from sudden jerking of tight muscles. Therefore, Jaynes Corporation requires that all employees participate in a 5-10 minute "Flex and

Stretch" program designed to prepare employees for work. Jaynes Corporation requires all employees to conduct stretching exercises at the start of the work shift and just prior to any strenuous task. (See Exhibit 15.7-A, Miscellaneous Stretch Diagrams and Exhibit 15.7-B, Back Stretch Diagrams for suggested stretching exercises).

Exercise To Strengthen Your Back & Reduce Stress – Having strong back and stomach muscles is important in order to ease the work your back is put through each day. By doing simple back-toning exercises, you not only strengthen your back but also reduce stress and improve your appearance. Check with your doctor as to the best exercises for you.

Lose Weight – Pot bellies and being overweight exerts extra force on back and stomach muscles. Your back tries to support the weight out in front by swaying backwards causing excess strain on the lower back muscles. By losing weight, you can reduce strain and pain in your back. Check with your doctor for the most sensible diet plan for you.

VII. JOB-RELATED FACTORS OF BACK INJURIES

To prevent occupational back injuries, it is essential to identify factors of manual materials handling that make the employee more susceptible to injury or that directly contribute to injury.

- Organization of work flow.
- Job design/redesign (including environment)

VIII. CONTROL OF JOB-RELATED FACTORS

Organization Of Work Flow – Often, poor planning of work flow results in needless or repeated handling of the same object. When articles are temporarily stored in one place, moved to another, stored again and moved again, a more efficient workflow can eliminate many potentially harmful manual materials handling tasks.

Job Design/Redesign – The design or redesign of jobs involving manual materials handling should be approached in the following stages:

- Eliminate Heavy Manual Materials Handling

  Consider using powered or mechanical handling systems if eliminating manual materials handling tasks completely is not possible. Mechanical aids lower the risk for back injury substantially by reducing the employee's physical effort required to handle heavy objects.

  Manual handling such as lifting and carrying can be easier and safer if mechanized by using lift tables, conveyors, yokes or trucks. Gravity dumps and

chutes can help in disposing of materials. Mechanical aids also reduce the need to select employees for the task, but it is essential that the employee is properly trained in the safe use of the available equipment.

- Decrease Manual Materials Handling

  If mechanical aids cannot eliminate manual handling, decrease the manual materials handling demands. There are several ways to achieve this:

  1. Decrease the weight of handled objects to acceptable limits.
  2. Reduce the weight by assigning two or more employees to lift the load or by splitting the load into two or more containers. Using light plastic containers also decreases the weight of the load.
  3. Change the type of manual materials handling movement. Lowering objects causes less strain than lifting. Pulling objects is easier than carrying. Pushing is less demanding than pulling.
  4. Change work area layouts. Reducing the horizontal and vertical distances of lifting substantially lowers manual materials handling demands. Reducing the travel distances for carrying, pushing or pulling also decreases work demands.
  5. Assign more time for repetitive handling tasks. This reduces the frequency of handling and allows for more work/rest periods.
  6. Alternate heavy tasks with lighter ones to reduce the build-up of fatigue.

- Reduce Stressful Body Movements

  It is important that the design of manual materials handling allows the employee to do tasks without excessive bending and twisting. These body motions are particularly dangerous and can cause back injury even when not combined with handling loads.

  1. Provide all materials at a work level that is adjusted to the employee's body size.
  2. Eliminate deep shelves to avoid bending.
  3. Ensure sufficient space for the entire body to turn.
  4. Locate objects within easy reach.
  5. Ensure that there is a clear and easy access to the load.
  6. Use slings and hooks to move loads without handles.
  7. Balance contents of containers.
  8. Use rigid containers.
  9. Change the shape of the load so the load can be handled close to the body.

- Improve Environmental Conditions

  The design of the work environment is an important element of back injury prevention.

1. Keep the temperature of the working area between 18 degrees C and 21 degrees C when practical.
2. Ensure an adequate work/rest schedule. In extreme cases that require heavy manual materials handling in temperatures above 30 degrees C, rest periods or light workload tasks may account for 75% of the work time.
3. Wear properly designed clothing to decrease the heat absorption by the body and to increase evaporation. This is particularly important for employees required to work in high temperature environment.
4. Encourage using proper protective clothing for employees working in a cold environment. This is essential to protect the employee from hypothermia and to preserve dexterity needed for safe work
5. Illuminate the work area for manual materials handling tasks at the level of 200 lux.
6. Use task lights or other additional light sources to improve the ability to see clearly where manual materials handling requires fine visual discrimination.
7. Use angular lighting and color contrast to improve depth perception. This helps the employee where manual material handling involves climbing stairs or moving in passageways.

When manual materials handling tasks are done outdoors, the temperature conditions including the humidity (in hot weather) or wind-chill factor (in cold weather) have to be monitored very closely.

1. Reduce manual materials handling tasks by half when the temperature exceeds 28 degrees C.
2. Stop manual materials handling when the temperature exceeds 40 degrees C.
3. Restrict manual materials handling to the minimum possible when wind-chill drops below –25 degrees C.
4. Stop manual materials handling when wind-chill drops to –35 degrees C.

IX. BACK INJURY PREVENTION

Prevention Is The Best Medicine – Preventing a back injury is much easier than repairing one. Because your back is critically important to your ability to walk, sit stand and run, it's important to take care of it. Most back pain arises from using your back improperly, so learning a few basic rules about lifting, posture and proper exercise can help keep your back in good shape.

Plan Your Lift – Lifting objects is often a mindless task and unfortunately many people perform the lift incorrectly resulting in unnecessary strain on their back and surrounding muscles. In order to lift correctly and reduce strain on your back, it's important to plan your lift in advance. This means to think about the weight of the object you will be moving and the distance you will be moving it. Is it bulky? Will you need assistance? Do you see any hazards that can be eliminated? Think about these whenever you do any lifting.

Position Yourself Correctly In Front Of The Load – Once you have planned your lift, the next important step is to align yourself correctly in front of the load with your feet straddling the load – one foot slightly in front of the other for balance. Slowly squat down by bending your knees, not your back and stomach. Using both hands, firmly grab the load and bring it as close to your body as you can. This will help distribute the weight of the load over your feet and make the move easier.

Lift With Your Legs, Not Your Back – Once the load is close to your body, slowly straighten out your legs until you are standing upright. Make sure the load isn't blocking your vision as you begin to walk slowly to your destination. If you need to turn to the side, turn by moving your feet around and not by twisting at your stomach.

Set The Load Down Correctly – Once you have reached your destination, it's equally important the load is set down correctly. By reversing the above lifting procedures you can reduce the strain on you back and stomach muscles. If you set your load on the ground, squat down by bending your knees and position the load out in front of you. If the load is set down at table height, set the load down slowly and maintain your contact with it until you are sure the load is secure and will not fall when you leave.

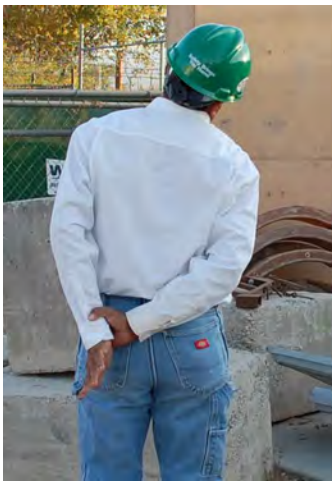
Get Assistance, If Needed – If the load is too heavy, bulky or awkward for you to lift alone, find a co-worker to assist you in carrying it. If no one is available, is it possible to break the load into two smaller loads? Or, can you locate a cart or dolly to help you move it? Look for simple solutions to help make the move easier on you and your back.

FLEX & STRETCH DIAGRAMS 1- 6

#1 Body Stretch

Stretches Shoulders, Arms, Trunk & Neck

- **Hands above head with palms facing up. Reach higher with one arm & then the other. Hold 15 seconds on each arm.**



#2 Neck Stretch

Stretches Top of Shoulder & Neck

- **Hold left wrist with right hand behind back. Press left shoulder down & bend head to right until stretch is felt. Hold 15 seconds. Repeat on other side.**

#3 Chest Stretch

Stretches Front of Shoulders & Chest

- **Place hands behind back with thumbs pointed toward back. Lift arms up while pushing chest forward & squeezing shoulder blades together. Hold 15 seconds.**

#4 Forearm Stretch

Stretches Front of Forearms

- **Stand with arms in front of body, palms up & arms straight. Bend wrists back so fingers point down. Hold 15 seconds.**

#5 Shoulder & Back Stretch

Stretches Shoulder & Back

- **Bend right arm in a 90 degree angle, fingers toward sky. Place back of left hand just above elbow. Now gently pull your elbow toward your left shoulder. Stop at point of feeling a stretch. Hold 15 seconds. Repeat other arm.**

#6 Side Stretch

Stretches Trunk, Sides & Inside of Leg

- **Place feet apart & knees slightly bent. With one hand over head & one hand supporting yourself on hip, reach up & toward opposite side. Hold 15 seconds. Repeat on other side**

FLEX & STRETCH DIAGRAMS 7 - 12

#7 Trunk Stretch

Stretches Sides of Trunk & Lower Back

- **Keep eyes forward. Keeping hips square & knees slightly bent, slowly reach hand toward opposite hip until stretch is felt. Hold 15 seconds. Repeat on other side.**

#8 Back & Shoulder Stretch

Stretches Shoulder & Back

- **With knees slightly bent & hands supporting on thighs. Dip right shoulder toward left knee. Hold 15 seconds. Repeat opposite shoulder. Remember to keep the back in neutral position.**

#9 Hamstring Stretch

Stretches Back of Thigh

- **Place leg forward with knee straight & foot pointed up. Keep back knee bent. Support hands on back thigh. Keep back straight & bend forward at HIPS & in the lower back. Keep natural curve in back. Hold 15 seconds. Repeat on other leg.**

#10 Quadriceps Stretch

Stretches Front of Leg

- **Stand straight, bend one knee & gently pull foot toward buttock. Keep thigh in midline & hips tucked in. Use stable object for balance if necessary. Hold 15 seconds. Repeat on other leg.**

#11 Calf Stretch

Stretches Calves

- **Stand upright with right leg extended behind body (pressing heel into the ground) & left leg slightly bent in front. Lunge forward on front leg until a stretch is felt in the right calf. Keep knee in line with foot. Hold 15 seconds. Repeat on opposite leg. DO NOT BOUNCE.**

#12 Ankle Circles

Stretches Ankles

- **Lift one foot off the ground & slowly rotate that ankle to the right 5 times, then to the left 5 times. Repeat with other ankle. Use stable object for support if necessary.**

CONSTRUCTION INDUSTRY WELLNESS PROGRAM

THIS SECTION IS RESERVED FOR FUTURE USE

ERGONOMICS PROGRAM

THIS SECTION IS RESERVED FOR FUTURE USE

JOB SITE SAFETY SURVEY FOCUSED ITEMS

I. General Requirements – Subpart "A"

A. Jaynes Corporation Project Signs
   1. Is there a project sign erected on site at the time of the survey?
   2. Is the project sign erected properly and visible?
   3. Does the project sign display the required supervisory names?
      a. General Project Manager
      b. General Superintendent
      c. Building Concrete Foreman (when applicable)
      d. Site Concrete Foreman (when applicable)

B. Jaynes Corporation Job Site Offices and/or Storage Trailers
   1. Is there a job site office/trailer on site at the time of the survey?
   2. Does the job site office/trailer have safe and proper access?
   3. Does the job site office/trailer have all required items?
      a. Adequate first aid kit
      b. Valid fire extinguisher
      c. Required federal, state and Jaynes posters
      d. Job specific and generic MSDS information
      e. Lock-out/Tag-out Kit

C. Jaynes Corporation Job Site Security
   1. Is the job site fenced or otherwise secured at the time of the survey?
   2. How is the job site secured?
      a. Completely fenced
      b. Partially fenced
      c. Flagged and/or barricaded
      d. Structures enclosed and secured
   3. Is there a fenced or otherwise secured storage area?

II. General Safety and Health Provisions – Subpart "C"

A. Housekeeping
   1. How are the interior and/or exterior housekeeping?
      a. Good
      b. Fair
      c. Inadequate

III. Occupational Health and Environmental Controls – Subpart "D"

A. Sanitation
   1. Is there an adequate supply of drinking water and disposable cups?
   2. Are there an adequate number of restroom facilities on site?

B. Illumination
1. Is interior temporary lighting adequate?

IV. Personal Protective and Life Saving Equipment – Subpart "E"

A. Personal Protective Equipment (PPE)
1. Is everyone on the job site wearing a proper hard hat?
2. Is everyone on the job site wearing adequate footwear?
3. Is everyone on the job site wearing required PPE when applicable?
   a. Proper eye and/or face protection
   b. Proper hearing protection
   c. Proper foot protection
   d. Proper respiratory protection
   e. Proper protective clothing
   f. Proper personal fall arrest equipment

V. Fire Protection and Prevention – Subpart "F"

A. Fire Protection
1. Are there an adequate number of valid fire extinguishers positioned properly?

B. Flammable and Combustible Liquids
1. Are proper containers being used to store and handle flammable and combustible liquids?
2. Do approved metal safety cans meet all requirements?
   a. Spring loaded cap working properly
   b. Spark/flash arresting screen intact
   c. Contents of container properly labeled
3. Do temporary fuel storage tanks meet all requirements?
   a. Located required distance from surrounding structures
   b. Plastic lined dirt berm or other adequate containment area
   c. Proper signage
   d. Adequate size fire extinguisher located required distance from tank
   e. Locking device on tank dispenser

C. Liquefied Petroleum Gas (LP-Gas)
1. Are liquefied petroleum gas containers upright upon firm foundations or otherwise firmly secured?
2. Are liquefied petroleum gas containers not in use stored outside of buildings?

VI. Hand and Power Tools – Subpart "I"

A. Electrical Tools
   1. Do all electrical tools check out okay?
      a. Double insulated if they have a two wire electrical cord
      b. Working properly and undamaged
      c. Electrical cord and plug free from damage and/or improper repairs
      d. Ground prong on plug intact on all three wire electrical cords
      e. Guards intact and working properly

B. Pneumatic Tools
   1. Do all pneumatic power tools check out okay?
   2. Are all pneumatic power tools and/or hose connections secured to prevent accidental disconnection?

C. Handled Hand Tools
   1. Do all hand tools with handles have them secured adequately and are they undamaged?

D. Powder-actuated Tools
   1. Do powder-actuated tools check out okay and are they being used properly?
      a. Operated by only trained and qualified individuals
      b. Eye and hearing protection required as minimum PPE
      c. Live shots/loads and fasteners removed from powder-actuated tools unattended or not in use
      d. Live shots/loads and fasteners stored properly and separately

VII. Welding and Cutting – Subpart "J"

A. Gas welding and cutting
   1. Are oxygen, acetylene and other compressed gas cylinders used and stored properly?
      a. Cylinders secured upright at all times
      b. Protective caps in place when not in use
      c. Stored oxygen and flammable gasses/liquids separated by required distance
   2. Are there valid fire extinguishers nearby gas welding and cutting operations?

B. Arc welding and cutting
   1. Does all arc welding and cutting operations meet all requirements?

a. Welding/cutting cables in good condition with proper connections and repairs
b. Electrode removed from holder when unattended and/or not in use
c. Valid fire extinguisher nearby arc welding and cutting operations
d. Required PPE

VIII. Electrical – Subpart "K"

A. Temporary Electrical
1. Is all temporary electrical GFCI protected and working properly?
   a. Outlets wired correctly
   b. GFCI tripping at acceptable level of 5mA – 7mA
   c. Outlets undamaged and protected from weather
2. Are all energized temporary electrical panel boxes properly protected?
   a. Interior dead fronts intact with no exposed openings
   b. No exposed openings in exterior of panel box
   c. Protected from vehicle traffic

B. Permanent Electrical
1. Are all energized permanent electrical panels properly protected?
2. Is permanent electrical being use for construction activities GFCI protected?

C. Electrical Extension Cords
1. Do all electrical extension cords meet requirements?
   a. Three wire type with ground prong intact
   b. Free from external and/or internal insulation damage
   c. Repaired properly and adequately
   d. Protected from being run over
   e. Secured with non-conductive and/or non-damaging materials

D. Temporary Lighting
1. Does all overhead temporary lighting meet requirements?
   a. Secured and suspended properly up off the ground
   b. No missing and/or broken light bulbs
   c. All lights equipped with protective covers
   d. Only proper and listed cable assemblies
   e. On a separate dedicated electrical circuit
2. Do all temporary lighting stands meet requirements?
   a. Undamaged electrical cords with ground prongs
   b. Undamaged protect lens and/or broken light bulbs

IX. Scaffolds – Subpart "L"

A. Stationary Scaffolds
   1. Was stationary scaffolding erected under the direction of a competent person?
   2. Have stationary scaffold users been properly trained?
   3. Does all stationary scaffolding meet requirements?
      a. Proper and adequate foundations with mud sills **and** base plates
      b. Proper access to all elevated working levels
      c. Proper cross and/or horizontal bracing
      d. Proper and adequate work platforms
      e. Proper fall protection at heights greater than ten (10) feet

B. Mobile Scaffolds
   1. Was mobile scaffolding erected under the direction of a competent person?
   2. Have mobile scaffold users been properly trained?
   3. Do all mobile scaffolding meet requirements?
      a. Proper wheels/casters with locking devices
      b. Proper access to all elevated working levels
      c. Proper cross, horizontal and/or diagonal bracing
      d. Proper and adequate work platforms
      e. Proper fall protection at heights greater than ten (10) feet
      f. All wheels/casters locked when used in a stationary manner

C. Aerial Lifts
   1. Are all gates and/or chains closed and/or secured on all scissors type lifts in use?
   2. Are all gates and/or chains closed and/or secured on all snorkel type lifts in use?
   3. Are all individuals working from snorkel type lifts secured in the platform with a personal fall arrest system?

X. Fall Protection – Subpart "M"

A. Elevated Work Levels
   1. Are all exposed edges of elevated working levels greater than six (6) feet high properly protected and/or barricaded?

B. Wall, Floor and Roof Openings
   1. Are all wall, floor and/or roof openings properly protected and or barricaded?
      a. Adequate strength
      b. Secured from displacement
      c. Proper signage

C. Personal Fall Arrest Systems
1. Are all individuals working at or near unprotected elevated working levels greater than six (6) feet high using proper personal fall arrest systems or other acceptable fall protection?

XI. Cranes, Derricks, Hoists, Elevators and Conveyors – Subpart "N"

A. Cranes
1. Do all cranes meet requirements?
   a. Crane operator licensed and/or certified when applicable
   b. Annual crane inspection current and documented
   c. Other required crane inspections current and documented
   d. Counter weight swing radius adequately barricaded
   e. Safety latch on crane hook intact and working properly expect during certain acceptable operations

XII. Motor Vehicles, Mechanized Equipment and Marine Operations - Subpart "O"

A. Motor Vehicles and Mechanized Equipment
1. Do all motor vehicles and mechanized equipment meet requirements?
   a. Back-up alarms working properly on equipment requiring them
   b. Seat belts provided and being used on equipment requiring them
   c. All hydraulic apparatus on equipment not in use and/or unattended is either secured or placed in the lowered position

XIII. Excavations – Subpart "P"

A. Excavations
1. Do all excavations meet requirements?
   a. Competent person on site when work performed in excavations
   b. Proper means of access and egress when required
   c. Excavations in excess of five (5) deep sloped, shielded and/or shored properly
   d. Spoils and other objects placed proper distance from edge of excavation
   e. Unattended excavations flagged and/or barricaded properly

XIV. Concrete and Masonry Construction – Subpart "Q"

A. Concrete Construction
   1. Are all power concrete troweling machines equipped with deadman switches that are working properly?
   2. Is all protruding reinforcing steel onto and/or into which individuals could fall properly guarded and/or barricaded?
   3. Are all concrete tilt-up wall panels adequately braced or supported?

B. Masonry Construction
   1. Is a proper limited access zone established on the un-scaffolded sides of all masonry walls under construction?
   2. Are all masonry walls over eight (8) feet high adequately braced or supported?

XV. Stairways and Ladders – Subpart "X"

A. Stairways
   1. Have metal stair pans and landings in use been permanently or temporarily filled and have required edge protection and handrail/stairrail?
   2. Do stairways having four or more risers or rising more than 30" have required handrail/stairrail system?
   3. Is safe and proper access provided at all changes of elevation of 19" or more?

B. Step Ladders
   1. Do all step ladders meet requirements?
      a. Proper type and duty rating
      b. Being used in accordance with OSHA and manufacture's requirements
         1. No sitting or standing above safe working level
         2. No using step ladder in closed/folded manner
         3. Face step ladder when working and/or climbing
         4. Keep three points of contact at all times while climbing
         5. Do not carry anything up a step ladder
         6. Set up out of traffic area or barricade
      c. Free from damage and/or improper repairs

C. Extension Ladders
   1. Do all extension ladders meet requirements?
      a. Proper type and duty rating
      b. Being used in accordance with OSHA and manufacturer's requirements

1. Set at the proper slope
2. Extend at least 36" past level being accessed
3. Secure extension ladder from displacement
4. Face ladder when working and/or climbing
5. Keep three points of contact at all times while climbing
6. Do not carry anything up the ladder
7. Keep the top and the bottom of the ladder clear of debris

c. Free from damage and/or improper repairs

D. Job Built Ladders

1. Are all job built ladders constructed and being used properly?

JOB SITE SAFETY SURVEY CHECKLIST

I. General Requirements – Subpart "A"
- A. Jaynes Corporation Project Signs _____
- B. Jaynes Corporation Job Site Offices and/or Storage Trailers _____
- C. Jaynes Corporation Job Site Security _____

II. General Safety and Health Provisions – Subpart "C"
- A. Housekeeping _____

III. Occupational Health and Environmental Controls – Subpart "D"
- A. Sanitation _____
- B. Illumination _____

IV. Personal Protective and Life Saving Equipment – Subpart "E"
- A. Personal Protective Equipment (PPE) _____

V. Fire Protection and Prevention – Subpart "F"
- A. Fire Protection _____
- B. Flammable and Combustible Liquids _____
- C. Liquefied Petroleum Gas (LP-Gas) _____

VI. Hand and Power Tools – Subpart "I"
- A. Electrical Tools _____
- B. Pneumatic Tools _____
- C. Handled Hand Tools _____
- D. Powder-actuated Tools _____

VII. Welding and Cutting – Subpart "J"
- A. Gas welding and cutting _____
- B. Arc welding and cutting _____

VIII. Electrical – Subpart "K"
- A. Temporary Electrical _____
- B. Permanent Electrical _____
- C. Electrical Extension Cords _____
- D. Temporary Lighting _____

IX. Scaffolds – Subpart "L"
- A. Stationary Scaffolds _____
- B. Mobile Scaffolds _____
- C. Aerial Lifts _____

X. Fall Protection – Subpart "M"
- A. Elevated Work Levels _____
- B. Wall, Floor and Roof Openings _____
- C. Personal Fall Arrest Systems _____

XI. Cranes, Derricks, Hoists, Elevators and Conveyors – Subpart "N"
- A. Cranes _____

XII. Motor Vehicles, Mechanized Equipment and Marine Operations - Subpart "O"
- A. Motor Vehicles and Mechanized Equipment _____

XIII. Excavations – Subpart "P"

A. Excavations _____

XIV. Concrete and Masonry Construction – Subpart "Q"

A. Concrete Construction _____
B. Masonry Construction _____

XV. Stairways and Ladders – Subpart "X"

A. Stairways _____
B. Step Ladders _____
C. Extension Ladders _____
D. Job Built Ladders _____

JOB SITE SAFETY SURVEY POINT VALUE & RATING GUIDELINES

GENERAL CONSTRUCTION

Current Contract Amount			Start w/ Safety Points
Zero	-	$499,999.00	20 pts.
$500,000.00	-	$999,999.00	25 pts.
$1,000,000.00	-	$2,499,999.00	30 pts.
$2,500,000.00	-	$4,999,999.00	35 pts.
$5,000,000.00	-	$7,499,999.00	40 pts.
$7,500,000.00	-	$9,999,999.00	45 pts.
$10,000,000.00	-	$12,499,999.00	50 pts.
$12,500,000.00	-	$14,999,999.00	55 pts.
$15,000,000.00	-	$17,499,999.00	60 pts.
$17,500,000.00	-	$19,999,999.00	65 pts.
$20,000,000.00	-	$22,499,999.00	70 pts.
$22,500,000.00	-	$24,999,999.00	75 pts.
$25,000,000.00	-	$27,499,999.00	80 pts.
$27,500,000.00	-	$29,999,999.00	85 pts.
$30,000,000.00	-	$32,499,999.00	90 pts.
$32,500,000.00	-	$34,999,999.00	95 pts.
$35,000,000.00	-	BEYOND	100 pts.

Final Points & Rating

Project Start Point Value	Excellent (100%-90%)	Good (89%-70%)	Fair (69%-50%)	Inadequate (49%-30%)	Poor (29%-0%)	Bad (Below 0%)
20 pts.	20 - 18	17 - 14	13 - 10	9 - 6	5 - 0	Below 0
25 pts.	25 - 23	22 - 18	17 - 13	12 - 8	7 - 0	Below 0
30 pts.	30 - 27	26 - 21	20 - 15	14 - 9	8 - 0	Below 0
35 pts.	35 - 32	31 - 25	24 - 18	17 - 11	10 - 0	Below 0
40 pts.	40 - 36	35 - 28	27 - 20	19 - 12	11 - 0	Below 0
45 pts.	45 - 41	40 - 32	31 - 23	22 - 14	13 - 0	Below 0
50 pts.	50 - 45	44 - 35	34 - 25	24 - 15	14 - 0	Below 0
55 pts.	55 - 50	49 - 39	38 - 28	27 - 17	16 - 0	Below 0
60 pts.	60 - 54	53 - 42	41 - 30	29 - 18	17 - 0	Below 0
65 pts.	65 - 59	58 - 46	45 - 33	32 - 20	19 - 0	Below 0
70 pts.	70 - 63	62 - 49	48 - 35	34 - 21	20 - 0	Below 0
75 pts.	75 - 68	67 - 53	52 - 38	37 - 23	22 - 0	Below 0
80 pts.	80 - 72	71 - 56	55 - 40	39 - 24	23 - 0	Below 0
85 pts.	85 - 77	76 - 60	59 - 43	42 - 26	25 - 0	Below 0
90 pts.	90 - 81	80 - 63	62 - 45	44 - 27	26 - 0	Below 0
95 pts.	95 - 86	85 - 67	66 - 48	47 - 29	28 - 0	Below 0
100 pts.	100 - 90	89 - 70	69 - 50	49 - 30	29 - 0	Below 0

11/01/00
Safety/inspts

JOB SITE SAFETY SURVEY VIOLATION DEDUCTION GUIDELINES

The individual safety consultant or representative conducting the job site safety survey shall use their own judgement to assess each safety violation identified and assign it to a violation category, within the guidelines described below. The points assigned to each violation category will be deducted for each individual violation identified in the category. The accumulative deductive points will be subtracted from the predetermined starting points for the specific project and the final net points will be used to determine the survey rating. (See Exhibit 16.1-C "Job Site Safety Survey Point Value & Rating Guidelines")

Deduct Zero (0) Points for:

De Minimis Violations: Technical violations of health & safety standards or company policies that have no direct or immediate relationship to health or safety.

Examples: Lack of one or more required job site posters.
Lack of or improperly erected company project signs.
Lack of job site fencing when not required.
Use of personal audio equipment on the job site.

Deduct One (1) Point for:

Other-Than-Serious Violations: Violations of health & safety standards or company policies where the most serious injury or illness that would be likely to result from a hazardous condition cannot reasonably be predicted to cause death or serious physical harm to exposed employees but does have a direct and immediate relationship to their health & safety.

Examples: Lack of required MSDS information or hazardous substances inventory.
Failures to monitor fire extinguisher validation dates & record inspections.
Inadequate supply of restroom facilities or drinking water.
Damaged or improperly repaired equipment currently not in use, that is found in a state of storage.
Inadequate or improper type of equipment on the job site.

Deduct Two (2) Points for:

Serious Violations: Violations of health & safety standards or company policies where there is a substantial probability that death or serious physical harm could result from a hazardous condition which exists, or from one or more practices, means, methods, operations, or processes which have been adopted or are in use. It may also be a grouping of several Other-Than-Serious Violations into one grouped Serious Violation.

Examples: Lack of adequate personal protective equipment (PPE).
Flammable and/or Combustible Material Hazards.

Serious Violation Examples (continued)

Damaged or improperly repaired equipment currently in use or in a state of ready to be used.
Compressed Gas Hazards
Electrical Hazards
Scaffold & Aerial Lift Hazards
Fall Hazards
Crane & Motorized Equipment Hazards
Excavation Hazards
Impalement Hazards
Ladders & Stairway Hazards

Deduct Three (3) Points for:

Repeated Violations: Second or subsequent violations of the same or substantially similar health & safety standards or company policies where the same employee or employer has been cited previously on the same construction project.

Examples: Repeated violations of any previously identified Other-Than-Serious or Serious Violations by the same employee or employer on the same construction project.

Deduct Four (4) Points for:

Willful Violations: Violations of health & safety standards or company policies where the employee or employer knew or should have known could lead to death or serious injury or if evidence shows either an intentional violation or plain indifference to requirements of the health & safety standards or company policies.

Examples: Removing protective guards or intentionally rendering them operable.
Intentionally failing to lock the wheels on mobile scaffolding.
Intentionally failing to use adequate fall protection.
Intentionally failing to use adequate personal protective equipment (PPE).
Intentional acts of horseplay which, could result in death or serious injury.
Using equipment that has been labeled out of service.

Deduct Five (5) Points for:

Failure to Abate Violations: Failure to abate specific violations of health & safety standards or company policies that where previously identified.

Examples: Failure to correct previously identified specific scaffold hazards.
Failure to correct previously identified specific excavation hazards.
Failure to correct previously identified specific fall hazards.
Failure to correct previously identified specific electrical hazards.

Jaynes Corporation Job Site Safety Survey # 1487

Date:	4/3/2002
Job #:	AG-2009
Name:	Memorial Medical Center
	2450 S. Telshor Blvd.
Location:	Las Cruces, NM
Operation:	General - Unannounced
Supervisor	Bob Basile
Surveyed	Mark Harwell
Rating:	**Fair**

Boekeloo	
Sims	
Lovato	
Shad James	
Mock	
Power	
Marquardt	
Bob Basile	(has own copy)
Farmington (File	(has own copy)
Las Vegas (File	(has own copy)
Safety Dept.	(last - to file)

General — The following subcontractors and/or suppliers are on site or have work in process during this survey: Jaynes Corporation General Construction, Rodriguez Plastering & Lathing, Structural Services Inc, B&H Mechanical Inc, Jaynes Structures, Inc. General Construction.

The following job site safety conditions were observed:

1864 Jaynes Corporation General Construction

c.a1.01 • Job site office has all required items.
c.a4.01 • The job site is completely fenced or otherwise secured.
c.a4.03 • The on site storage area is fenced or otherwise secured.
c.d1.01 • An adequate supply of drinking water and disposable cups is provided.
c.d1.02 • An adequate number of toilets is provided.
c.d1.03 • Job site toilet(s) checks out ok.
c.e1.01 • All observed employees are wearing hard hats.
c.e2.01 • Employee(s) is using proper eye and/or face protection when required.
c.e4.01 • All observed employees are wearing adequate footwear.
c.e6.03 • Employee(s) is wearing proper job site clothing.
c.f1.03 • Safety can(s) is being used and checks out ok.
c.m1.01 • Exposed edge(s) of elevated work level(s) 6' high or more is properly protected.
c.m1.03 • Wall, floor and/or roof opening(s) is properly protected.
c.q1.03 • All protruding reinforcing steel, onto and into which individuals could fall is properly guarded and/or flagged off.
c.x1.02 • Stairway(s) having four or more risers or rising more than 30" have required handrail/stairrail.
c.x2.01 • Step ladder(s) checks out ok and is being used properly.
c.x3.01 • Extension ladder(s) in use meet all requirements.

1369 Rodriguez Plastering & Lathing

c.c1.03 • Interior housekeeping is good.
c.e1.01 • All observed employees are wearing hard hats.
c.e3.01 • Employee(s) is using proper hearing protection when required.
c.e4.01 • All observed employees are wearing adequate footwear.
c.e6.03 • Employee(s) is wearing proper job site clothing.
c.i1.01 • Miscellaneous electrical hand tools check out ok.
c.i1.05 • Chop saw(s) checks out ok and is being used properly.
c.k1.01 • Temporary electrical is GFCI protected and checks out ok.
c.l1.02 • Stationary scaffold(s) meets requirements except as noted below.

Safety Alerts

v.e2.04 • EMPLOYEE(S) IS NOT USING REQUIRED EYE AND/OR FACE PROTECTION WHEN OPERATING A CHOP SAW.
v.i4.03 • LIVE POWDER-ACTUATED TOOL SHOTS/LOADS ARE NOT STORED PROPERLY.
v.k1.23 • ELECTRICAL EXTENSION CORD(S) IN USE HAS EXTERNAL INSULATION DAMAGE AND/OR THE EXTERNAL INSULATION IS SEPARATED FROM THE PLUG END(S).
v.l1.07 • STATIONARY SCAFFOLD(S) DOES NOT HAVE PROPER CROSS AND/OR HORIZONTAL BRACING IN CERTAIN AREAS.

Additional Comments
• SCAFFOLD IS NOT TAGGED AS TO CONDITION OF SAFETY STATUS.

1408 Structural Services Inc

c.c1.01 • Exterior housekeeping is good.
c.e1.01 • All observed employees are wearing hard hats.
c.e2.01 • Employee(s) is using proper eye and/or face protection when required.
c.e4.01 • All observed employees are wearing adequate footwear.
c.e6.03 • Employee(s) is wearing proper job site clothing.
c.f1.03 • Safety can(s) is being used and checks out ok.
c.i1.01 • Miscellaneous electrical hand tools check out ok.
c.i1.05 • Chop saw(s) checks out ok and is being used properly.
c.j2.01 • Arc welding, cutting cables and/or connectors check out ok.
c.j2.04 • Arc welding and/or cutting operations have a valid fire extinguisher nearby.
c.k1.01 • Temporary electrical is GFCI protected and checks out ok.
c.k1.05 • Miscellaneous electrical extension cords check out ok.
c.m1.01 • Exposed edge(s) of elevated work level(s) 6' high or more is properly protected.
c.m1.05 • Employee(s) working at or near unprotected elevated work level(s) 6' high or more is using personal fall arrest protection properly.
c.n1.01 • Crane(s) in use check out ok.
c.o1.01 • Back-up alarms are working properly on equipment requiring them.
c.o1.03 • Seat belts are provided and being worn on equipment requiring them.
c.o1.05 • All hydraulic apparatus on equipment not in use is either secured, or placed in the lowered position.
c.x2.01 • Step ladder(s) checks out ok and is being used properly.

3468 B&H Mechanical Inc

c.a0.04 • Associated subsequent tier subcontractor(s) on site at the time of this survey is included in the following observed items.
c.c1.03 • Interior housekeeping is good.
c.c1.05 • Exterior housekeeping is fair.
c.d1.01 • An adequate supply of drinking water and disposable cups is provided.
c.e4.01 • All observed employees are wearing adequate footwear.
c.e6.03 • Employee(s) is wearing proper job site clothing.
c.i1.01 • Miscellaneous electrical hand tools check out ok.
c.i1.05 • Chop saw(s) checks out ok and is being used properly.
c.j2.04 • Arc welding and/or cutting operations have a valid fire extinguisher nearby.
c.l3.02 • Scissor lift(s) in use checks out ok and are being used properly except as noted below.
c.x1.02 • Stairway(s) having four or more risers or rising more than 30" have required handrail/stairrail.
c.x2.02 • Step ladder(s) checks out ok and is being used properly except as noted below.
c.x2.04 • Step ladder(s) not in use checks out ok except as noted below.

Safety Alerts

v.e1.01 • NOT ALL EMPLOYEES ARE WEARING HARD HATS.
v.e2.01 • EMPLOYEE(S) IS NOT USING PROPER EYE AND/OR FACE PROTECTION WHEN REQUIRED.
v.j1.01 • OXYGEN AND/OR ACETYLENE CYLINDER(S), IN USE, IS NOT SECURED UPRIGHT.
v.k1.19 • TEMPORARY ELECTRICAL IS NOT GFCI PROTECTED.
v.k1.23 • ELECTRICAL EXTENSION CORD(S) IN USE HAS EXTERNAL INSULATION DAMAGE AND/OR THE EXTERNAL INSULATION IS SEPARATED FROM THE PLUG END(S).
v.x2.02 • EMPLOYEE(S) IS USING STEP LADDER(S) IMPROPERLY BY LEANING IT CLOSED AGAINST THE STRUCTURE OR OTHER OBJECT.
v.x2.05 • STEP LADDER(S) NOT IN USE NEEDS TO BE REPLACED AND/OR REPAIRED AND IS NOT TAGGED "OUT OF SERVICE."

Additional Comments

• OXYGEN/ACETYLENE CYLINDERS IN USE DO NOT HAVE A VALVE WRENCH NEARBY.
• STEPLADDER IN USE IS ILLEGALLY REPAIRED - DOES NOT MEET MANUFACTURER'S SPECIFICATIONS.
• WORKER IS STANDING ON THE TOP RAIL OF A SCISSORLIFT WITHOUT UTILIZING PERSONAL FALL ARREST SYSTEM

3634 Jaynes Structures, Inc. General Construction

c.c1.01 • Exterior housekeeping is good.
c.e1.01 • All observed employees are wearing hard hats.
c.e2.01 • Employee(s) is using proper eye and/or face protection when required.
c.e4.01 • All observed employees are wearing adequate footwear.
c.e6.03 • Employee(s) is wearing proper job site clothing.

Points:	Start with:	40
	Add for Requested	0
	Deduct for Corrections:	20
	Net Points for this Survey:	20

Signed

Date: 4/4/2002

IMPORTANT !!!

Listed supervisor must sign and return their copy of this survey within five (5) working days to the Safety Director, giving the date(s) that safety alerts were corrected.

Supervisor Date:

JAYNES CORPORATION FIELD SUPERVISOR JOB SITE SAFETY SURVEYS

GENERAL

1. Accident prevention is a primary responsibility of all levels of supervision and management. Each field supervisor should maximize the usage of safety-related communication training, motivation and monitoring techniques.
2. The field supervisor is responsible for ensuring that all safety-monitoring activities are conducted on a regular basis.
3. The field supervisor will promptly investigate all safety-related violations and/or recommendations and corrective action taken as needed.
4. The field supervisor will receive copies of all safety monitoring activities and verify that corrective action has taken place as needed.

SAFETY SURVEY REPORT

1. The field supervisor will conduct a safety survey of work activities on a daily basis and document findings on a "Field Supervisor Safety Survey Checklist" (See Exhibit 16.2-A).
2. As a minimum, specific categories will be checked daily to ensure compliance with OSHA Standards, Jaynes Corporation Environmental, Health & Safety Plan and Project Specific Safety Guidelines.
3. At the end of the workweek the field supervisor shall sign and date the completed checklist.
4. Completed checklists shall be forwarded weekly to the Safety Department for review and filing.

FIELD SUPERVISOR JOB SITE SAFETY SURVEY CHECKLIST

Project Name: _____ Job #: _____

Field Supervisor Name: _____ Week Beginning: _____

Mon/Tues/Wed/Thurs/Fri	**YES** = NO HAZARDS NOTED	**NO** = HAZARDS NOTED	**NA** = NOT APPLICABLE

					A.	**Personnel Protective Equipment (PPE)**
____	____	____	____	____	1.	Hard Hats
____	____	____	____	____	2.	Safety Eye Protection
____	____	____	____	____	3.	Proper Construction Footwear
____	____	____	____	____	4.	Proper Construction Clothing
____	____	____	____	____	5.	Hearing Protection, when required
____	____	____	____	____	6.	Personal Fall Arrest Equipment, when required
____	____	____	____	____	7.	Respiratory Protection, when required
					B.	**Equipment**
____	____	____	____	____	1.	Backup Alarms, when required
____	____	____	____	____	2.	Seat Belts Worn
____	____	____	____	____	3.	Proper Fuel Containers (i.e., safety can, spark arrestor, labeled)
____	____	____	____	____	4.	Welding Leads & Welders
____	____	____	____	____	5.	Torch Assembly Hoses & Gauges
____	____	____	____	____	6.	Pneumatic Hoses & Connections
					C.	**Tools**
____	____	____	____	____	1.	Safety Guards in properly & working properly
____	____	____	____	____	2.	Tool Condition (i.e., cords, ground prong, housing)
____	____	____	____	____	3.	Powder Actuated Tools (i.e., user certification, PPE)
____	____	____	____	____	4.	Power Actuated Shots/Loads (i.e., storage, disposal)
____	____	____	____	____	5.	Tools w/ Handles (i.e., adequately secured, undamaged)
					D.	**Compressed Gas Cylinders**
____	____	____	____	____	1.	Propane (LP) Cylinders (i.e., stable foundation, storage)
____	____	____	____	____	2.	Oxygen Cylinders (i.e., secured upright, caps, storage)
____	____	____	____	____	3.	Acetylene Cylinders (i.e., secured upright, caps, storage)
					E.	**Electrical**
____	____	____	____	____	1.	Temporary Electrical (i.e., GFCI protected, protective covers)
____	____	____	____	____	2.	Generators (i.e., GFCI protected, grounded)
____	____	____	____	____	3.	Permanent Electrical (i.e., GFCI protected, protective covers)
____	____	____	____	____	4.	Electrical Panels (i.e., protective covers, dead fronts, secured)
____	____	____	____	____	5.	Temporary Lighting (i.e., bulb guards, broken/missing bulbs)
____	____	____	____	____	6.	Electrical Cords (i.e., proper type, undamaged)
____	____	____	____	____	7.	Electrical Cord Protection (i.e., doorways, roadways)

Mon/Tues/Wed/Thurs/Fri					**YES** = NO HAZARDS NOTED **NO** = HAZARDS NOTED **NA** = NOT APPLICABLE
					F. Fall Protection
____	____	____	____	____	1. Guardrail Systems (i.e., adequate, toprail/midrail/toe boards)
____	____	____	____	____	2. Roof Openings (i.e., guardrails, covers secured & labeled)
____	____	____	____	____	3. Floor Openings (i.e., guardrails, covers secured & labeled)
____	____	____	____	____	4. Exposed Edges (i.e., guardrails, barricades, warning lines)
					G. Excavations
____	____	____	____	____	1. Competent Person on site
____	____	____	____	____	2. Underground line location requested & identified
____	____	____	____	____	2. Required slope / protective system for depths greater than 5 feet
____	____	____	____	____	3. Proper access / egress for depths greater than 4 feet
____	____	____	____	____	4. Spoils placed a minimum of 2 feet from side of excavation
____	____	____	____	____	5. Flagging or barricades around open / unattended excavations
					H. Scaffolding
____	____	____	____	____	1. Foundations (i.e., level, stable, base plates, mud sills)
____	____	____	____	____	2. Erected Properly (i.e., plumb, level, stable, per manufacturer)
____	____	____	____	____	3. Scaffold Components (i.e., adequate, proper, undamaged)
____	____	____	____	____	4. Scaffold Platform (i.e., fully planked, secured, undamaged)
____	____	____	____	____	5. Proper Access (i.e., ladders, no climbing bracing/frames)
____	____	____	____	____	6. Scaffolding secured to structure at proper intervals
					I. Ladders
____	____	____	____	____	1. Step Ladders (i.e., duty rating, proper use, condition)
____	____	____	____	____	2. Extension Ladders (i.e., duty rating, proper use, condition)
____	____	____	____	____	3. Job Built Ladders (i.e., built proper, proper use, condition)
					J. Fire Protection
____	____	____	____	____	1. Fire Extinguishers (i.e., every 3,000 sf, visible, valid)
____	____	____	____	____	2. Flammable Materials (i.e., labeled, storage)
					K. Job Site Security
____	____	____	____	____	1. Fencing as required
____	____	____	____	____	2. Lighting as required
					L. General & Miscellaneous
____	____	____	____	____	1. Housekeeping (i.e., construction trash & materials, lunch trash)
____	____	____	____	____	2. Trailers (i.e., clean, professional, proper access, secured)
____	____	____	____	____	3. Material Safety Data Sheets (MSDS) (i.e., available, current)
____	____	____	____	____	4. Required Informational Postings (i.e., federal & state posters)
____	____	____	____	____	5. No Personal Audio Equipment Allowed

Signature: _____ Title: _____ Date: _____

JAYNES CORPORATION SAFETY ADVISOR JOB SITE SAFETY WALK-THROUGH

A. Procedures

1. Safety Advisors are required to conduct a daily job site safety walk-through looking for possible health and safety hazards and provide documentation of such a walk-through. (See Exhibit 16.3-A "Safety Advisor Job Site Safety Walk-Through Checklist")

2. Safety Advisors are required to complete a weekly occurrence report documenting any actions taken as a safety advisor to provide feedback to safety department and management about the program. (See Exhibit 16.3-B "Safety Advisor Weekly Occurrence Report")

3. Safety Advisors are required to forward the completed documentation listed above to the Safety Department on a weekly basis, for review and filing.

SPIRIT OF SAFETY LIFEGUARD JOB SITE SAFETY WALK-THROUGH CHECKLIST

Project Name: _____ Job #: _____

Safety Lifeguard Name: _____Week Beginning: _____

Mon/Tues/Wed/Thurs/Fri **YES** = NO HAZARDS NOTED **NO** = HAZARD NOTED **NA =** NOT APPLICABLE

	A.	**Personnel Protective Equipment (PPE)**
____ ____ ____ ____ ____	1.	Hard Hats
____ ____ ____ ____ ____	2.	Safety Eye Protection
____ ____ ____ ____ ____	3.	Proper Construction Footwear
____ ____ ____ ____ ____	4.	Proper Construction Clothing
____ ____ ____ ____ ____	5.	Hearing Protection, when required
____ ____ ____ ____ ____	6.	Personal Fall Arrest Equipment, when required
____ ____ ____ ____ ____	7.	Respiratory Protection, when required
	B.	**Equipment**
____ ____ ____ ____ ____	1.	Backup Alarms, when required
____ ____ ____ ____ ____	2.	Seat Belts Worn
____ ____ ____ ____ ____	3.	Proper Fuel Containers (i.e., safety can, spark arrestor, labeled)
____ ____ ____ ____ ____	4.	Welding Leads & Welders
____ ____ ____ ____ ____	5.	Torch Assembly Hoses & Gauges
____ ____ ____ ____ ____	6.	Pneumatic Hoses & Connections
	C.	**Tools**
____ ____ ____ ____ ____	1.	Safety Guards in properly & working properly
____ ____ ____ ____ ____	2.	Tool Condition (i.e., cords, ground prong, housing)
____ ____ ____ ____ ____	3.	Powder Actuated Tools (i.e., user certification, PPE)
____ ____ ____ ____ ____	4.	Power Actuated Shots/Loads (i.e., storage, disposal)
____ ____ ____ ____ ____	5.	Tools w/ Handles (i.e., adequately secured, undamaged)
	D.	**Compressed Gas Cylinders**
____ ____ ____ ____ ____	1.	Propane (LP) Cylinders (i.e., stable foundation, storage)
____ ____ ____ ____ ____	2.	Oxygen Cylinders (i.e., secured upright, caps, storage)
____ ____ ____ ____ ____	3.	Acetylene Cylinders (i.e., secured upright, caps, storage)
	E.	**Electrical**
____ ____ ____ ____ ____	1.	Temporary Electrical (i.e., GFCI protected, protective covers)
____ ____ ____ ____ ____	2.	Generators (i.e., GFCI protected, grounded)
____ ____ ____ ____ ____	3.	Permanent Electrical (i.e., GFCI protected, protective covers)
____ ____ ____ ____ ____	4.	Electrical Panels (i.e., protective covers, dead fronts, secured)
____ ____ ____ ____ ____	5.	Temporary Lighting (i.e., bulb guards, broken/missing bulbs)
____ ____ ____ ____ ____	6.	Electrical Cords (i.e., proper type, undamaged)
____ ____ ____ ____ ____	7.	Electrical Cord Protection (i.e., doorways, roadways)

Mon/Tues/Wed/Thurs/Fri **YES** = NO HAZARDS NOTED **NO** = HAZARD NOTED **NA =** NOT APPLICABLE

F. Fall Protection

____ ____ ____ ____ ____ 1. Guardrail Systems (i.e., adequate, toprail/midrail/toe boards)
____ ____ ____ ____ ____ 2. Roof Openings (i.e., guardrails, covers secured & labeled)
____ ____ ____ ____ ____ 3. Floor Openings (i.e., guardrails, covers secured & labeled)
____ ____ ____ ____ ____ 4. Exposed Edges (i.e., guardrails, barricades, warning lines)

G. Excavations

____ ____ ____ ____ ____ 1. Competent Person on site
____ ____ ____ ____ ____ 2. Underground line location requested & identified
____ ____ ____ ____ ____ 2. Required slope / protective system for depths greater than 5 feet
____ ____ ____ ____ ____ 3. Proper access / egress for depths greater than 4 feet
____ ____ ____ ____ ____ 4. Spoils placed a minimum of 2 feet from side of excavation
____ ____ ____ ____ ____ 5. Flagging or barricades around open / unattended excavations

H. Scaffolding

____ ____ ____ ____ ____ 1. Foundations (i.e., level, stable, base plates, mud sills)
____ ____ ____ ____ ____ 2. Erected Properly (i.e., plumb, level, stable, per manufacturer)
____ ____ ____ ____ ____ 3. Scaffold Components (i.e., adequate, proper, undamaged)
____ ____ ____ ____ ____ 4. Scaffold Platform (i.e., fully planked, secured, undamaged)
____ ____ ____ ____ ____ 5. Proper Access (i.e., ladders, no climbing bracing/frames)
____ ____ ____ ____ ____ 6. Scaffolding secured to structure at proper intervals

I. Ladders

____ ____ ____ ____ ____ 1. Step Ladders (i.e., duty rating, proper use, condition)
____ ____ ____ ____ ____ 2. Extension Ladders (i.e., duty rating, proper use, condition)
____ ____ ____ ____ ____ 3. Job Built Ladders (i.e., built proper, proper use, condition)

J. Fire Protection

____ ____ ____ ____ ____ 1. Fire Extinguishers (i.e., every 3,000 s.f., visible, valid)
____ ____ ____ ____ ____ 2. Flammable Materials (i.e., labeled, storage)

K. Job Site Security

____ ____ ____ ____ ____ 1. Fencing as required
____ ____ ____ ____ ____ 2. Lighting as required

L. General & Miscellaneous

____ ____ ____ ____ ____ 1. Housekeeping (i.e., construction trash & materials, lunch trash)
____ ____ ____ ____ ____ 2. Trailers (i.e., clean, professional, proper access, secured)
____ ____ ____ ____ ____ 3. Material Safety Data Sheets (MSDS) (i.e., available, current)
____ ____ ____ ____ ____ 4. Required Informational Postings (i.e., federal & state posters)
____ ____ ____ ____ ____ 5. No Personal Audio Equipment Allowed

Signature: _____ Title: Safety Lifeguard Date: _____

SPIRIT OF SAFETY LIFEGUARD WEEKLY OCCURRENCE REPORT

Job Name: _____ Job #: _____

Unsafe Acts or Conditions pertained to the following OSHA Regulations Subparts:

A. General
B. General Interpretations
C. General Safety & Health Provisions
D. Occupational Health & Environmental Controls
E. Personal Protective & Life Saving Equipment
F. Fire Protection & Prevention
G. Signs, Signals & Barricades
H. Materials Handling, Storage, Use & Disposal
I. Tools – Hand & Power
J. Welding & Cutting
K. Electrical
L. Scaffolds
M. Fall Protection
N. Cranes, Derricks, Hoists, Elevators & Conveyors
O. Motor Vehicles, Mechanized Equipment.
P. Excavations
Q. Concrete & Masonry Construction
R. Steel Erection
S. Underground Construction & Compressed Air
T. Demolition
U. Blasting & Use of Explosives
V. Power Transmission & Distribution
W. Rollover Protective Structures; Overhead Protect
X. Stairways & Ladders
Y. Diving
Z. Toxic & Hazardous Substances

Company Name	Date Observed	OSHA Subpart	Date Corrected

Completed By: Print Name: _____ Date: _____

Signature: _____

WORKERS' COMPENSATION INSURANCE COMPANY SAFETY SURVEYS

Depending on the area of operation the appropriate workers' compensation insurance company or a designated representative surveys Jaynes Corporation job sites, as well as office, shop and yard facilities for environmental, health and safety issues on a regular routine basis.

A. New Mexico

Currently in New Mexico miscellaneous construction job sites are surveyed on a monthly basis and documented by a written report. These reports are reviewed by the Safety Department and circulated to appropriate senior management personnel, as well as to the project manager and job site field supervisor. A signed copy of the report is returned with dates that hazards were corrected. An annual audit is conducted with the following documentation being surveyed:

1. Visual surveys of the signature form each employee signs stating they have read and understand the company safety instructions and information.
2. Visual surveys of the signature form each employee signs stating that they have not been injured for each day of the week.
3. Visual surveys of the signature form each employee signs authorizing drug and alcohol screening.
4. Visual surveys of the records of Jaynes Corporation job site safety surveys.
5. Visual surveys of the "Conditional Job Offer & Medical Review" that each employee must complete and sign after they have been offered conditional employment.
6. Visual surveys of the records of job site and/or company conducted safety meetings.

B. Nevada

Currently in Nevada miscellaneous construction job sites are surveyed on a quarterly basis and documented by a written report. These reports are reviewed by the Safety Department and circulated to appropriate senior management personnel, as well as to the project manager and job site field supervisor.

INDEPENDENT SAFETY SERVICES / CONSULTANT SURVEYS

Depending on the area of operation Jaynes Corporation may use independent safety services or consultants to conduct job site safety surveys. Whenever this occurs Jaynes Corporation requests that the independent safety service or consultant conducts and documents the safety survey using the "Jaynes Corporation Safety Department Job Site Safety Survey Program" (See Section 16.1 & Exhibits)

A. Nevada

Currently in Nevada Jaynes Corporation uses the Safety Services of the Associated General Contractors (AGC) Las Vegas Chapter to conduct monthly job site safety surveys for all projects in progress. The reports are reviewed by the Safety Department and circulated to appropriate senior management personnel, as well as to the project manager and job site field supervisor.

NOTIFICATION OF HAZARDOUS CONDITIONS

I. GENERAL

This section outlines the procedures to be followed for the protection of Jaynes Corporation personnel if exposed to hazardous acts or conditions created by another contractor, outside of our contractual control, on multi-employer work sites. It will also establish an affirmative defense if Jaynes Corporation receives a State or Federal OSHA citation.

II. IMPLEMENTATION

During construction operations where Jaynes Corporation is not the controlling contractor and where hazardous acts or conditions created by another contractor expose Jaynes Corporation employees to potential dangers, the Jaynes Corporation job site supervisor must take the following action:

- Immediately instruct Jaynes Corporation employees on how to avoid or minimize the potential dangers associated with the hazardous acts or conditions.
- Alternative means to project Jaynes Corporation employees from the acts or hazards will be taken.
- Contact and make a reasonable effort to persuade the controlling employer/contractor to correct the situation(s).
- Jaynes Corporation field supervision must ensure the Jaynes Corporation employees did not create the hazard and that Jaynes Corporation does not have the contractual authority or responsibility to correct the hazard(s).

III. DOCUMENTATION

In order for this procedure to be valid and support the company affirmative defense, the procedural steps outlined in the above “Implementation” section must be documented. Jaynes Corporation field supervision must properly complete the “Notification of Hazardous Condition / Employee Awareness” report. (See Exhibit 16.6-A)

All affected/exposed Jaynes Corporation employees must print their name and sign the reverse side of the “Notification of Hazardous Condition / Employee Awareness” report. The employee signatures will signify that they were given safety instructions and will comply with those instructions until otherwise notified.

Employees who fail to comply will be subject to the disciplinary actions as outlined in Section 8.1 “Jaynes Corporation Safety Violation & Citation Program”.

It will be left up to the discretion of the Jaynes Corporation Project Manager and Safety Department as to whether the "Notification of Hazardous Condition / Employee Awareness" report is shown or copied to the controlling employer/contractor of the hazardous act or condition for which the report was completed.

NOTIFICATION OF HAZARDOUS CONDITION / EMPLOYEE AWARENESS FORM

Project Name: _____ Job #: _____

Project Location: _____ Date: _____

Hazardous Condition: _____
_____
_____

Location(s) of Hazardous Condition: _____
_____
_____

Did Jaynes Corporation (Jaynes) create the hazardous condition? _____ YES _____ NO

If not, who did create the hazardous condition? _____
_____

Is Jaynes contractually responsible to correct the hazardous condition? _____YES _____NO

Hazardous condition brought to the attention of: _____
_____

Has this hazardous condition(s) been brought to the attention of the responsible controlling contractor before? _____ YES _____ NO

Write below what instructions have been given to Jaynes Corporation employees on how to avoid or minimize the potential dangers associated with the hazardous condition(s) described above: _____
_____
_____
_____
_____
_____
_____
_____

Supervisor Print Name: _____Signature: _____

Those Jaynes Corporation employees given specific safety instructions and awareness training on how to avoid or minimize potential dangers associated with the hazardous condition(s) described above must sign the reverse side of this form. Employee's failure to comply with these safety instructions will be subject to disciplinary actions as outlined in Section 8.1 "Jaynes Corporation Safety Violation & Citation Program".

CORRECTIVE ACTION PLAN

THIS SECTION IS RESERVED FOR FUTURE USE

OSHA CONSULTATION DIVISION

Consultation Service

Using a free consultation service largely funded by the U.S. Occupational Safety and Health Administration (OSHA), Jaynes Corporation can find out about potential hazards at our work sites, improve our occupational safety and health management systems and even qualify for a one-year exemption from routine OSHA inspections.

State governments using well-trained professional staff deliver the service. Most consultations take place on-site, though limited services away from the work site are available.

Primarily targeted for smaller businesses, this safety and health consultation program is completely separate from the OSHA inspection effort. In addition, no citations are issued or penalties proposed.

The consultation service is confidential. Jaynes Corporation's name and the names of participants and any information we provide about our workplace, plus any unsafe or unhealthful working conditions that the consultant uncovers, will not be reported routinely to the OSHA inspection staff.

Jaynes Corporation's only obligation will be to commit ourselves to correcting serious job safety and health hazards, a commitment which we are expected to make prior to the actual visit and carry out in a timely manner.

How To Get Started

Because consultation is a voluntary activity, Jaynes Corporation must request it. Contacting the Jaynes Corporation Safety Department sets the consulting service in motion. The Safety Department shall be the ones to contact the appropriate consultant service and make the request. The consultant will discuss our specific needs with us and set up a visit date based on the priority assigned to our request, our work schedule and the time needed for the consultant to adequately prepare to serve us. OSHA encourages a complete review of our safety and health situation; however, if we wish we may limit the visit to one or more specific concerns.

Opening Conference

When the consultant arrives at our work site for the scheduled visit, they will first meet with us in an opening conference to briefly review the consultant's role and the obligation Jaynes Corporation incurs as an employer.

Walk Through

Together, the consultant and we will examine conditions in our workplace. OSHA strongly encourages maximum employee participation in the walk-through. Better informed and more alert employees can more easily work with us to identify and correct potential injury and illness hazards in our workplace. Talking with employees during the walk-through helps the consultant identify and judge the nature and extent of the specific hazards.

The consultant will study our entire workplace or the specific operations we designate and discuss the applicable OSHA standards. Consultants also will point out other safety or health risks that might not be cited under OSHA standards, but nevertheless may pose safety or health risks to your employees. They may suggest and even provide other measures such as self-inspection and safety and health training Jaynes Corporation and our employees can use to prevent future hazardous situations.

A comprehensive consultation also includes (1) appraisal of all mechanical and environmental hazards and physical work practices, (2) appraisal of the present job safety and health program or establishment of one, (3) a conference with management on findings, (4) a written report of recommendations and agreements, and (5) training and assistance with implementing recommendations.

Closing Conference

The consultant will then review detailed findings with us in a closing conference. We will learn not only what we need to improve, but also what we are doing right. At that time we can discuss problems, possible solutions and abatement periods to eliminate or control any serious hazards identified during the walk-through.

In rare instance, the consultant may find an “imminent danger” situation during the walk-through. If so, we must take immediate action to protect all workers. In certain other situations that would be judged a “serious violation” under OSHA criteria, we and the consultant are required to develop and agree to a reasonable plan and schedule to eliminate or control that hazard. The consultants will offer general approaches and options to us. They may also suggest other sources for technical help.

Abatement and Follow Through

Following the closing conference, the consultant will send us a detailed written report explaining the findings and confirming any abatement periods agreed upon. Consultants may also contact us from time to time to check our progress. We, of course, may always contact them for assistance.

Ultimately, OSHA requires hazard abatement so that each consultation visit achieves its objective, effective worker protection. If we fail to eliminate or control identified serious hazards (or an imminent danger) according to the plan and within the limits agreed upon or

an agreed-upon extension, the situation must be referred from consultation to the OSHA Compliance Division for appropriate action. This rarely occurs.

Benefits

Knowledge of our workplace hazards and ways to eliminate them can only improve our own operations and the management of Jaynes Corporation. We will get professional advice and assistance on the correction of workplace hazards and benefit from on-site training and assistance provided by the consultant to Jaynes Corporation and our workers. The consultant can help us establish or strengthen our employee safety and health program, making safety and health activities routine considerations rather than crisis-oriented responses. In many states, employers may participate in the OSHA Consultation **SHARP (Safety and Health Achievement Recognition Program).** This program provides incentives and support to smaller, high-hazard employers to develop, implement and continuously improve effective safety and health programs at their work sites. The program recognizes employers who have demonstrated exemplary achievements in workplace safety and health by receiving a comprehensive safety and health consultation visit, correcting all workplace safety and health hazards, adopting and implementing effective safety and health management systems and agreeing to request further consultative visits if major changes in working conditions or processes occur that may introduce new hazards. Employers meeting these specific program requirements may be exempt from general scheduled OSHA inspections for one year.

The On-Site Consultants Will:

- Help us recognize hazards in our workplace.
- Suggest general approaches or options for solving a safety or health problem.
- Identify kinds of help available if we need further assistance.
- Provide us a written report summarizing findings.
- Assist us to develop or maintain an effective safety and health program.
- Provide training and education for Jaynes Corporation and our employees.
- Recommend Jaynes Corporation for a one-year exclusion from OSHA programmed inspections, once program criteria are met.

The On-Site Consultants Will Not:

- Issue citations or propose penalties for violations of OSHA standards.
- Report possible violations to OSHA Compliance Division staff.
- Guarantee that our workplace will “pass” an OSHA inspection.

OSHA COMPLIANCE DIVISION INSPECTION PROCEDURES

OSHA may conduct a compliance inspection at any of our projects for the following reasons, because an employee or other individual has filed a complaint, because the project was chosen by random selection, because that project had an accident that resulted in a fatality or multiple hospitalization or because an OSHA compliance officer has witnessed an imminent danger on the project. Some of the things to remember in case of an OSHA inspection are:

- If OSHA compliance officers present themselves at the project, contact the Safety Department immediately.
- Do not allow inspection to proceed without authorization or presence of one of the following individuals: safety director or safety officer, chairman and CEO, president and COO, vice president or area manager.
- The compliance officer must show their credentials to the person in charge of the project.
- Inspection may only take place during regular work hours or at some other reasonable time.
- Prior to the actual inspection the compliance officer should hold an opening conference with supervisory personnel from all companies involved.
- Authorized employee representatives, as well as employer representative, must accompany the compliance officer on the inspection.
- At the end of the inspection the compliance officer should hold a closing conference in which they will discuss the findings of the inspection. No citations will be issued until the compliance officer has conferred with the area director.
- Cooperate with the compliance officer in the inspection at all times. Avoid making voluntary statements as they can be misinterpreted.
- Refer to and follow Section 17.2.1 “OSHA Inspection Guidelines For Supervisors”.
- If there are questions concerning any portion of the procedures or the inspection itself, contact the Safety Department.

OSHA INSPECTION GUIDELINES FOR SUPERVISORS

These guidelines are to prepare you for an OSHA inspection. There may be variations to handle different situations, but in the event an OSHA compliance officer comes to your project, be prepared.

1. Verify OSHA Officer's Credentials

Ask for identification from any OSHA officer that comes onto the job site. An OSHA officer is required to show a picture ID card from the U.S. Department of Labor. If, for any reason, an OSHA officer's ID seems suspect, you should verify it with the OSHA officer's field office. If the OSHA officer objects, there's a good chance they are not legitimate, people have falsely identified themselves as OSHA officers to help plan job site theft.

2. Determine Type Of Inspection

There are 4 types of inspections, Complaint, Referral, General Scheduled or Fatality. Find out which of the 4 types of inspection it is. This information is critical because Jaynes Corporation may want specific individuals present at certain inspections.

3. Ask OSHA Officer If They Have A Warrant

An OSHA officer doesn't have the right to inspect the project unless they have a warrant authorizing the inspection. Technically we don't have to allow an inspection without a warrant. Contact the safety department to notify that OSHA is requesting an inspection and you will be advised whether or not to proceed with the inspection. If the OSHA officer has a warrant, read it carefully and keep it with you throughout the inspection. The warrant will state the time limits and ground rules for the inspection.

4. Notify The Safety Department Of The Inspection

After getting basic information, notify the safety department that an OSHA officer is at the site and the reason for the inspection. If the safety department wants to be present, ask the OSHA officer to wait or return when the safety representative is there. If the proposed wait is short and the OSHA officer has no warrant, they will likely wait. A safety department representative must be present if the inspection follows a fatality or catastrophe. Ask the OSHA officer not to take any further steps while you contact the safety department, if the OSHA officer agrees, they should be invited to a neutral place, such as the job site office. If the OSHA officer refuses, you should accompany them and have someone else call the safety department.

5. Accompany The OSHA Officer, But Don't Volunteer Information

It's important that you accompany the OSHA officer at all times. You should be present to answer the OSHA officer's questions and to point out which workers and portions of the project aren't under your control. Do not volunteer any information

that is not specifically asked for. You should treat the OSHA officer professionally and courteously, but don't be too friendly.

6. Hold Opening Conference Before The Inspection

Make sure that an opening conference is held before the inspection begins, we are entitled to one. At the conference you and the OSHA officer should go over the ground rules for the inspection. The OSHA officer is supposed to ask basic questions to determine whether you have implemented a plan to coordinate job site safety efforts and to determine whether the project qualifies for a focused inspection. If during the conference you learn that the inspection is based on a complaint, ask if the complaint is from a current employee. If an ex-employee made the complaint, it may not be legitimate. Ask for the specifics of the complaint, if the complaint involves a specific area of the site, use the most direct route to take the OSHA officer to that area. This not only saves time but also prevents an OSHA officer from wandering around the job site. You shouldn't have any problems with the OSHA officer's questions, you can take as many breaks as needed during the conference to get information. If you are unable to answer basic project safety questions, Jaynes Corporation could end up with a violation for not having a competent person on site.

7. Give OSHA Officer Records If Requested At Opening Conference

At the opening conference, the OSHA officer will probably identify records they want to see, provide only those records that are requested. Do not allow the OSHA officer to go through your files themselves. Never give the OSHA officer a copy of an accident report. If the OSHA officer asks for one, advise them they need to contact the safety department and explain that Jaynes Corporation requires accident reports to be handled by the safety department alone, especially if a fatality or catastrophe has occurred.

8. Take Notes, Photos & Measurements Throughout The Inspection

Make sure you have an accurate record of what the OSHA officer saw. Take notes of everything that happens during the inspection. Don't be shy about asking the OSHA officer questions and be sure to record the answers. Take your own duplicate measurements, photographs and video that the OSHA officer takes, if needed get someone to help. Your notes, photos and measurements can help Jaynes Corporation fight a subsequent OSHA violation. At a hearing you may contradict the OSHA officer's testimony, your testimony will be more credible if you have your own photos, notes and measurements to back up your version. Be sure to take photos of the OSHA officer while they are taking any measurements.

9. Postpone Employee Interviews That Interfere With Work

The OSHA officer has the right to question employees in private about safety and health conditions. If these interviews interfere with the employees' work, you should tell the OSHA officer to arrange the interview for another time. Use a safety meeting to inform employees about their rights during an OSHA inspection, that they may be asked questions by the OSHA officer, what they tell them is very important and it may have to be said again in a hearing or trial under oath.

10. Correct Unsafe Conditions Immediately

If the OSHA officer points out an unsafe condition, get it corrected before the OSHA officer leaves the site. Don't admit that a violation has occurred, refer to it as an "alleged violation". Make sure the OSHA officer knows and documents that the condition has been corrected. Take a photograph of the corrected condition. Correcting an unsafe condition promptly may keep the company from getting a violation or penalty.

11. Shut Down Machinery, If Requested

An OSHA officer may request that machinery be shut down if they believe it's hazardous to the employees. Don't admit that there was anything wrong with the machinery or it's operation, but shut down the machinery anyway. This will reiterate Jaynes Corporation's good-faith commitment to safety.

12. Refuse To Conduct Demonstrations For The OSHA Officer

The OSHA officer may ask you to start machinery at the site not currently in use. You are not required to do so. Say it's against company policy to demonstrate the operation of machinery.

13. Have A Closing Conference

The OSHA officer is supposed to conduct a closing conference. At this conference they will give you a summary of the inspection results and report any regulations or standards that were violated. They won't describe or discuss any proposed penalties. Don't try to negotiate any violations or penalties at this time, but make sure that the information the OSHA officer has is accurate.

14. Get Statements From Employees Involved In The Inspection

Have any employees involved in the inspection write a statement about it as soon as the inspection is over. You want employees to prepare a statement before they forget what they were doing during the inspection or interview with the OSHA officer. Forward the statements with all the information collected during the inspection to the safety department. It will be very helpful if an informal conference or hearing arises.

15. Complete Jaynes Corporation OSHA Inspection Report

Supervisor must properly complete the Jaynes Corporation OSHA Inspection Report (See Exhibit 17.2.1-A) and forward it to the Safety Department within 48 hours of the inspection.

JAYNES CORPORATION OSHA INSPECTION REPORT

Date Of Inspection: _____ Time Of Inspection: _____ am/pm
Job Name: _____ Job Number: _____
Job Address: _____
Street Address City State
Superintendent's Name: _____

OSHA Compliance Officer (CSHO) Information
Name(s): _____ CSHO #: _____
_____ _____
_____ _____
OSHA Office & Address: _____
_____
_____
OSHA Office Telephone: _____
Date Of First Appearance: _____ Time Of First Appearance: _____am/pm
First Person Contacted: _____

Was the OSHA compliance officer asked to wait for a representative of the safety department or other management personnel? Yes ___ No ___
Was an opening conference held? Yes ___ No ___
Reason for Inspection: General Scheduled ___ Referral ___ Complaint ___
Accident ___ Fatality ___ Other: _____
Was a "focused inspection" requested? Yes ___ No ___ Request granted? Yes ___ No ___
List name and company of all persons present at the opening conference:
Name: _____ Company: _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

List name and company of all persons involved in the inspection walk-around:
Name: _____ Company: _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

List names and company of all persons who were interviewed by OSHA compliance officer:
Name: _____ Company: _____
_____ _____
_____ _____
_____ _____

List alleged violations noted for possible citations (type and location) and witnesses:
1. _____
_____
_____
_____
Witnesses: _____ Company: _____
_____ _____
_____ _____

2. _____
_____
_____
_____
Witnesses: _____ Company: _____
_____ _____
_____ _____

3. _____
_____
_____
_____
Witnesses: _____ Company: _____
_____ _____
_____ _____

4. _____
_____
_____
_____
Witnesses: _____ Company: _____
_____ _____
_____ _____

5. _____
_____
_____
_____
Witnesses: _____ Company: _____
_____ _____
_____ _____

Did the CSHO take photos? Yes ___ No ___ Did you take photos? Yes ___ No ___
Did the CSHO take videos? Yes ___ No ___ Did you take videos? Yes ___ No ___
Did the CSHO take measurements? Yes ___ No ___
Did you take measurements? Yes ___ No ___ Explain: _____

_____
_____
_____
_____

Was a closing conference held? Yes ___ No ___
List name and company of all persons present at the closing conference:
Name: _____ Company: _____

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Results of the closing conference: _____

_____
_____
_____
_____
_____

Follow up comments on alleged violations:

1. _____
_____
2. _____
_____
3. _____
_____
4. _____
_____
5. _____
_____

Report completed by: _____
Job Title: _____
Date: _____

(Use additional sheets if necessary)

FEDERAL OSHA VOLUNTARY PROTECTION PROGRAMS (VPP)

I. SCOPE

Jaynes Corporation who strives to be the best can take it on step further. We can take the challenge and try for Voluntary Protection Program (VPP) status. The thought of inviting OSHA on site, on purpose, is almost ridiculous, yet with some time and effort it can be done, with the great satisfaction and even global recognition.

II. PURPOSE

This section will identify some of the challenges involved in the VPP process and inspection. It will explain what is expected and how to put together a health and safety program that can be used to achieve VPP status

III. WHAT IS OSHA VPP?

The OSHA VPP is an intense, never-ending and constantly evolving program that is not for the lighthearted. It is for contractors like Jaynes Corporation who believe that the current OSHA standards are the minimum and expect their programs to be bigger and better than the rest. **The minimum will not do!**

IV. SUPERVISION

A full-time safety manager is recommended, along with a staff of managers, superintendents and foremen who will follow safety policies and enforce them consistently. All union representatives and subcontractors must agree to buy into the program and combine efforts to achieve a common and equal goal. All should be held to the same standards and disciplinary actions if needed.

V. SAFETY PROGRAM

The site safety program should be established according to requirements in the VPP application and in the same order. When this is done, a program can be set up and each requirement within the application can be identified, evaluated and modified during start-up, application and inspection phases.

When setting up files and records, keep in mind that all training records, Injury/Illness rates, OSHA 300 logs and any other files, are maintained for not only Jaynes Corporation, but for all contractors, agencies or other entities working on our site.

VI. SAFETY COMMITTEE & COMPLIANCE

Jaynes Corporation must require that all supervisors, including a representative from each subcontractor and union, attend a scheduled committee meeting, which is a

safety meeting with some additional requirements. This meeting is designed to share safety and health concerns, conduct compliance reviews, address corrective actions, provide training and be a forum for members to learn from each other.

VII. PRE-APPLICATION PHASE

One year of construction must be accomplished prior to submitting an application. During this time, OSHA assistants' visits are recommended with the area office. This will begin a working relationship with OSHA and provide Jaynes Corporation with insight into the compliance officers who may be on the inspection team. Each area office and officer may have a different interpretation of a standard.

The site evaluation is based on the combined performance of Jaynes Corporation, all subcontractors, agencies and other entities working on the project. **Everyone affects everyone else.**

VIII. APPLICATION PHASE

The application should be written in the same order as the instruction guidelines and provide exactly the information as asked for. The application should be started at the beginning of the project and expanded as the job progresses. If you wait until the application submission time, you will be overwhelmed. Be prepared for the VPP director to call you and ask for an explanation to an answer and provide more details on other answers.

IX. INSPECTION PHASE

Once the application has been accepted, an inspection date will be set. Depending on the workload of the VPP director, the inspection may be sooner or much later than expected. By this time, the project should be well prepared for an inspection and everyone on site should be ready for a visit. Don't wait until thew last minute to get the site ready; you may not have the time. Preparing form the start will allow you to fine tune areas and expand on minimum requirements to make the site better than average. Always remember that a VPP site applicant should be better than everyone else, or everyone would be a VPP site.

For the next week, you can expect to be completely taken and tasked with the needs of the inspection team. The team leader will assign you to locate roughly 10 percent of all employees from each subcontractor for personal interviews. You will escort inspectors around the site and make on-the-spot corrections as they find discrepancies. This is not a bad thing. They want to evaluate how well you can identify and correct hazards as they arise. Don't expect an inspector not to find discrepancies during the audit. Inspectors will offer safer ways and means to operations and existing controls. If it's safer, it's recommended doing it their way.

While all of this is going on, the job is still be built. This is the real test. When all is said and done, if at the end of the week OSHA is still there, Jaynes Corporation did a heck of a job.

The team leader may hold a post-inspection debriefing with all committee members. At this time they may discuss what went on and how it went. They may also tell Jaynes Corporation what status the site will be recommended for.

X. CATEGORIES OF VPP

VPP consists of two major programs – Star and Merit – and a Demonstration Program designed to permit demonstration and/or testing of experimental approaches that differ from the two established programs. Within the Start and Merit programs, requirements for general industry and the construction industry vary.

A. Star Program

The Star program is based on the characteristics of the most comprehensive safety and health programs used in U.S. industry; it aims to recognize leaders in injury and illness prevention programs that have successfully reduced workplace hazards and to encourage others to work toward such success.

B. Merit Program

The Merit program is for employers (in an industry) that do not meet Star program qualifications, yet wish to pursue Star program participation. If OSHA determines that the employer has demonstrated the commitment and potential to achieve Star program requirements, Merit is used to set goals that, when achieved, will qualify the site for Star participation.

C. Demonstration Program

The Demonstration program allows firms to demonstrate effectiveness of alternative methods that if proven successful (usually at more than one site) could be substituted as alternative qualifications for the Star program (under certain situations); to explore use of VPP in industries other than construction and those classified as general (e.g., maritime, agriculture); and test methods of overcoming problems that have prevented certain employers and many construction contractors from participating in the program.

Those worksites that apply for Demonstration acceptance must have in place all elements of the Star program. How an applicant implements these elements may be the subject of demonstration, provided Star-quality protection is afforded all employees. The Assistant Secretary of Labor for OSH must be satisfied that the alternative approach shows reasonable promise

of being successful to serve as an alternative basis for inclusion in the Star program.

NEW MEXICO STATE OSHA/AGC CHASE PROGRAM

Introduction

CHASE is an acronym for Construction Health and Safety Excellence, a partnering program of AGC and OSHA. The program allows AGC members to self-audit their own safety programs for OSHA compliance, as long as they follow the rules prescribed by OSHA. The AGC Safety, Health and Environment Committee recommend contractors for participation.

Evolution of CHASE

AGC of America and Federal OSHA established a Partnership in 1998 mutually recognizing the importance of having safe construction work sites and pledging their commitments to utilize their resources cooperatively to achieve that end.

In late 2000, the parties went one step further and established the CHASE Partnership which introduced the element of self-evaluation and self-audit. Local AGC chapters were encouraged to work with State and Regional OSHA offices to set up similar CHASE Partnerships in their areas.

Also in late 2000, Sam A. Rogers, Bureau Chief for the Occupational Health and Safety Bureau, New Mexico Environment Department and the Safety, health and Environment Committee of the New Mexico Building Branch, AGC started a process in motion to establish a CHASE Partnership in New Mexico. The Partnership Charter between AGC and OSHA was signed on May 29, 2001.

Levels of Participation

The program sets standards for contractor safety programs at three different levels – "Red, White and Blue" and rewards participating contractors with special incentives from OSHA at the different levels. The highest level of participation, with the most incentives, is the "Blue" level.

The Red, White and Blue levels give all general contractors and specialty contractors an opportunity, no matter how large or small the contractor, to enter the program. The various levels give contractors the opportunity to improve their safety and health programs, be recognized for having an exemplary program and gain incentives for participating.

Participation Level Requirements

(See Exhibit 17.4-A AGC Contractor Application For CHASE Partnership)

Incentives for Participating Contractors

Red Level

1. Red level participants will not receive citations for other-than-serious violations, provided that the hazards are abated within a prescribed period of time.

White Level

1. White level participants will be given special recognition from OSHA and AGC designating the contractor as a participant in the CHASE program.
2. White level participants will not receive citations for other-than-serious violations, provided that the hazards are abated within a prescribed period of time.
3. White level participants will be given the maximum good faith penalty reductions currently available in the OSHA policy

Blue Level

1. Blue level participants will be given special recognition by OSHA and AGC designating the contractor as a participant in the CHASE program.
2. Blue level participants will not receive citations for other-than-serious violations, provided the violations are abated at the time of the inspection.
3. Blue level participants, if cited by OSHA, will receive maximum good faith and history penalty reductions currently available under existing OSHA policy.
4. Blue level participant job sites within the Area Office jurisdiction will not receive another programmed inspection within the next 12 months.
5. Blue level participants will receive unprogrammed inspections only in response to reports of imminent danger, fatalities/catastrophes and formal complaints. OSHA will use telephone or FAX to handle all other complaints other than those involving serious injuries. When an inspection of a non-formal complaint is deemed necessary, a copy of the complaint will be provided to the Safety Director or other designated representative at the time of inspection.
6. During an OSHA inspection, Blue level participant whose program has previously been verified by an OSHA inspection will not be included in the inspection unless the Compliance Officer documents that the participant is responsible for any employee exposures to several hazards such as falls, stuck by, caught in/between or electrocution hazards.

Benefits for OSHA

With commercial building industry taking a major step toward policing itself, OSHA can devote more time and resources to compliance measures for other industries which have not been as successful in recent years and thereby strive to “raise the bar” for safety in all parts of the construction industry.

Benefits for AGC

Ability to provide more assistance to members in their dealings with OSHA. A new member service which can help contractor members get on track with detailed and formalized safety programs which can help them reduce incidence rates as well as deal with owners who have more and more stringent safety requirements for work at their sites.

Length of CHASE Partnership

A contractor's partnership with OSHA under CHASE is one year, after which it is reevaluated and determined if the contractor moves up to the next level. Contractors can be removed from the program for failure to follow the agreed-to self-evaluation procedures. AGC and State OSHA evaluate the Partnership after three years.

NEW MEXICO AGC CONTRACTOR APPLICATION FOR CHASE PARTNERSHIP

Directions: Please answer questions below for your company which performs work in the area covered by the Occupational Health and Safety Bureau, New Mexico Environment Department (NM OSHA). Thank you.

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

COMPANY CONTACT: _____ TITLE: _____

CLASSIFICATION OF CONTRACTOR: _____ General Contractor; _____ Sub or Specialty Contractor – Type of Specialty(ies): _____ (*dry-wall, plastering, masonry, steel erection, mechanical, roofing electrical, sheet metal, etc.*)

TRADES EMPLOYED: _____

AVERAGE # OF EMPLOYEES: _____ AVERAGE # OF SUPERVISORS: _____

AVERAGE NUMBER OF ANNUAL WORK HOURS: _____

DOES YOUR COMPANY HAVE A SAFETY DEPARTMENT? _____ YES _____ NO

DO YOU BUDGET FOR SAFETY? _____ YES _____ NO

DATE OF LAST OSHA INSPECTION: _____ State or Federal? (Please circle one)

DATE OF ANY WILLFUL OSHA VIOLATION IN THE LAST THREE YEARS FROM THE NEW MEXICO OSHA OFFICE: _____ & FROM FEDERAL OSHA OFFICE: _____

DATE OF ANY WILLFUL OSHA VIOLATION IN THE LAST THREE YEARS FROM THE NEW MEXICO OSHA OFFICE: _____ & FROM FEDERAL OSHA OFFICE: _____

DATE OF ANY REPEAT SERIOUS VIOLATIONS IN THE LAST THREE YEARS FROM THE NEW MEXICO OSHA OFFICE; _____ & FROM THE FEDERAL OSHA OFFICE: _____

DATE OF ANY FATALITIES OR CATASTROHES WITHIN THE LAST THREE YEARS THAT RESULTED IN SERIOUS OR WILLFUL CITATIONS RELATED TO THE INCIDENT FROM THE STATE OFFICE: _____ FROM THE FEDERAL OFFICE: _____

WHAT IS YOUR STANDARD INJURY/ILLNESS INCIDENCE RATE FOR ALL WORK RELATED RECORDABLE INJURIES AND ILLNESSES FOR EACH OF THE PAST THREE YEARS:

1999: _____ 2000: _____ 2001: _____

Note: An injury/illness incidence rate is determined by the following formula:

$$\frac{\text{\# Work Related Recordable Cases X 200,000 Hours}}{\text{Total Hours Worked}}$$

For the "White" level, a contractor must have an injury/illness incidence rate that is **at or below** the average incidence rate for New Mexico. For the "Blue" level, the contractor must have an incidence rate that is **below** the average incidence rate for New Mexico. The published injury/illness incidence rate for New Mexico for commercial building construction – **Standard Industrial Classification (SIC) Code No. 1542 is 6.9.**

DOES YOUR COMPANY CURRENTLY HAVE A COMPREHENSIVE SAFETY AND HEALTH PROGRAM? _____ YES _____ NO

DOES YOUR COMPANY PERFORM DRUG TESTING? _____ YES _____ NO

IF "YES" IS IT FOR: _____ POST OFFER; _____ RANDOM; _____ POST ACCIDENT; _____ FOR PROBABLE CAUSE

FOR THE PAST REPORTING YEAR, PLEASE PROVIDE THE FOLLOWING INFORMATION:

EXPERIENCE MODIFICATION RATE: _____ FREQUENCY RATE: _____
NUMBER OF LOST WORKDAYS: _____
NUMBER OF FATALITIES: _____
NUMBER OF RESTRICTED WORKDAYS: _____
NUMBER OF MEDICAL ONLY CASES: _____

The Safety, Health and Environment Committee of the New Mexico Building Branch, AGC or its designated representative, will review this application and the eligibility requirements spelled out in the attached "Self-Evaluation Program" guidelines to determine your eligibility for the program and the level at which you should be recommended to New Mexico OSHA for participation (Red, White or Blue).

The Committee or its representative will perform this evaluation solely to determine (1.) whether your company is eligible to participate in the program and if so, the level that would be appropriate. This evaluation is not intended to be, and should not be considered, a determination that your company's safety program does or does not meet any applicable legal standards, such as (1.) federal safety or health statutes or regulations; or (2.) any state or local statutes or regulations that also address occupational safety and health. In addition, the Committee, or its representative, will not attempt to determine whether or not your company is exercising a "reasonable standard of care" or whether its safety program ensures a "safe and healthful

working environment" for either your own or any other company's employees. The New Mexico Building Branch, AGC and its Safety, Health and Environment Committee disclaim and do not undertake, any liability or other responsibility for any claim that may arise out of your company's performance of its obligations either to its employees or others.

It is understood that by signing this application form for the CHASE program, you and your company acknowledge and accept the limited scope and purpose of the evaluation that the Chapter's Safety Committee or a designated representative will perform.

I hereby certify that all information contained herein is accurate:

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Company: _____

This application is intended for the following level: _____ Red; _____ White; _____ Blue

(It is understood that the Committee may determine that another level is more appropriate. If such is the case, it is possible to move up in levels after one year.)

Please return to: AGC Safety, Health and Environment Committee
1615 University Blvd. NE
Albuquerque, NM 87102
FAX: (505) 842-19809

Along with:
(1.) Your "Self Evaluation Program For Chase". (Attached)
(2.) Your written company safety program.
(3.) A $50.00 application fee.

NEW MEXICO OCCUPATIONAL HEALTH & SAFETY BUREAU
And
ASSOCIATED GENERAL CONTRACTORS of AMERICA
NEW MEXICO BUILDING BRANCH

Self Evaluation Program for CHASE

Eligibility: To determine at which level of the CHASE partnership a contractor can qualify as a participant, the contractor must provide the chapter safety committee of the chapter's designated representative with evidence of meeting each requirement listed below for the specific level. After one year, the contractor may renew its participation in the partnership. If the contractor wants to proceed to a higher level after one year, the contractor must meet all requirements for the higher level.

RED LEVEL	**YES**	**NO**
1. Contractor has implemented a written safety and health program.	____	____
2. Contractor conducts weekly employee safety meetings.	____	____
3. Contractor conducts and documents self-audits.	____	____

If the contractor answers "NO" to any of these questions, the contractor is not eligible to become a participant in the CHASE partnership. If the contractor answers "YES" to all of the questions, the contractor is eligible to become a participant of CHASE at the RED Level for one year.

WHITE LEVEL	**YES**	**NO**
1. Contractor has implemented a comprehensive written safety and health program.	____	____
2. One trained employee administers the firm's safety and health program and conducts documented safety inspections of all work.	____	____
3. Contractor conducts new employee orientation of the firm's safety and health program and trains employees for hazard recognition specific to the contractors work sites.	____	____
4. Contractor conducts weekly employee safety meetings.	____	____
5. Contractor conducts and documents self-audits.	____	____
6. Contractor has evidence of employee involvement such as, but not limited to participation in self-audits, site inspections, job hazard analyses, safety and health program reviews, safety training and mishap investigations.	____	____
7. Contractor maintains a substance abuse program.	____	____

8. Contractor provides all field construction supervisory personnel with Training equivalent to the AGC Super Safety Competency Training Course. (*) ____ ____

9. Contractor maintains an injury/illness rate at or below the current New Mexico published rate for their 2 digit SIC. (**) ____ ____

If the contractor answers "NO" to any of these questions, the contractor is not eligible to become a partnership participant at the WHITE Level. If the contractor has answered "YES" to all of the questions, then the contractor is eligible to become a signatory member of the WHITE Level for the term of one year.

BLUE LEVEL **YES** **NO**

1. Contractor has implemented a comprehensive written safety and health program for all of BLUE participant's work. ____ ____

2. Contractor maintains a copy of its specialty contractors safety and health plan, hazard communication plan and fall protection plan (where applicable) or contractor requires specialty contractor to follow BLUE participant's plan. ____ ____

3. Contractor has an employee who administers the firm's safety and health program and conducts documented safety inspections of all work. The employee has completed the AGC Safety Management Course, UNM Construction Safety Course or equivalent in the previous three years. (***) ____ ____

4. Contractor has designated personnel at each site conducting documented safety inspections of the BLUE participant's work and has authority to take prompt corrective action. The employee shall have completed the AGC Safety Specialist Course or equivalent in the previous three years. ____ ____

5. Contractor has trained all field supervisory personnel. In addition to a supervisory safety competency course, additional training has been provided for competent persons in such areas as scaffolding, excavation, fall protection, crane operations, (this additional training will be predicated by the type and scope of the work the contractor routinely conducts). ____ ____

6. Contractor conducts new employee orientation of the firm's safety and health program and trains employees for hazard recognition specific to the contractor's work sites. ____ ____

7. Contractor has evidence of employee involvement such as, but not limited to participation in self audits, site inspections, job hazard analyses, safety and health program reviews, safety training and mishap investigations. ____ ____

8. Contractor maintains a substance abuse program. ____ ____

9. Contractor conducts weekly employee safety meetings. ____ ____

10. Contractor conduct and documents self audits. ____ ____

11. Contractor uses a six-foot Fall Protection Policy. (****) ____ ____

12. Contractor maintains an injury/illness rate less than the current New Mexico published rate for their 2 digit SIC. (**) ____ ____

13. An inspection of one representative job site has been completed by the chapter safety and health committee or the chapter's designated representative. ____ ____

14. Contractor has not had any willful violations in the last three years. ____ ____

15. Contractor has not had any repeated serious violations in the last three years. ____ ____

16. Contractor has not had any fatalities or catastrophes within the last three years that resulted in serious or willful citations related to the incident. ____ ____

It the contractor has answered "NO" to any of these questions, then the contractor is not eligible to become a signatory of the BLUE Level. If the contractor has answered "YES" to all of the questions, then the contractor is eligible to become a signatory member of the BLUE Level for the term of one year.

(*) The OSHA 10-hour course covers the same subject, matter as the "AGC Supervisor Safety Competency Training Course" and thus, would be an "equivalent" course.

(**) The current published injury/illness rate for commercial building construction is 6.9. For purposes of figuring how the rate for your company compares with the New Mexico rate, you should consider your average injury/illness incidence rate over the past three years (1999, 2000, and 2001) and compare it to 6.9.

(***) The AGC Safety Management Course is offered periodically by AGC of America in different parts of the country. The UNM Construction Safety class, which is less expensive and more accessible, is offered in the Fall of each year through the UNM Department of Civil Engineering. Within that course is a two weekend section (Friday and Saturday) for both students and industry people. Completion of this class would qualify as meeting this requirement. Schedules for the Fall of 2002 have not yet been established. Further information is available through the AGC office @ (505) 842-1462

(****) This six-foot policy applies to all work, except work on scaffolds where the threshold is 10 feet (although those who erect and dismantle scaffolds must have a fall protection program at six feet unless that program is not feasible or causes a greater hazard). The 15-foot fall protection policy developed by AGC steel erectors in 2001 and endorsed by the AGC board of directors applies for steel erection.

Please return this form with the attached application, your written company safety program and a $50.00 application fee to the New Mexico Building Branch, AGC.

Name of Company: _____

Signature: _____ Date: _____

JAYNES CORPORATION
NEW MEXICO OSHA / AGC CHASE CERTIFICATE OF PARTICIPATION

MSHA COMPLIANCE DIVISION

I. Civil Penalties Imposed for Violations

Under the federal Mine Safety and Health Act of 1977, MSHA inspectors must issue a citation or order for each violation of a health or safety standard they encounter. Each issuance entails a civil penalty. These fines may range up to $55,000 per violation. MSHA's Office of Assessments sets the penalties. Most violations not reasonably likely to cause reasonably serious injury (Non S&S) that are corrected promptly are assessed a flat $55 penalty, except that mine contractors found to have an excessive history of safety and health violations are not eligible for the $55 single penalty. Most other violations are assessed according to a formula that considers six factors: 1) history of previous violations; 20 size of the mine contractor's business; 3) any negligence by the mine contractor; 4) gravity of the violation; 5) the mine contractor's good faith in trying to correct the violation promptly; and 6) effect of the penalty on the mine contractor's ability to stay in business. These factors are determined from the inspector's findings, MSHA records and information supplied by the mine contractor.

In some cases (often involving fatalities or serious injuries), the formula would not yield an appropriate penalty. In these cases, MSHA may waive the formula and make a special assessment.

Civil penalties are assessed against the mine contractor. However, agents of contractors may individually be fined for violations they knowingly caused or permitted. Individual workers can be fined for violating smoking prohibitions.

II. "S & S"

Several provisions of the act concern "significant and substantial" violations. A significant and substantial ("S&S") violation is one that is reasonably likely to result in a reasonably serious injury or illness under the unique circumstance contributed to by the violations. In writing each citation, the MSHA inspector determines whether the violation is S & S or not. S & S violations are not eligible for the flat $55 penalty.

III. Orders of Withdrawal

In several situations, the law provides that MSHA may order contractors withdrawn from a mine or part of a mine. Some of the most frequent reasons for orders of withdrawal are 1) imminent danger to the workers; 20 failure to correct a violation within the time allowed; and 3) to protect workers and secure an area after an accident.

IV. Unwarrantable Failures

If an MSHA inspector finds an S & S violation resulting from an "unwarrantable failure" by the mine contractor to comply with a standard, the inspector incorporates that finding in the citation. If another violation, also due to unwarrantable failure, is found within 90 days, MSHA issues a withdrawal order until it is corrected. Thereafter, any violation similar to the one that led to this withdrawal order will trigger another withdrawal order. This applies until an inspection at the mine discloses no similar violations.

V. Pattern of Violations

If MSHA determines that a mine contractor has a "pattern" of S & S violations, the law and regulations provide that the agency shall notify the mine contractor, who is given an opportunity to improve compliance. Thereafter, if a mine contractor is notified that it has a pattern of violations, any S & S violation found within 90 days would automatically trigger a withdrawal order. Each additional S & S violation would mean another withdrawal order until the mine contractor had a "clean" inspection with no S & S violations.

VI. Discrimination Protection

The law prohibits discrimination against workers, their representatives, or job applicants for exercising their safety and health rights. MSHA investigates all complaints of discrimination. If evidence of discrimination is found, the Labor Department can take the worker's case before the independent Federal Mine Safety and Health Review Commission. In some cases, workers who have been fired can get their job back temporarily while a discrimination complaint is being adjudicated.

VII. Criminal Penalties

The Mine Act provides for criminal sanctions against mine contractors who willfully violate safety and health standards. MSHA initially investigates possible willful violations; if evidence of such a violation is found, the agency turns its findings over to the Justice Department for prosecution.

VIII. Appeals

Before any citation or order is assessed, the mine contractor's representative can confer with an MSHA supervisor or conference officer about any disagreement with the inspector's findings. If the disagreement can't be resolved on this level, the mine contractor is entitled to a hearing before an administrative law judge with the Federal Mine Safety and Health Review Commission. A mine contractor who disagrees with any other enforcement action by MSHA also is entitled to a hearing. The administrative law judge's decision can be appealed to the commissioners and thereafter to the U.S. Court of Appeals.

INCIDENT OCCURRENCE REPORTING

I. Definition

An incident occurrence for this purpose is defined as **ANY** and **ALL** instances that involve bodily injury, vehicle or equipment accidents, property loss or damage, including potential insurance claims and **ANY** and **ALL** near hit / miss events that could have caused any of the above. These would include **ANY** and **ALL** incidents that involve Jaynes Corporation, subcontractors, all tier sub-subcontractors, suppliers, owners, architects and their employees or representatives, as well as, job site visitors and the general public.

II. Responsibilities

A. On-Site Supervision

1. Follow individual procedures pertaining to Jaynes bodily injuries, Non-Jaynes bodily injuries, vehicle accidents, property losses and near hit / miss incidents, if applicable, as outlined elsewhere.

2. Immediately notify the Jaynes Safety Director of **ANY** and **ALL** incident occurrences regardless of perceived severity, second only to summoning appropriate emergency response if required. If Jaynes Safety Director is unattainable leave a voice mail message **and** contact the V.P. of Field Operations or appropriate Area Manager. If V.P. of Field Operations or appropriate Area Manager is unattainable leave a voice mail message **and** contact the appropriate Project Manager.

3. Investigate and obtain information for full completion of incident occurrence report (Exhibit 18.1-A). Completion of the incident occurrence report is mandatory in ANY and ALL instances even if other additional reports and/or forms are required. The completed incident occurrence report must be faxed or delivered to the Safety Department the same day as the incident unless faxing capabilities are unavailable and/or out of town project location does not allow this. In such cases the incident occurrence report must be forwarded to the Safety Department the quickest possible way. All original incident occurrence reports must be forwarded to the Safety Department as soon as possible.

4. Provide additional follow-up information and assistance as required.

B. Jaynes Corporation Safety Director

1. Follow individual procedures pertaining to Jaynes bodily injuries, Non-Jaynes bodily injuries, vehicle accidents, property losses and near hit / miss incidents, if applicable, as outlined elsewhere.

2. Immediately respond to incident scene whenever possible, depending on severity of the incident.

3. Notify the appropriate Jaynes Management personnel the same day of the incident, depending on the severity of the incident.

4. Conduct a post-incident review with site supervision and appropriate management personnel to discuss occurrences leading to the incident and possible actions to prevent further incidents, depending on the severity of the incident.

5. Inform and update Jaynes Management Team of any and all incident occurrences, on a monthly basis, at large management meetings.

6. Record and track all incident occurrences for closeout meeting safety review and continuing safety program analysis.

III. Enforcement

A. On-Site Supervision

1. **ANY** and **ALL** supervisors who do not report **ANY** and **ALL** incident occurrences immediately to the Jaynes Safety Director, V.P. of Field Operations, Area Managers and/or Project Managers as outlined in this written procedure will be subject to disciplinary action, including dismissal.

INCIDENT OCCURRENCE REPORT

(EXHIBIT "A")

Job Number (if applicable): _____
Job Name (or location of incident): _____
Job Address (or address of incident): _____
Street Address City State Zip
Job Office Telephone: ( )_____ Job Office Fax: ( )_____
Reported By Name: _____ Cellular: ( )_____
Day/Date Of Incident: _____ Approx. Time Of Incident: _____ am / pm

Jaynes Safety Dept. Notified: Day/Date: _____ Time: _____ am / pm
Notified By: ___Telephone ___Telephone Message ___In Person ___Email ___Fax ___Other
Other Jaynes Management Notified (if applicable):
Name(s): _____ Date: _____ Time: _____ am / pm
Notified By: ___Telephone ___Telephone Message ___In Person ___Email ___Fax ___Other

Type Of Incident (check all that apply):
___ Jaynes Corporation Employee Bodily Injury (see procedures pertaining to Jaynes bodily injuries)
___ Non-Jaynes Bodily Injury (see procedures pertaining to non-Jaynes bodily injury incidents)
___ Vehicle Accident (see procedures pertaining to vehicle accidents)
___ Property Loss / Damage (see procedures pertaining to property losses)
___ Near Hit / Miss Incidents (see procedures pertaining to near hit / miss incidents)
___ Other (describe): _____

Parties Involved (check all that apply):
___ Jaynes Corporation (specify): _____
___ Subcontractors/Suppliers (specify): _____
___ Owner/Architect Rep. (specify): _____
___ General Public (specify): _____
___ Other (specify): _____

Description of incident: _____
_____
_____
_____
_____
_____
_____
_____
_____

Report Completed By: Print Name: _____
Day/Date: _____Time: _____ am / pm
Report Faxed To Safety Department @ (505) 998-4281 (original to safety dept. ASAP)
Day/Date: _____ Time: _____am / pm

(If Applicable By Safety Department)
Insurance Co. Notified: _____ Person: _____
Day/Date: _____ Time: _____am/pm
Notified By: ___Telephone ___Telephone Message ___In Person ___ Email ___Fax ___Other

NOTICE OF ACCIDENT/NOTIFICACION DE ACCIDENTE

In accordance with New Mexico law, Section 52-1-29, NMSA 1978

Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29, NMSA 1978

I, _____, was involved in an on-the-job accident

Yo, (name of employee/*nombre del empleado*) *me lastimé en un accidente en el trabajo*

at approximately _____, on _____, 20____.

aproximadamente (time/*a la(s) hora(s)*) *el* (date/*fecha*) *del* 20____

What happened and where: _____

¿Qué ocurrió y dónde ocurrió?

_____

_____

Signed: _____
Firma: (employee/*empleado*)

Employee's social security number: _____
Número de seguro social del empleado:

Signed: _____
Firma: (employer or agent/*empleador o agente*)

Date: _____
Fecha:

Employer/employee: Each keep one copy.
Empleador/empleado: Retener una copia.

Albuquerque: 841-6000 - 1 (800) 255-7965
Form NOA-1 (3/99)

For more information, call the Workers' Compensation Administration. Ask for an ombudsman.
Para más información, póngase en contacto con el Programa de Asesores (Ombudsman Program) en la Administración de la Compensación de los Trabajadores

Farmington: 599-9746 - 1 (800) 568-7310
Lovington: 396-3437 - 1(800) 934-2450
Las Vegas: 454-9251 - 1(800) 281-7889
Las Cruces: 524-6246 - 1(800) 870-6826

JAYNES CORPORATION EMPLOYEE BODILY INJURY REPORTING

When a Jaynes employee is injured on the job, the following procedures must be followed:

- Complete the Incident Occurrence Report.
- Drug Screen (try to do drug screen before seeing the physician in case medication will be given. In an emergency, see physician first.)
- Visit Physician
- Does family need to be notified? Get employee's permission before calling the family yourself. Is employee able to drive home safely? Does he/she need a ride home?
- Notify Workers' Compensation Insurance claim representative.

The following reports need to be completed:

- Notice of Accident (employee keeps yellow copy, Safety Department receives white copy)
- Supervisor's Investigative Report
- E-1.2 – The Superintendent will have to complete it ***thoroughly*** and ***legibly***. (See color-coded example: Green = Superintendent completes; Yellow = Safety Department gets information from in Accounting.)

FAX ALL REPORTS TO WORKERS' COMPENSATION CLAIMS REPRESENTATIVE

Follow "Injury Reports (E-1.2) Procedures" to distribute E-1.2 form and record injury.

If the physician allows the employee to return to work on restricted duty, complete the **"Transitional Duty/Return to Work Agreement"** form in the computer. (Word/WorkersComp/Tranduty. Save as TranEmployee'sLastName.) Print two originals and sign both. Have employee sign both. He/She keeps one and one goes in the employee's injury file.
Attach highlighted copies of info regarding "Accounting Procedures" and "Safety Citations" from the Policy and Procedures Manual to the Transitional Duty/Return to Work Agreement" form. (See example in notebook.)

Miscellaneous notes:

♦ Proper terms for the E-1.2 form
- Cut = **Laceration**
- Bruise = **Contusion** (if bruise was caused by something hitting the employee)
- Broken Bone = **Fracture**
- **Sprain/Strain**
- **Puncture** (**Nail Puncture, Wood Splinter Puncture**, etc.)

- An injury is considered **"Alleged"** if it was not reported to a Jaynes Supervisory employee on the day of the injury. Include the term "Alleged" on ***all*** paperwork. Let workers' compensation claim representative know right away if an injury is alleged.
- An employee is paid for the entire day that he/she first visits the Dr. All additional Dr. appointments, physical therapy, etc. must be done on the employee's own time.
- See Insurance Company Contact Listing for appropriate contact person in each area.

TRANSITIONAL DUTY / RETURN TO WORK PROGRAM

Jaynes Corporation employees who are injured on the job should return to work as soon as possible, within the current work restrictions of the attending physician, and without the threat of further injury. Jaynes will endeavor to provide the injured employee with a temporary transitional duty assignment by adjusting the duty of the injured employee's current job to allow for pre-injury rate of pay. If it is not possible to temporarily adjust the duty of the injured employee's current job, Jaynes will attempt to provide the injured employee with a temporary transitional duty assignment that pays the same wage as the employee's previous job. If it is not possible to temporarily adjust the injured employee's current job or temporarily transfer the injured employee to a temporary transitional duty assignment that pays the same wage as the previous job, Jaynes will endeavor to provide the injured worker with a temporary transitional duty assignment at a lower wage, in which case, the injured employee's rate of pay will be supplemented by worker's compensation benefits pursuant to the Workers' Compensation Act, if applicable.

Temporary transitional duty assignments are re-evaluated by Jaynes every thirty (30) calendar days. Temporary transitional duty assignments are limited to ninety (90) calendar days, or maximum medical improvement (MMI), or return to regular unrestricted duty status, per the attending physician, whichever occurs first.

(See Exhibit 18.2.1-A Transitional Duty / Return To Work Agreement)

TRANSITIONAL DUTY / RETURN TO WORK AGREEMENT

Jaynes Corporation employees who are injured on the job should return to work as soon as possible, within the current work restrictions of the attending physician, and without the threat of further injury. Jaynes will endeavor to provide the injured employee with a temporary transitional duty assignment by adjusting the duty of the injured employee's current job to allow for pre-injury rate of pay. If it is not possible to temporarily adjust the duty of the injured employee's current job, Jaynes will attempt to provide the injured employee with a temporary transitional duty assignment that pays the same wage as the employee's previous job. If it is not possible to temporarily adjust the injured employee's current job or temporarily transfer the injured employee to a temporary transitional duty assignment that pays the same wage as the previous job, Jaynes will endeavor to provide the injured worker with a temporary transitional duty assignment at a lower wage, in which case, the injured employee's rate of pay will be supplemented by worker's compensation benefits pursuant to the Workers' Compensation Act, if applicable.

Temporary transitional duty assignments are re-evaluated by Jaynes every thirty (30) calendar days. Temporary transitional duty assignments are limited to ninety (90) calendar days, or maximum medical improvement (MMI), or return to regular unrestricted duty status, per the attending physician, whichever occurs first.

I, _____ agree to return to work at Jaynes Corporation with the understanding that I am not to exceed any current work restrictions, per my attending physician, as outlined below. I also understand that the transitional duty assignment is temporary as outlined above.

I agree to inform all appropriate supervisory personnel, immediately upon reporting to my work assignment, by presenting a copy of this agreement, that I am working in a temporary transitional duty assignment.

I agree to immediately inform my supervisor(s) **and** the Safety Department of any change in my current work restrictions, per the attending physician.

I understand that if I am instructed to perform work activities that would require me to exceed my current work restrictions, I am to immediately inform that person(s) that I am unable to perform that activity.

I also understand that I will not be reprimanded for refusing to perform work activities that would require me to exceed my current work restrictions.

I agree to immediately report to the Safety Department, any and all persons who have knowingly and willingly requested me to perform work activities that would require me to exceed my current work restrictions.

I agree to attend all scheduled and approved doctor appointments and/or physical therapy sessions, and I understand that I will not be paid for travel time or attendance at such appointments and/or sessions.

I understand that if I exceed my current work restrictions, or fail to abide by any other statements outlined in this agreement, I will be considered to have violated a Jaynes Corporation Health and Safety Rule, and I will be subject to disciplinary action per Jaynes Corporation Health and Safety Plan, Section 8.1, of which a copy is available to me upon my request.

I understand that this agreement is temporary and is not a guarantee of continued employment nor does it constitute an employment contract. I also understand this agreement will immediately become null and void if my claim is finally and completely denied by Jaynes Corporation's workers' compensation insurer.

I also understand that this agreement takes the place of any previously dated Light Duty, Modified Duty and/or Transitional Duty/Return to Work Agreements.

Current work restrictions, per the attending physician, are as follows:

1.
2.
3.
4.
5.

Signed: _____ Date: _____

Signed: _____ Date: _____
Terry Boekeloo, Safety Director

NON-JAYNES CORPORATION EMPLOYEE BODILY INJURY REPORTING

I. Definition

A bodily injury incident for this purpose is defined as an incident that results in bodily injury to an individual other than a Jaynes Corporation ("Jaynes") employee. These would include owners/customers and their representatives, subcontractors, all tier sub subcontractors, suppliers, job site visitors and the general public.

II. Responsibilities

A. On-Site Supervision

1. Endeavor to eliminate bodily injury incidents before they happen by ensuring a safe and healthful job site free from recognized or potential hazards.

2. Summon immediate and appropriate emergency response as required (i.e. ambulance, paramedics, rescue and police...). Isolate and secure any hazardous situations to avoid further injury or loss.

3. Secure the site and do not allow the incident scene to be altered until completion of a full investigation **and** approval of the Jaynes Safety Department, except when it is necessary to eliminate further potential injuries or losses.

4. Immediately notify the Jaynes Safety Department of any and all bodily injury incidents regardless of severity, second only to summoning appropriate emergency response if required. If Safety Department is unattainable leave a voice mail message **and** contact the V.P. of Field Operations. If V.P. of Field Operations is unattainable leave a voice mail message **and** contact the appropriate Project Manager.

5. Investigate and obtain information for full completion of bodily injury incident report (Exhibit 18.3-A) if Safety Department is unable to respond to the incident site and forward this information to the Safety Department that same day. This **must** include photographs of the incident scene before anything is altered, except as noted in #3. All on-site supervision will be issued a one-time-use camera which can be used for this purpose. The camera shall be forwarded to the Safety Department for picture development and to obtain a replacement camera that same day.

6. Provide additional follow-up information as required by the Safety Department, insurance agent and/or company.

B. Jaynes Corporation Safety Department

1. Immediately notify insurance agent of incident.

2. Immediately respond to incident site whenever possible.

3. Investigate and obtain information for full completion of bodily injury incident report (Exhibit 18.3-A), including photographs, if able to respond to incident site.

4. Obtain incident report and camera film on the same day of the incident if investigation was conducted by others.

5. Notify the appropriate Jaynes management personnel the same day of the incident.

6. Forward written incident report, including photographs, to the insurance agent within twenty four (24) hours of the incident.

7. Conduct a post-incident review with site supervision and appropriate management personnel to discuss occurrences leading to the incident and possible actions to prevent further incidents within one (1) week of the incident.

8. Interface with insurance agent and/or company to provide required information and assistance to conclusion of the claim.

9. Update appropriate management personnel on a monthly basis through final disposition of the claim.

10. Record and track all claims for continuing analysis.

NON-JAYNES CORPORATION BODILY INJURY REPORT

(EXHIBIT 18.3-A)

Section I: General Information

Project Name: _____ Project #: _____
Physical Address: _____
(Street Number & Street) (City) (State) (Zip)
Project Superintendent's Name: _____ Phone: _____
Exact Location Of Accident: _____
Date Of Accident: _____ Time: _____am/pm
Jaynes Safety Director Contacted (Time & Date): _____
Weather Conditions: _____

Section II: Information About Injured Person

Name (Last, First, MI): _____
Home Address: _____
(Street Number & Street) (City) (State) (Zip)
Phone: _____ Date Of Birth:_____ S.S.N.: _____
Status (e.g., Subcontractor or supplier employee, visitor, pedestrian …):

Employer: _____ Phone: _____
Employer's Address: _____
(Street Number & Street) (City) (State) (Zip)
Injured Person's Supervisor (if applicable): _____
Supervisor's Address: _____
(Street Number & Street) (City) (State) (Zip)
Supervisor's Title: _____ Home Phone: _____
Is injured person a member of a union? (_) Yes (_) No Specify: _____

Section III: Accident Information (Attach additional pages if necessary)

List all individuals and subcontractors working in the accident area immediately before the accident. Describe type of work they were doing and give names of their supervisors.

_____
_____
_____
_____

Describe the facts leading up to the accident (e.g., the work being done, equipment being used, what the injured person was doing, the safety devices in place.)

_____
_____
_____
_____

Describe the accident (Be objective. List facts, not opinions or conclusions.)

_____
_____
_____
_____
_____
_____
_____
_____

Section IV: Nature Of Injury

Describe person's injuries: _____
Did site personnel give first aid? (_) Yes (_) No If yes, identify: _____
Was EMS/Rescue called? (_) Yes (_) No
If yes, Time called: _____ Time Arrived: _____ Time Departed: _____
Name of EMS/Rescue worker(s): _____
Transported? (_) Yes (_) No Which hospital? _____
Did injured person refuse first aid and/or medical assistance? (_) Yes (_) No Explain:
_____

Section V: Witnesses
Police on scene? (_) Yes (_) No If yes, list officers' names, badge #(s), dept.:
_____
Was accident investigated by any agency? (e.g., OSHA, EPA, …) (_) Yes (_) No
If yes, specify: _____
Co-workers & other witnesses (include name, home address, home phone & employer):
_____
_____
_____
_____

Did injured person make a statement? (_) Yes (_) No If yes, specify what was said & to who:
_____
_____
_____
_____
_____

Section VI: Photographs & Video
Were photographs taken? (_) Yes (_) No
If yes, by whom? _____ Employer: _____
Were videos taken? (_) Yes (_) No
If yes, by whom? _____ Employer: _____
Location or custody of all photographs & videos: _____
Were news reporters on the scene? (_) Yes (_) No If yes, identify: _____

Section VII: Equipment Involved (if applicable)
Type (e.g., ladders, scaffolds, hand tools, lifts, cranes, hoists, …): _____
Owned by: _____ Leased by: _____
Make & model #: _____ Serial #: _____
Operated by: _____
Was license required? (_) Yes (_) No If yes, did operator have license? (_) Yes (_) No
Has equipment been tagged and kept? (_) Yes (_) No (_) N/A
If yes, by whom? _____ At what location? _____
If equipment is impounded, name & location of impound: _____
_____

Section VIII: Accident Reporter
I affirm that the foregoing information is true to the best of my knowledge.
Report completed by (print name): _____
Position: _____ SSN: _____
Signature: _____ Date: _____

VEHICLE ACCIDENT REPORTING INFORMATION

The following minimum information must be obtained and forwarded to the safety director regarding any Jaynes Corporation vehicle accident as soon as possible, but never more than 24 hours after the accident.

GENERAL INFORMATION

Accident Date & Time: _____

Accident Location (Street, Intersection, City & State): _____

_____

Authority Contacted & Report No.: _____

Violations/Citations Issued: _____

Description of Accident: _____

_____

_____

JAYNES CORPORATION VEHICLE & DRIVER INFORMATION

Jaynes Vehicle No.: _____ VIN: _____ Plate No.: _____

Vehicle Year: _____ Make: _____ Model: _____

Driver's Information:

Name: _____

Address: _____

Home Phone: _____Work Phone: _____

Driver's License No.: _____ Date of Birth: _____

Describe Damage: _____

Witness or Passenger Information:

Name: _____

Address: _____

Home Phone: _____Work Phone: _____

Note: Other Vehicle & Driver Information on Back

OTHER VEHICLE & DRIVER INFORMATION

Vehicle Year: _____ Make: _____ Model: _____

Color: _____ Plate No.: _____

Insurance Company Name: _____

Insurance Company Policy No.: _____

Driver's Name: _____ Driver's License No.: _____

Address: _____

Home Phone: _____ Work Phone: _____

Owner's Name: _____

Home Phone: _____Work Phone: _____

Describe Damage: _____

Witness or Passenger Information:

Name: _____

Address: _____

Home Phone: _____Work Phone: _____

INJURED INFORMATION:

Injured's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Age: _____ Extent of Injury: _____

PROPERTY LOSS / DAMAGE REPORTING

I. Definition

A property loss for this purpose is defined as the loss of on-site materials that will become part of a building under construction, Jaynes Corporation ("Jaynes") owned tools and equipment and damage sustained to any building under construction due to theft, vandalism, severe weather, fire or construction related operations. This also includes damage to overhead and underground property and existing adjacent structures due to construction related operations. In addition any other property damage that is caused by Jaynes personnel, equipment and vehicles, other than the damage sustained by Jaynes' vehicles is also included in this definition. This does **not** include theft or vandalism of tools or equipment that is not owned by Jaynes or materials that have not been received on-site or materials that are not intended to become part of the building under construction.

II. Responsibilities

A. On Site Supervision

1. Endeavor to eliminate property loss before it happens by ensuring a safe, healthful and secure job site free from recognized or potential hazards, liabilities, theft and vandalism exposures.

2. Summon immediate and appropriate emergency response as required (i.e. electric, gas, water and/or telephone companies). Take appropriate and safe actions to reduce further losses.

3. Contact the appropriate law enforcement agency to complete a report for all theft and vandalism. Make sure you note the particular law enforcement agency, the reporting officer's name and pertinent details concerning how, where and when we can obtain the written report.

4. Secure the site and do not allow the scene to be altered until completion of a full investigation **and** approval by the Jaynes Safety Department, except when it is necessary to eliminate further potential losses.

5. Immediately notify the Jaynes Safety Department of any and all property losses regardless of severity, second only to summoning appropriate emergency response if required. If Safety Department is unattainable leave a voice mail message **and** contact the V.P. of Field Operations. If V.P. of Field Operations is unattainable leave a voice mail message **and** contact the appropriate Project Manager.

6. Investigate and obtain information for full completion of property loss reports (Exhibit 18.5-A) if Safety Department is unable to respond to the scene and forward this information to the Safety Department that same day. This **must** include photographs of the damage and/or vandalism at the scene before anything

is altered, except as noted in #4. All on site supervision will be issued a one-time-use camera which can be used for this purpose. The camera shall be forwarded to the Safety Department for picture development and to obtain a replacement camera that same day.

7. Provide additional follow-up information as required by the Safety Department, insurance agent and/or company.

B. Jaynes Corporation Safety Department

1. Immediately notify insurance agent of property loss.

2. Immediately respond to scene of property loss whenever possible.

3. Investigate and obtain information for full completion of property loss report (Exhibit 18.5-A), including photographs, if able to respond to the scene.

4. Obtain property loss report and camera film on the same day of the reported loss if investigation was conducted by others.

5. Notify the appropriate Jaynes management personnel the same day of the reported loss.

6. Obtain information pertaining to Jaynes owned tools and equipment from the appropriate Jaynes personnel. Obtain information pertaining to Jaynes or subcontractors on site materials, damaged site utilities or structures from the appropriate Project Manager.

7. Coordinate a discussion with the insurance agent and appropriate Jaynes management personnel to decide if we should process a formal claim, attempt to recover the losses by alternate methods, or absorb the losses internally.

8. Forward written property loss report information, including photographs, to the insurance agent within seven (7) days of the reported loss.

9. Conduct a post-property loss review with site supervision and appropriate management personnel to discuss occurrences leading to the property loss and possible actions to prevent further losses within two (2) weeks of the reported loss.

10. Interface with insurance agent and/or company to provide required information and assistance to conclusion of the claim. (Exhibit 18.5-B)

11. Update appropriate management personnel on a monthly basis through final disposition of the claim.

12. Record and track all property loss claims for continuing analysis.

C. Equipment Manager

1. Provide the Safety Department with all information necessary to process the claim on all Jaynes owned tools and equipment. This information should include tool and equipment identification information, original purchase costs and invoices, depreciation values and current replacement costs. (Exhibit 18.5-B)

2. Delete confirmed stolen or damaged beyond repair tools and equipment from the Jaynes equipment and tool inventory and procure replacements as required.

D. Project Manager

1. Provide the Safety Department with all information necessary to process the claim on all job specific property losses. This information should include on-site materials identification information, original purchase costs and invoices, current replacement costs, costs to replace or repair such items as damage sustained by buildings under construction, existing adjacent structures and overhead and underground property.

JAYNES CORPORATION

LOSS REPORT INFORMATION

Date Of Loss: _____ Approx. Time Of Loss: _____ am / pm

Type Of Loss: Theft Vandalism Fire Flood Other: _____
(circle all that apply)

Job Number (if applicable): _____
Job Name (or location of loss): _____
Job Address (or address of loss): _____
Street Address City/County State

Item Description	Make/Model	Owner (Jaynes, Subcontractor, Rental)	Assigned To (if applicable)

Police Report Filed? Yes _____ No _____ Date Filed: _____ Time Filed: _____ am / pm
Name Of Person & Company Whom Filed Police Report:
_____

Police Report Filed (check all that apply): ___ in person ___ at police station
___ by telephone ___ at job site
___ by fax ___ at location of loss

Law Enforcement Agency Report Filed With:
Name Of Agency: _____
Agency Address: _____
Street Address City/County State
Agency Telephone: ( )_____ Agency Fax: ( )_____
Reporting Officer's / Clerk's Name: _____
Reporting Officer's Badge Number (if applicable): _____
Report / File Number: _____

WHEN Can Written Report Be Obtained?
_____
WHERE Can Written Report Be Obtained? _____
HOW Can Written Report Be Obtained? _____

This Report Completed By: Signature: _____
Print Name: _____
Date: _____ Time: _____ am / pm

JAYNES CORPORATION

LOSS REPORT DETAIL

The following information is to be completed by the appropriate area, office and/or equipment manager:

Item Description	Make/ Model #	Serial #	Jaynes I.D. #	Original Cost	Replacement Cost

The following information is to be completed by the Safety Department:

Loss Notification: Notified By: _____
Notification Date: _____ Notification Time: _____ am / pm

Item To Be Replaced: Yes ___ No ___ Per: _____
Item To Be Repaired: Yes ___ No ___ Per: _____
Insurance Claim Filed: Yes ___ No ___ Per: _____

Insurance Notification: Kinney Agency Person Notified: _____
Date: _____ Time: _____ am / pm
Notified By: _____

St. Paul Insurance Contact Person: _____
Telephone: ( )_____ Ext. _____ Fax: ( )_____
Claim #: _____

Actual Replacement/Repair Cost: _____
Insurance Depreciation Amount: _____
Insurance Deductible Amount: _____
Insurance Reimbursement Amount: _____
Jaynes Out-Of-Pocket Cost: _____

Insurance Reimbursement Rec'd: Yes ___ No ___ Date Rec'd.: _____
Check Amount: _____ Check #: _____

NEAR MISS / NEAR HIT INCIDENT REPORTING

Close call incidents are often referred to as “near misses” when in fact they are actually “near hits”. The difference between an accident and a “near hit” is often a fraction of a second, or a fraction of an inch; unfortunately, the next time the difference may not be there.

Near hits serve as warnings that can help us identify problems or patterns that can lead to accidents. Another way to think of it is a “near accident”, an indication that some type of problem exists. By following through on the causes of near accidents, we can make changes or corrections that will prevent injuries, illness and damage to equipment. Ignoring conditions that lead to near accidents is an invitation for an actual accident to occur.

If we are going to improve safety on the job we need to eliminate any casual attitude or complacency when it comes to reporting “near hits”. Therefore, any and all “near miss/near hit” incidents must be immediately reported to the Safety Department, regardless of the severity. This will allow the Safety Department to assist the Project Supervisor in evaluating and eliminating a potential hazard before it becomes and actual accident, which could result in injury or physical damage.

ACCIDENT INVESTIGATION PROCEDURES & GUIDELINES

I. GENERAL

All of the following incidents, which occur at or in association with Jaynes projects or office locations, shall be thoroughly investigated. In addition, certain first aid cases that indicate a potential for serious injury will also be investigated.

A. Jaynes occupational injuries and illnesses
B. Subcontractor and/or supplier occupational injuries and illnesses
C. Injuries and/or illnesses to non-project personnel (i.e. General Public, Private Citizens, Owner/Customer Employees)
D. Vehicle or equipment accidents
E. Property loss and/or damage
F. All explosions and/or fires
G. Near Hit / Near Miss Incidents that could have caused injury or property damage
H. ACIG S.W.A.T. & Jaynes Crisis Management Incidents
I. Miscellaneous other incidents as required

II. REPORTING

A. The project field supervisor is responsible for reporting all incidents as stated above to the appropriate safety department personnel immediately upon notification.
B. Depending on the nature, severity or circumstances of the incident the immediate supervisor may also be required to directly notify one of the following individuals:
    1. Chairman & CEO
    2. President & COO
    3. Other designated executive management personnel as determined
C. The safety department will immediately report all serious occurrences to the appropriate Jaynes management and project personnel and government authorities as required by law.

III. INVESTIGATIVE TEAM

An investigative team will investigate serious occurrences. This team may include the personnel listed below, or may include others, depending on the seriousness and circumstances. The Jaynes Safety Department representative will lead the investigation team.

A. Jaynes Safety Department Personnel
B. Jaynes Field Supervisory Personnel
C. Jaynes Project Management Personnel
D. Subcontractor Representative(s)

IV. INVESTIGATION

A. General

1. The purpose of any accident investigation is to identify all possible contributing factors so that future incidents, similar in nature, can be prevented and to determine all the facts leading up to and following the incident. Investigations should be directed toward fact-finding, not fault finding.
2. The investigation shall begin as soon as possible after the necessary notifications have been accomplished. A written accident investigation report will be submitted to the safety department by the appropriate investigative team pursuant to subparts "B" through "G" inclusive of this section.
3. Secure the scene immediately without disturbing physical evidence to control witnesses and bystanders. Efforts shall be made to minimize disruption to ongoing work activities.

B. Conducting The Investigation

1. When possible, discuss the accident with the injured person(s).
2. Discuss the accident with others who may have seen the accident.
3. Carefully consider the following points:
   a. What was the injured person doing prior to and at the time of the accident? Was this in pursuit of their regular duties?
   b. Was the person properly instructed as to the manner in which to perform their duties? Did they do the work in accordance with instructions?
   c. Did any other person or subcontractor contribute to the accident?
   d. Was the equipment or machinery involved in the incident in proper working condition? Was it properly guarded? Was it suited for the purpose for which it was being?
   e. Was ample and sufficiently lighted workspace provided?
   f. Were proper housekeeping conditions maintained?
   g. How is the same type of work done by others?
   h. Is there a safer way in which this work could be done?
   i. Was the injured person in good health when reporting for work on the day of the accident?

C. Witnesses

1. Obtain any eyewitness accounts (tape record or video if possible). All personnel associated with the operation and other eyewitnesses to the accident should be interviewed and written or recorded statements taken as appropriate.

2. The information obtained during these interviews should be limited to direct knowledge of what was observed. Opinions and hearsay information may be recorded but must be clearly identified as such.
3. Each individual interviewed should be requested to sign a statement of their recorded sequence of events that lead up to and include the accident.
4. The following information should be obtained from each individual interviewed:
   a. Name, home address, home telephone number, employer name, employer address, employer telephone number, employee number and occupation or trade.
   b. Date, time and place of interview.
   c. Where the person being interviewed was at the time of the accident. Whenever possible indicate the location of each witness on a site plan and/or floor plan drawing.
   d. A complete narrative of what the witness knows of the accident.
   e. What operational activity or other events were taking place prior to and at the time of the accident.
   f. What materials (lumber, concrete, steel, etc.), equipment (tools, cranes, scaffolding, etc.), or conditions (weather, working environment, labor disputes, etc.) were involved. This would also include all possible contributing factors, personal and physical, whether they are directly or indirectly related to the accident.
   g. What facts may have caused the accident? Answers must be as objective as possible. Include all unsafe conditions and/or unsafe acts.
   h. Was there a pre-existing known and/or reported unsafe condition or actions associated with the accident? If so, when was it reported, to whom and was there any action taken at that time?
   i. Ask the witness if there is anything else that they feel may be pertinent to the accident that was not specifically asked or previously discussed in the interview.
5. Upon conclusion of the interview, review the statement with the witness and attempt to clear up possible discrepancies. The statement should then be dated, signed and witnessed by a third party.

D. Evidence

1. It is in the best interest of all parties, and sometimes a legal requirement, that all physical evidence not be disturbed or tampered with, regardless of the circumstances involved.
2. All efforts must be made to secure the area of the accident as soon as possible after the occurrence to prevent any alteration of the scene prior to the investigation.
3. If any equipment, tools and/or materials are involved with the accident, they shall after marking location, be removed from service and placed in safekeeping. If this proves to be impractical, the area in which the accident

occurred will be cordoned off and security personnel shall be posted to keep all unauthorized personnel out of the area.

4. The secured area shall only be reopened upon approval from the area manager or safety department.

E. Photographs, Video Recordings, Drawings and Diagrams

1. Sufficient photographs. Contact professional photographers and/or videographers as required. If possible video recordings shall be taken as soon as possible after the accident by the safety department or designees since conditions rapidly change. Each photograph shall be properly labeled with the following information:
   a. Description and location of principal item(s)
   b. Positions/directions in which the photographs were taken
   c. Dates and times
   d. Name of photographer
2. The investigator should endeavor to provide a series of photos that supply a maximum of useful information and that will enable the viewer to understand how the accident occurred.
3. Several photographs should be taken employing a general view. The camera should be utilized clockwise until at least four general view photographs have been taken.
4. A set of views should be selected to show the relationship of the accident to surrounding structures or articles. This may be suggestive of action immediately preceding the accident.
5. As the scene is examined, various objects will appear to have relation to the injury. Tools, bloodstains and similar items should be photographed before they are moved or cleaned up. Before items at the scene are moved, take pictures showing approximate size in relation to a known common item.
6. Any areas that the victim may have been in actual contact with should be considered part of the scene of the accident. The nature of the accident will determine the extent to which the surroundings need to be photographed for a fuller understanding of the events that led to the accident.
7. The camera should be carefully placed to provide a perspective that is both normal and informative. The incorrect selection of photographic angle often results in a distorted and false impression of the scene. This must be avoided, as we want to represent only factual information.
8. It is sometimes desirable to illustrate the statement of a witness by means of a “posed” photograph. In this way, the inadequacies of verbal testimony can be graphically remedied. To accomplish a posed photograph, a person with the same general physical appearance should be used. Naturally, they should be placed in the same spot and positions as directed by the witness. Marks or pointers should be used to clarify important aspects of the photograph. For example, chalk can be used to show body position of the victim. Prior to such a procedure, however, photographs should be taken of the untouched scene to

withstand any objection to the photograph in court on the grounds that it does not purport to show the original scene.

9. Drawings and diagrams should be marked up and/or sketches prepared to indicate the location of the accident. Obtain any measurements needed. All measurements of time, distance, size, weight, etc., must be accurate. In the event of unknowns (speed, distance, weight, etc.), every attempt must be made to closely approximate the same with tables, formulas or calculations that must be kept as part of the accident investigation

F. Accident Report Format

1. The investigative report shall be completed as soon as possible. An accurate, detailed narrative description of the operation being performed at the time of the incident is of extreme importance. It is important to remember that a minor miscalculation of movement may have been the generating force that triggered the sequence of events that resulted in the accident.
2. Investigative reports should reveal the following:
   a. What Happened?
   b. When did it happen?
   c. Where did it happen?
   d. Why did it happen?
   e. Who did it happen to?
3. A sequence of all pertinent facts by the time of their occurrence should be included in the report.
   a. Time – activity prior to accident
   b. Time – occurrence
   c. Times – emergency notification of first aid, safety, ambulance, etc.
   d. Times – arrival at scene of first aid team, ambulance, etc.
   e. Time – initial treatment of rescue efforts began
   f. Time – arrival of ambulance at medical facility, medical treatment or surgery.

G. Accident Investigation Quick Checklist

In case of a serious accident on the project, the following must be done:

1. See that the injured are cared for
2. Protect other people and property
3. Have someone call the safety department and other appropriate management personnel
4. Preserve the scene as it was after the accident
5. Make a visual walk through of the accident site
6. Obtain the identity of all people who might have information about the accident
7. Examine the evidence
8. Photograph all evidence

9. Make a diagram of the accident site
10. Interview and obtain statements from all witnesses
11. Prepare an accident report

H. Accident Investigation & Documentation Kit should include the following items:

1. Jaynes incident reporting forms
2. Witness statement forms & pens
3. Letter size clip board
4. 5mm mechanical pencil
5. Pad of grid paper
6. 12 inch metal ruler
7. Flashlight w/ additional batteries
8. Digital camera w/ additional memory cards
9. Digital tape recorder w/ additional batteries
10. Numbered or lettered forensic tents and/or cones
11. 25 foot tape measure
12. 100 foot tape measure
13. Digital laser tape measure w/ additional batteries
14. Measuring wheel
15. Barricade tape – 1,000 roll
16. Tarp and/or plastic w/ rope or twine
17. Utility knife
18. Zip lock bags, trash bags & large envelopes
19. Permanent markers
20. Lumber crayon and/or chalk
21. Leather gloves
22. Disposable latex gloves
23. Roll of duct tape
24. Plastic zip ties
25. Current emergency contact listings of Jaynes employees.

EMERGENCY ACTION PLANS

I. PURPOSE

To implement preplanned procedures that are activated during an emergency situation to alleviate or minimize injury and damage to people, property or the environment

II. Hazardous Situations Identified For Preplanning:

A.	Fire or Explosion	(See Section 19.1)
B.	Chemical Spill	(See Section 19.2)
C.	Inclement & Severe Weather	(See Section 19.3)
D.	Bomb Threat	(See Section 19.4)

Preplanning activities for the above situations are broken down in the corresponding sections.

III. Training

The superintendent or a designated person at each site will provide the training at the start of the job and with each new employee upon their first day of work on the site. Refresher training of the Emergency Action Plan will be conducted every six months for every employee working on the site. It will be the superintendent's responsibility to administer the training to all supervisors of subcontractors on site and then for those supervisors to train their own people as to the Emergency Action Plan.

Additional training will also be necessary as the conditions of the site change. A record of those persons trained on each site must be kept with the Emergency Action Plan in the project office trailer.

A. This Emergency Action Plan shall be posted in every project trailer or project office, next to the phone.

B. Emergency phone numbers and information must be posted next to the Emergency Action Plan.

C. All workers on the site must be trained in the Emergency Action Plan and records kept as to their completion.

D. A designated area or safe zone will be selected at the start of each project and updated or relocated as needed. The designated area or safe zone must be capable of meeting the requirements of all types of emergency situations.

E. All supervisory personnel on site will be instructed as to their duties in case of an emergency situation, their first day on the site.

EMERGENCY ACTION PLAN

FIRE OR EXPLOSION

1. Notify your immediate supervisor of a fire or explosion.

2. Inform the site superintendent, if different from above, of the situation.

3. Site superintendent will phone 911 or the designated number for an emergency at that location. Provide your name, company name, project address, nature of emergency and stay on the telephone with them until otherwise informed.

4. Sound the evacuation alarm located in the project trailer or project office.

5. Ensure the site is totally evacuated by means of all supervisory personnel on site. Ensure to the extent of the hazardous condition occurring.

6. Account for all personnel at the pre-determined designated location (i.e. project trailer, parking lot, tool trailer, etc.).

7. Notify the office of the situation and status.

8. Provide emergency personnel with any needed information or assistance.

9. All workers at the site must strictly follow the requirements of the Emergency Action Plan.

10. Never leave the designated area unless otherwise informed to do so.

11. Treat every evacuation alarm as a true emergency.

EMERGENCY ACTION PLAN

CHEMICAL SPILL

Spill and Leak Response Plan:

If a spill or leak should occur, the following procedures must be followed:

1. Notify emergency responders as necessary.
2. Locate the source of the spill or leak.
3. Ensure use of appropriate Personal Protective Equipment (PPE).
4. Take necessary actions to stop the spill or leak.
5. Contain the spill or leak.
6. Clean up the spill or leak with absorbent materials.
7. Notify the owner or owner's agent immediately.
8. Clean up all used material and properly dispose.

EMERGENCY ACTION PLAN

SEVERE WEATHER

Purpose

To provide guidelines for preparations to be made in anticipation of a tornado, severe lightning, or flash flood.

General

Jaynes Corporation will monitor weather conditions and will notify all onsite contractors by radio, telephone or verbal instruction of impending severe weather.

Upon receipt of instructions to prepare for severe weather, all construction personnel will immediately begin making the following preparations:

1) Secure all construction areas and provide assistance in securing non-construction areas, if requested

2) Set-up communications to be utilized after evacuation.

3) Account for and evacuate all construction personnel from the project

4) Utilize the "Severe Weather Checklist" (Exhibit 19.3-A)

Temporary Facilities

Inspect tie-downs on trailers, portable toilets and other temporary buildings. Make all needed corrections.

Disconnect power to temporary load centers, temporary buildings, welding machines and other temporary construction loads. Check cords and feeders strung overhead, which may be susceptible to whipping in the wind and correct as needed.

Remove valuable or essential items from trailers, (i.e. computers, tool, or important documents).

Clean up loose material or debris from construction areas.

Storage Areas

Secure or remove lightweight or loose items that could become airborne.

Tie-off or lay down items which may tip or fall. Secure all compressed gas cylinders.

Pumps, motors, electrical gear, or items that may be damaged by immersion should be elevated or moved indoors, if possible.

Cranes and Lifting Equipment

Remove cranes and lifting equipment from process areas and other critical areas, which may become endangered, by such equipment in strong winds.

Fully retract booms or hydraulic cranes, man-lifts, etc. Lay down booms on lattice-boom cranes. Move cranes away form building and structures.

Incomplete Construction

Examine incomplete construction for stability and the ability to withstand extreme winds. Examples are, partially erected piping, cable trays, structures, storage tanks, vessels and equipment which has not bee anchored.

Stabilization of incomplete construction may require:

- Temporary bracing, lashing, anchors, etc.
- Installation of missing braces, anchor-bolts or other incomplete items, as time permits
- Remove some of work in place, to increase stability.
- Storage tanks may need to be partially filled or have manways or nozzles left open to prevent flooding.

Evacuation

Upon notification from Jaynes Corporation contractors will evacuate their employees. Contractor Supervisors are to account for all employees, including subcontract employees and visitors with a head count **prior** to leaving the project.

Tornado Threat

Should the project be close to the immediate path of tornado or a tornado has been sighted, Jaynes Corporation will notify all contractors.

If time allows, boom down all rigs and secure all loose items and materials.

If outside of a building:

- get out of street or structure

- watch out for flying debris
- stay ways from small buildings and mobile trailers
- lay flat on the ground
- take cover in lower level of a building

If inside a building:

- go to lower levels
- get out of small shacks and mobile trailers
- lay flat on floor if possible

Jaynes Corporation will issue an "All Clear" when local weather reports indicate the danger has passed.

After the "All clear" has been issued, all personnel will report their office trailers. Supervisors will conduct a head count to ensure that all personnel are accounted for.

Lightning

Lightning kills or injures more people than any other natural hazard. The closer lightning is to you, the greater the danger. A way to estimate the distance between you and the lightning is to count the seconds between the lightning bolt and the thunderclap. If it is less than 5 seconds, take shelter and stay inside until the lightning stops.

Actions to take when lightning approaches include:

- Get inside a building or vehicle
- Avoid contact with metal surfaces
- Do not use the telephone unless it is an emergency

Actions to take when outside:

- Do not stand under an isolated tree, telephone pole, or a hilltop o near a large radio antenna
- In an open areas, go to a low place such as ravine or valley
- Get away from open water

- Stay away from wire fences, telephone lines, electrical equipment, metal pipes and structural steel

In a level field, if you feel your hair stand on end, lightning may be about to strike. If you cannot reach safe cover within a few seconds, drop to your knees. This action may significantly reduce injury. **DO NOT LIE ON THE GROUND.**

Persons struck by lightning may be severely burned or injured, but they do not carry an electrical charge. They should receive medical care as soon as possible.

Flooding

Prepare a list of items that need to be protected from fast rising water. Have dunnage available to raise equipment off the ground that may b damaged by immersion.

Have battery-powered radio and a flashlight with extra batteries available.

Determine what level of rising water will require an evacuation. Have a system to continually monitor weather bulletins and water levels.

If local officials recommend an evacuation, do so immediately.

Do not drive or walk into water where you cannot see the bottom. The road may be washed out or manhole covers may be missing.

If water approaches electrical systems anywhere in the construction area, turn off the main power supply.

SEVERE WEATHER CHECKLIST

Contractor: _____

Areas: _____

Temporary Facilities

_____ Inspect tie-downs on trailers, portalets, and other temporary buildings.

_____ Disconnect power to temporary load centers, temporary buildings, welding machines, and other temporary construction loads.

_____ Check cords and feeders run overhead which may be susceptible to whipping in the wind and correct as needed.

_____ Remove valuable or essential items, such as computers or important documents.

_____ Dismantle or tie-down scaffolds, shoring or temporary structures which cannot withstand severe wind.

_____ Clean up any loose materials or debris from all construction areas and temporary facilities.

Storage Areas

_____ Secure or remove lightweight or loose items which may become airborne.

_____ Tie-off or lay down items which may tip or fall.

_____ Pumps, motors, electrical gear, and other items which may be damaged by immersion - elevate or move indoors, if possible.

Cranes and Lifting Equipment

_____ Remove cranes and lifting equipment from process areas and other critical areas, which may become endangered by such equipment in strong winds.

_____ Fully retract booms on hydraulic cranes, man-lifts etc. Lay down booms on lattice-boom cranes.

Incomplete Construction

_____ Examined - partially erected piping, cable-trays structures, and storage tanks; vessels and equipment which have not been anchored - for adequate stability and the ability to withstand extreme winds; corrections made as needed.

Evacuation

_____ Contractor employees, including sub-contract employees and visitors accounted for.

Head Count

CONTRACTOR EMPLOYEES _____

SUBCONTRACTOR EMPLOYEES _____

VISITORS _____

LIST SUBCONTRACTORS _____

Checklist completed by: _____

BOMB THREAT

1. Try and receive as much information as possible from the caller:
   a. Name and/or organization responsible.
   b. Where is the location of the bomb?
   c. When will the bomb detonate?
   d. What type of bomb?
   e. Who is the bomb aimed or directed toward?
   f. Why is the threat being made?
   g. What are the terms of negotiation?
2. Once the call has ended, **immediately** notify your immediate supervisor of the threat and the information.
3. **Immediately** inform the job site superintendent, if different from above, of the threat and the information.
4. Job site superintendent will **immediately** phone 911 or the designated number for an emergency at that location. (Provide your name, company name, job site address, nature of the emergency and stay on the phone with them until otherwise informed.)
5. Sound the evacuation alarm located in the job trailer or job office at once!
6. Ensure the job site is totally evacuated by means of all supervisory personnel on site.
7. Account for all personnel at the pre-determined designated location (i.e. job trailer, parking lot, tool trailer, etc.).
8. Notify the appropriate area office **and** the Safety Department of the situation and status.
9. Notify adjacent facilities if necessary.
10. Provide emergency personnel with any needed information or assistance.
11. Treat all threats as a true emergency! No exceptions!
12. All workers at the job site must strictly follow the requirements of the Emergency Action Plan.

13. Never leave the designated area unless otherwise informed to do so.

14. Do not return to work until the all-clear is given.

CRISIS MANAGEMENT PLAN
ALBUQUERQUE, NM AREA FIELD OPERATIONS

I. PURPOSE

The purpose of this crisis management plan is to prescribe simple procedures for dealing with serious and/or catastrophic construction incidents and related casualties.

II. PLAN DEVELOPMENT, IMPLEMENTATION & LOCATION

A. Crisis Management Plan: The Jaynes Companies (Jaynes) Corporate Safety Director is responsible for preparation, training and revision of the general plan.

B. Project Specific Listing: The Jaynes Project Manager is responsible for the preparation, distribution and revision of the project specific listing. This listing shall be prepared, distributed and reviewed by affected team members prior to the commencement of on site construction activities. (See Project Specific Listing)

C. Implementation: The senior Jaynes representative on the scene of a crisis situation at the time will be designated as the "On Scene Team Leader" and is responsible for the implementation of this plan. (See Project Specific Listing)

D. Written Plan Location: The Jaynes Project Superintendent is responsible for ensuring that the Project Specific Emergency Action Plan and Jaynes Crisis Management Plan, at a minimum, be kept in a readily identifiable notebook on an interior wall of the job site office trailer or office area and shall be in immediate and clear view of the main entry door.

III. PLAN INITIATION CRITERIA

A. This crisis management plan will be initiated whenever one or more of the following serious incidents occur or could potentially result in one or more of the following:

"Rule of 10"

1. Fatal injuries
2. Brain injuries
3. Injuries resulting in partial or total paralysis
4. Amputation or 100% loss of use of an upper or lower extremity
5. Injury resulting in blindness or partial blindness
6. Severe burns or severe scarring injury
7. Heart attack and/or stroke
8. Severe bodily injury or illness
9. Sudden and accidental pollutant discharge
10. Extensive property damage or business interruption

B. In addition to the "Rule of 10" any incident that results in media coverage may initiate the Press/Media Relations aspect of this plan. (See section VIII / B)

C. Depending on the specific circumstances involving the incident only certain elements of this crisis management plan may be initiated in lieu of the entire all-inclusive plan.

IV. INCIDENT REPORTING PROCEDURES

A. The Jaynes Corporate Safety Director is to be notified immediately at the time of the incident if any of the plan initiation criteria have occurred or have the potential of occurring. Understanding that taking care of any injured and protecting from further damage is the initial primary focus, immediate notification is also essential.

B. The Jaynes Corporate Safety Director will notify the Jaynes President/COO and Jaynes General Counsel immediately upon notification. In addition, the Jaynes Corporate Safety Director will notify the appropriate insurance company representative within the first hour after the incident occurred if any of the "Rule of 10" plan initiation criteria have occurred or have the potential of occurring. This notification may invoke "SWAT" response. If only the Press/Media criteria has occurred or has the potential of occurring then an insurance company representative need not be notified unless deemed necessary and will most likely not invoke "SWAT" response.

C. The Jaynes President/COO will notify the Jaynes Area Manager in which the incident has occurred immediately upon notification, as well as, notify appropriate crisis management team personnel and initiate the team response. The Jaynes president/COO will also designate a responsible person to notify all of the Jaynes Board of Directors Members.

D. The Jaynes General Counsel will notify designated Outside Counsel.

V. "SWAT" ACTION PROFILE (SWAT = Special Well-timed Accident Team)

A. "SWAT" Mission
1. Emergency Action Quick Response
2. "Rule of 10" Loss Investigation
3. Immediate activation of the "SWAT" is mandatory unless otherwise jointly agreed to by the Jaynes CEO or top management person and the Chief Operating Officer or Claims Vice President of the insurance company.
4. Team Members
   a. Insurance Company Representatives
   b. Jaynes CEO (or other delegated Top Management personnel)
   c. Risk Management & Safety Department
   d. Selected Legal Defense Counsel
   e. Selected Experts
   f. Insurance Company's Coverage Legal Counsel (at CEO's discretion)

B. "SWAT" Goals
1. Determine Facts
2. Preserve Evidence
3. Identify Involved Contracts / Risk Transfer
4. Evaluate Subrogation Potential
5. Initiate Defense Tenders
6. Protect Jaynes' Bottom Line
7. Protect Buffer and Umbrella Bottom Line
8. Decide Initial Defense / Settlement / Litigation Strategy

C. "SWAT" Investigation Timeline Requirements
1. Notification of incident to insurance company representative within the first hour after a qualifying incident
   a. Determine type of loss
   b. Determine who will attend "SWAT" investigation
   c. Put out immediate Serious Loss Notice of pending "SWAT" claim
2. "SWAT" Investigation – within first 24 hours of notification of incident
3. Notification of facts to key personnel – within 48 hours of incident
4. Reserves determined – within 15 days
5. CEO conference call – within 15 days, not later than 30 days of the initial investigation
6. Follow up CEO conference call – to be scheduled as needed

D. CEO "Post Mortem" Conference Call Agenda Overview
1. Status of injured parties
2. Reserves & cost to date
3. Recap of facts
4. Liability issues
5. Mitigation of loss
6. Future strategies
7. Lessons learned
8. Preventative measures

VI. FIELD SUPERVISION ACTION

A. IMMEDIATE ACTION: Initiate the project specific "Emergency Action Plan" and act to save life and serious injury and minimize further damage.

1. For detailed procedures pertaining to specific emergencies refer to Jaynes Environmental, Health & Safety Plan - Section 19 - "Emergency Action Plans"
2. Initiate project specific "Evacuation Plan" (If so required)
3. Account for <u>all</u> personnel on site, i.e. workers, owners, visitors, suppliers, delivery personnel, etc. as outlined in project specific Emergency Action Plan

B. NOTIFICATIONS: The "PROJECT SUPERINTENDENT" will make the following calls as necessary. If they cannot make them personally, they will assign a responsible person to do so.

1. Summon emergency services needed:
   a. Ambulance/EMS/Medical – (See Project Specific Listing)
   b. Law enforcement/Police – (See Project Specific Listing)
   c. Fire Department/Rescue – (See Project Specific Listing)

2. Notify appropriate utility authorities in case of ruptured or interrupted service as follows:
   a. Electric – (See Project Specific Listing)
   b. Gas – (See Project Specific Listing)
   c. Telephone – (See Project Specific Listing)
   d. Water/Sewer – (See Project Specific Listing)
   e. Cable – (See Project Specific Listing)
   f. Other – (See project Specific Listing)

3. Notify Jaynes Corporate Safety Director at the Albuquerque, NM Corporate Office. (See Project Specific Listing)

If you are unable to notify the Jaynes Corporate Safety Director notify another Jaynes Safety Coordinator or Safety Department Administrative Assistant. (See Project Specific Listing)

If you are unable to notify any Jaynes Safety Department personnel notify the Jaynes Area Manager in which the incident occurred.

Relay the following information:
a. Name and location of caller
b. Project name and location or incident address/location
c. Description of incident. (fatalities, injuries, damage)
d. Injured and/or dead personnel
   1. Name and employer
   2. Description of injury
   3. Assistance received and/or requested so far

4. Assign a responsible person to immediately notify all the subcontractor foremen on site and hold a briefing to explain the situation.
   a. Encourage their workers to contact their own families to inform them that they are alright
   b. Prohibit the use of personal cameras and/or cellular telephones to take photographs of the accident scene, equipment damage and injured or dead persons
   c. Caution them and their workers about speaking to the media before a full investigation has been completed
   d. Caution them and their workers about releasing any personal information such as names, ages or descriptions of injured or dead individuals to the media
   e. Identify, separate & isolate individuals who may have witnessed or have pertinent information pertaining to the incident and provide the information to the Jaynes person responsible for accident scene investigation and documentation

C. Temporarily assume the roles of On Scene Team Leader, Press / Media Relations Spokesperson and Rescue and/or Clean-up Operations Supervisor until more senior Jaynes representatives arrive on site to take over those roles.

VII. CRISIS MANAGEMENT TEAM

A. PURPOSE: The purpose of the crisis management team is for designated management personnel to take over specific responsibilities in the event of a crisis.

B. RESPONSIBLE MANAGEMENT PERSONNEL:
1. On Scene Team Leader

2. Press / Media Relations Spokesperson

3. Rescue and/or Clean-up Operations Supervisor

VIII. CRISIS MANAGEMENT TEAM RESPONSIBILITIES & PROCEDURES

A. ON SCENE TEAM LEADER RESPONSIBILITIES:

The current senior Jaynes representative on the scene of a crisis situation, at the time, will be determined by the below order and will be designated as the "On Scene Team Leader" and will be responsible for the implementation of this plan. They will remain in that roll until a more senior Jaynes representative arrives on the scene and takes over that role.

1.	Chairman & CEO	(See Project Specific Listing)
2.	President & COO	"
3.	Executive Vice President Albuquerque Operations	"
4.	Secretary / Treasurer & CFO	"
5.	Executive Vice President Field Operations	"
6.	Vice President & General Counsel	"
7.	Corporate Safety Director	"
8.	Senior Safety Coordinator	"
9.	Project Manager	"
10.	Project Superintendent	"
11.	Assistant Project Superintendent	"
12.	Project Engineer	"

The "On Scene Team Leader" should remove themselves from any in-depth involvement into any single aspect of the situation and coordinate with predetermined Jaynes employees to handle the below listed items. (See Project Specific Listing)

1. Accident Scene Security – <u>Project Superintendent and/or Assistant Project Superintendent</u>
   a. Secure the scene immediately without disturbing physical evidence
   b. Monitor and control the job site and deny entry to any unauthorized or unnecessary personnel
   c. We are <u>not</u> required to allow entry to any unauthorized or unnecessary personnel or the press and media
   d. Take control of hostile situations, do not hesitate to be forceful in restricting access to traumatic situations
   e. Secure all entrances and exits to the accident scene
   f. Flagging and/or barricades as required
   g. Use tarps or other similar materials to cover up and/or block the view to traumatic situations
   h. Security guards as required (See Project Specific Listing)

2. Accident Scene Investigation & Documentation – <u>Corporate Safety Director</u>
   a. The purpose of any accident investigation is to identify all possible contributing factors so that future incidents, similar in nature, can be prevented and to determine all the facts leading up to and following the incident. Investigations should be directed toward fact-finding, not fault finding.

b. When possible, discuss the accident with the injured person(s).
c. Discuss the accident with others that may have seen the accident.
d. Carefully consider the following points:
   1. What was the injured person doing prior to and at the time of the accident? Was this in pursuit of their regular duties?
   2. Was the person properly instructed as to the manner in which to perform their duties? Did they do the work in accordance with instructions?
   3. Did any other person or subcontractor contribute to the accident?
   4. Was the equipment or machinery involved in the incident in proper working condition? Was it properly guarded? Was it suited for the purpose for which it was being used?
   5. Was ample and sufficiently lighted workspace provided?
   6. Were proper housekeeping conditions maintained?
   7. How is the same type of work done by others persons?
   8. Is there a safer way in which this work could be done?
   9. Was the injured person in good health when reporting for work on the day of the accident?
e. Obtain any eyewitness accounts (tape record or video if possible). All personnel associated with the operation and other eyewitnesses to the accident should be interviewed and written statements taken as appropriate. When necessary attempt to obtain a certified interpreter in the appropriate language.
f. The information obtained during these interviews should be limited to direct knowledge of what was observed. Opinions and hearsay information may be recorded but must be clearly identified as such.
g. Each individual interviewed should be requested to sign a statement of their recorded sequence of events that lead up to and include the accident.
h. The following information should be obtained from each individual interviewed:
   1. Name, home address, home telephone number, employer name, employer address, employer telephone number, employee number and occupation or trade.
   2. Date, time and place of interview.
   3. Where the person being interviewed was at the time of the accident. Whenever possible indicate the location of each witness on a site plan and/or floor plan drawing.
   4. A complete narrative of what the witness knows of the accident.
   5. What operational activity or other events were taking place prior to and at the time of the accident.
   6. What materials (lumber, concrete, steel, etc.), equipment (tools, cranes, scaffolding, etc.), or conditions (weather, working environment, labor disputes, etc.) were involved. This would also include all possible contributing factors, personal and physical, whether they are directly or indirectly related to the accident.
   7. What facts may have caused the accident? Answers must be as objective as possible. Include all unsafe conditions and/or unsafe acts.

8. Was there a pre-existing known and/or reported unsafe condition or actions associated with the accident? If so, when was it reported, to whom and was there any action taken at that time?

i. Upon conclusion of the interview, review the statement with the witness and attempt to clear up possible discrepancies. The statement should then be dated, signed and witnessed by a third party.

j. It is in the best interest of all parties, and sometimes a legal requirement, that all physical evidence not be disturbed or tampered with, regardless of the circumstances involved.

k. If any equipment, tools and/or materials are involved with the accident, they shall after marking location, be removed from service and placed in safekeeping. If this proves to be impractical, the area in which the accident occurred will be cordoned off and security personnel shall be posted to keep all unauthorized personnel out of the area.

l. The secured area shall only be reopened upon approval from the area manager or safety department.

m. Sufficient photographs. Contact professional photographers and/or videographers as required (See Project Specific Listing). If possible video recordings, shall be taken as soon as possible after the accident by the safety department or designated personnel since conditions rapidly change. Each photograph shall be properly labeled with the following information:

1. Description and location of principal item(s)
2. Positions/directions in which the photographs were taken
3. Dates and times
4. Name of photographer

n. The investigator should endeavor to provide a series of photos that supply a maximum of useful information and that will enable the viewer to understand how the accident occurred.

o. Several photographs should be taken employing a general view. The camera should be utilized clockwise until at least four general view photographs have been taken.

p. A set of views should be selected to show the relationship of the accident to surrounding structures or articles. This may be suggestive of action immediately preceding the accident.

q. As the scene is examined, various objects will appear to have relation to the injury. Tools, bloodstains and similar items should be photographed before they are moved or cleaned up. Before items at the scene are moved, take pictures showing approximate size in relation to a known common item.

r. Any areas that the victim may have been in actual contact with should be considered part of the scene of the accident. The nature of the accident will determine the extent to which the surroundings need to be photographed for a fuller understanding of the events that led to the accident.

s. The camera should be carefully placed to provide a perspective that is both normal and informative. The incorrect selection of photographic angle often results in a distorted and false impression of the scene.

This must be avoided, as we want to represent only factual information.

t. It is sometimes desirable to illustrate the statement of a witness by means of a "posed" photograph. In this way, the inadequacies of verbal testimony can be graphically remedied. To accomplish a posed photograph, a person with the same general physical appearance should be used. Naturally, they should be placed in the same spot and positions as directed by the witness. Marks or pointers should be used to clarify important aspects of the photograph. For example, chalk can be used to show body position of the victim. Prior to such a procedure, however, photographs should be taken of the untouched scene to obviate any objection to the photograph in court on the grounds that it does not purport to show the original scene.

u. Drawings and diagrams should be marked up and/or sketches prepared to indicate the location of the accident. Obtain any measurements needed. All measurements of time, distance, size, weight, etc., must be accurate. In the event of unknowns (speed, distance, weight, etc.), every attempt must be made to closely approximate the same with tables, formulas or calculations that must be kept as part of the accident investigation.

v. The investigative report shall be completed as soon as possible. An accurate, detailed narrative description of the operation being performed at the time of the incident is of extreme importance. It is important to remember that a minor miscalculation of movement may have been the generating force that triggered the sequence of events that resulted in the accident.

w. Investigative reports should reveal the following:
1. What Happened?
2. When did it happen?
3. Where did it happen?
4. Why did it happen?
5. Who did it happen to?

x. A sequence of all pertinent facts by the time of their occurrence should be included in the report.
1. Time – activity prior to accident
2. Time – occurrence
3. Times – emergency notification of first aid, safety, ambulance, etc.
4. Times – arrival at scene of first aid team, ambulance, etc.
5. Time – initial treatment of rescue efforts began
6. Time – arrival of ambulance at medical facility, medical treatment or surgery.

y. Accident Investigation & Documentation Kit should include the following items:
1. Jaynes incident reporting forms
2. Witness statement forms & pens
3. Letter size clip board
4. 5mm mechanical pencil
5. Pad of grid paper
6. 12 inch metal ruler
7. Flashlight w/ additional batteries

8. Digital camera w/ additional memory cards
9. Digital tape recorder w/ additional batteries
10. Numbered or lettered forensic tents and/or cones
11. 25 foot tape measure
12. 100 foot tape measure
13. Digital laser tape measure w/ additional batteries
14. Measuring wheel
15. Barricade tape – 1,000' roll
16. Tarp and/or plastic w/ rope or twine
17. Utility knife
18. Zip lock bags, trash bags & large envelopes
19. Permanent markers
20. Lumber crayon and/or chalk
21. Leather gloves
22. Disposable latex gloves
23. Roll of duct tape
24. Plastic zip ties
25. Current emergency contact listings of Jaynes employees

3. Substance Abuse Screening – Senior Safety Coordinator
   a. Arrange for post accident substance abuse screening of all Jaynes employees involved.
   b. For injured employees taken to a medical facility for care, either arranges for collection by designated collection facility if available or contacts the medical facility and request a urine specimen is collected for substance abuse screening. (See Project Specific Listing)
   c. For uninjured employees and employees with minor injuries have them report to the appropriate substance abuse screening collection site, if during hours of operation. (See Project Specific Listing)
   d. Urine specimens for substance abuse screening outside hours of operation may require contacting after hours collection options or may be collected by properly trained and authorized Jaynes personnel. (See Project Specific Listing)

4. Insurance Issues – Secretary / Treasurer & CFO
   a. Contact additional appropriate insurance agency representatives as required (See Project Specific Listing)
   b. Accompany the insurance representative during on accident site inspection

5. OSHA Notification (if required) – Senior Safety Coordinator
   Per OSHA regulations employers are required to report any and all accidents which involve a fatality or the hospitalization of 3 or more workers within eight (8) hours after the employer learns of it. Contact the nearest OSHA area office by telephone (a fax is not acceptable) or call the OSHA hot line. (See Project Specific Listing)

6. Notification of Family Members – President & COO and/or Executive VP Albuquerque Operations
   a. Notify the next of family in person, when possible, in the event of a fatality or serious life threatening injury

b. Notify the next of family by telephone, when possible, when the person has a non-life threatening injury
c. Encourage and facilitate next of family notification by all uninjured personnel
d. Have current listing of employee telephone numbers and addresses available

7. Notification & Coordination of Additional Workers (if required) – Executive VP Field Operations and/or General Concrete Superintendent
   a. Notify & coordinate required additional workers for accident site rescue and/or clean-up operations.
   b. Have current listing of employee telephone numbers and addresses available

8. Notification & Coordination of EAP Provider – Senior Safety Coordinator

9. Monitor Press/Media Relations & Coverage – Chairman & CEO

10. Owner & Architect Notification & Relations – Project Manager and/or Project Engineer

11. Subcontractor Notification & Relations – Project Manager and/or Project Engineer

12. Legal Issues – Jaynes General Counsel

13. Notification & Coordination of Failure Analysis Services – Jaynes General Counsel

14. Enforcement of Safety Precautions for all personnel on site, including police, fire and rescue personnel – Everyone

B. PRESS / MEDIA RELATIONS SPOKESPERSON PROCEDURES:

1. "Buy Time Statement"
   The "On Scene Team Leader" at the time will limit comments and defer to the designated Jaynes Spokesperson by the use of a "Buy Time Statement", unless the "On Scene Team Leader" is the designated spokesperson.
   a. **Do** talk to the media
   b. Be brief and honest
   c. State that you don't have enough facts at this time
   d. Restrict media access to the incident scene for safety reasons
   e. Identify the designated Jaynes Spokesperson by name
   f. Provide a time frame for the Spokesperson's arrival and/or statement

2. Gather Facts of the Incident
   a. The Jaynes Spokesperson will be briefed in the known facts of the incident
   b. Don't discuss speculations or assumptions
   c. Don't discuss or attempt to predict potential future events

3. Prepare the Media Message
   a. Set Message Agenda
      1. Introduction
      2. Events leading up to the incident
      3. Details of facts that are known
      4. Primary message points
      5. Field additional questions
      6. Follow up information
   b. Prepare Primary Message Points
      1. "Safety is a core personal and corporate value at Jaynes"
      2. "Our thoughts and prayers are with the family members of those injured"
      3. "Jaynes is concerned about the condition of those injured"
      4. "Jaynes is working with authorities to determine the cause of the incident"
      5. "In New Mexico Jaynes is a Blue Level participant in the C.H.A.S.E. Partnership, which stands for Construction Health And Safety Excellence".
   c. Anticipate all media questions and prepare appropriate responses
   d. Safety History
      1. Be prepared to discuss the company's overall safety record and more specifically the safety history on the project where the incident occurred
      2. Be prepared to mention positive aspects of our safety program and history
   e. Practice the message out loud with the rest of the team before delivering the message to the media and make necessary adjustments

4. Delivering The Message
   a. Present yourself in a positive manner
      1. Maintain eye contact with the media as you speak
      2. Take off your sunglasses
      3. Keep anything out of your mouth, such as gum and tobacco
      4. Keep your hands in front of you and out of your pockets
      5. Avoid the appearance that you are hiding anything
      6. Don't use profanity or vulgar language
      7. Whenever possible conduct interviews in sight of the Jaynes project Safety Sign and refer to it during the interview
   b. The Jaynes Spokesperson should introduce themselves
      1. Provide first and last name with correct spellings
      2. Provide job position / title
      3. Provide company name with correct spelling
      4. Make sure the media knows whom the Jaynes spokesperson is
   c. Keep it simple and to the point
      1. Use understandable language
      2. Condense the information
   d. Be honest and tell the truth
      1. Make sure your information is accurate
      2. Correct all incorrect information if you know the facts

3. Don't give away company secrets
4. Do not provide information unless the question is asked
5. Deliver the message with authority and emotion
6. Names, ages and job titles of dead or injured persons will not be released until proper notification of family members

e. Don't ever tell anything "off the record"
   1. If you don't want it used, don't say it
   2. Never say "no comment"

f. Repeat primary message points over and over

g. Emphasize the positive and communicate the corporate message
   1. "Jaynes has a detailed set of safety procedures which are strictly enforced and monitored"
   2. "We will restore operations as soon as possible"
   3. Use all opportunities to communicate something positive

h. Stay away from liability issues
   1. Do not discuss cause of or responsibility for the incident
   2. Do not give information on dollar value or the extent of the damage
   3. Assure the media that full disclosure will be forthcoming after a full investigation

i. When answering questions:
   1. Take your time and think about how you're going to respond before you start talking
   2. Don't be concerned about awkward periods of silent time, the media will edit those periods out to streamline their reporting of the incident

j. Don't speculate or predict the future
   1. Answer or give information only if you know the facts
   2. If you do not know simply say, "I do not know"
   3. Never be trapped into predicting the future

j. Communicate a time and location for future follow up messages

5. Sample Responses to Media

a. Following are some examples of the type of statement format that may be used with the news media. (When approved by corporate communications):

   1. "At (time) on (date) an incident occurred at (location).

   2. "(Number) workers were injured and/or (number) of workers died when the incident occurred, which caused (minor / moderate / extensive) damage".

b. Following are three statements providing some further details. These statements could be used where appropriate.

1. "Injuries to the workers were minor. Those injured were treated at a local hospital and released".

2. "Those injured were first treated by a local emergency medical unit at the scene and (number) persons were taken by ambulance to (name) hospital for further treatment and observation".

3. "(Number) Jaynes Team Members died and (number) others were injured. Names of those injured, the nature of their injuries and the names of the deceased will be withheld until families can be properly notified".

c. The statement to the media should end with the following, if appropriate:

   1. "The exact cause of the incident is not known at this time and further details will not be available until the company has had an opportunity to conduct a detailed investigation".

d. There may be occasions when we're asked to respond to accidents that do not involve Jaynes employees. The following is an example of a response to this situation:

   1. "Jaynes wishes to express its deepest concern for the employee(s) of (company name) who was seriously injured at the (job name) in (location)".

   2. "Jaynes was informed of the incident at (time) on (date) and is actively investigating the cause".

   3. "Jaynes is the (general contractor / subcontractor) on the (job name) and not the employer of the (injured / deceased) individuals. Safety is a core Jaynes value and we continually strive to exceed OSHA compliance standards".

C. SUPERVISOR OF ON SITE RESCUE AND/OR CLEAN-UP OPERATIONS:

1. Remain in a supervisory role at all times, unless it is deemed necessary to become personally involved in the hands on rescue and/or clean-up operations.

2. Whenever possible allow only trained professionals (police, fire and rescue personnel) to engage in rescue operations.

3. Under no circumstances are we to risk further loss of life or serious injury to attempt to retrieve an obvious fatality.

4. Supervise the hands on activities of the trained experienced personnel performing the rescue and/or clean-up operations.

5. Whenever possible do not involve personnel in rescue and/or clean-up operations that were directly involved in the original incident/accident/crisis. Remove them from the scene for physical and/or mental evaluation, accident investigation interview and substance abuse screening, as well as, Employee Assistance Program (EAP) counseling if necessary. (See Project Specific Listing)

6. Notify & coordinate Biological Clean-up Services. (See Project Specific Listing)

7. Enforcement of safety precautions for **all** personnel on site, including police, fire and rescue personnel.

JAYNES - ALBUQUERQUE
CRISIS MANAGEMENT PLAN
PROJECT SPECIFIC LISTING – ALBUQUERQUE, NM TEMPLATE

Project Name: _____ Project #: _____
Project Address: _____
_____

GPS Location: Longitude: _____ Latitude: _____

I. ON SCENE TEAM LEADER: The senior Jaynes employee on the scene of a crisis situation shall be in charge of implementing this plan, in the following order:

A.	Donald A.M. Power	Chairman & CEO
B.	Rick Marquardt	President & COO
C.	Shad James	Executive Vice President Albuquerque Operations
D.	Wayne Davenport	Secretary / Treasurer & CFO
E.	Greg Krause	Executive Vice President Field Operations
F.	Jim Rosel	Vice President & General Counsel
G.	Terry Boekeloo	Corporate Safety Director
H.	Mark Harwell	Senior Safety Coordinator
I.	_____	Project Manager
J.	_____	Project Superintendent
K.	_____	Assistant Project Superintendent
L.	_____	Project Engineer

II. EMERGENCY SERVICES:

A.	Ambulance/EMS/Medical:	Dial 911 or the local direct number:	(505) 761-8200 (City of Albuquerque)
B.	Law Enforcement/Police:	Dial 911 or the local direct number:	(505) 242-COPS or (505) 242-2677 (Albuquerque Police)
C.	Fire Department/Rescue:	Dial 911 or the local direct number:	(505) 768-1986 (City of Albuquerque)

III. UTILITY AUTHORITIES:

A.	Electric Services:	Dial 911 or the local direct number:	(505) 246-5700 (PNM)
B.	Gas Services:	Dial 911 or the local direct number:	(505) 246-5700 (PNM)
C.	Telephone Services:	Dial 911 or the local direct number:	800-223-7508 (Qwest)
D.	Water/Sewer Services:	Dial 911 or the local direct number:	(505) 768-2800 (City of Albuquerque)
E.	Cable Services:	Dial 911 or the local direct number:	_____
F.	Other/_____:	Dial 911 or the local direct number:	_____

IV. MANAGEMENT NOTIFICATION:

Albuquerque Office:		Telephone:	(505) 345-8591
A.	Donald A.M. Power	Cellular:	(505) 270-2467
		Home:	(505) 821-5127 Albuquerque
		Office:	(505) 345-8591 X 3010
		Email:	donp@jaynescorp.com
B.	Rick Marquardt	Cellular:	(505) 239-5467
		Home:	(505) 271-1045 Albuquerque
		Office:	(505) 345-8591 X 3044
		Email:	rickm@jaynescorp.com
C.	Shad James	Cellular:	(505) 259-9374
		Home:	(505) 286-1587 Sandia Park
		Office:	(505) 345-8591 X 3157
		Email:	shadj@jaynescorp.com
D.	Wayne Davenport	Cellular:	(505) 301-4648
		Home:	(505) 792-5496 Albuquerque
		Office:	(505) 345-8591 X 3031
		Email:	wayned@jaynescorp.com
E.	Greg Krause	Cellular:	(505) 239-2058
		Home:	(505) 861-3872 Belen
		Office:	(505) 345-8591 X 3030
		Email:	gregk@jaynescorp.com
F.	Jim Rosel	Cellular:	(505) 280-7235
		Home:	(505) 237-8906 Albuquerque
		Office:	(505) 345-8591 X 3007
		Email:	jamesr@jaynescorp.com
G.	Terry Boekeloo	Cellular:	(505) 269-3744
		Home:	(505) 771-1697 Rio Rancho
		Office:	(505) 345-8591 X 3026
		Email:	terryb@jaynescorp.com
H.	Mark Harwell	Cellular:	(505) 975-8711
		Home:	(505) 896-0293 Rio Rancho
		Office:	(505) 345-8591 X 3045
		Email:	markh@jaynescorp.com
I.	PROJECT MANAGER	Cellular:	
		Home:	
		Office:	
		Email:	

J.	PROJECT SUPT.	Cellular: Home: Office: Email:
K.	ASST. PROJECT SUPT.	Cellular: Home: Office: Email:
L.	PROJECT ENGINEER	Cellular: Home: Office: Email:

V. RESPONSIBLE TEAM MEMBER:

A. On Scene Team Leader: **DON POWER**

1.	Accident Scene Security	PROJECT SUPERINTENDENT ASST. PROJECT SUPT.
2.	Investigation & Documentation	TERRY BOEKELOO
3.	Substance Abuse Screening	MARK HARWELL
4.	Insurance Issues	WAYNE DAVENPORT
5.	OSHA Notification (if required)	MARK HARWELL
6.	Notification of Family Members	RICK MARQUARDT SHAD JAMES
7.	Notification & Coordination of Required Additional Workers	GREG KRAUSE JOHN KANTHACK
8.	Notification & Coordination of EAP Provider	MARK HARWELL
9.	Monitor Press/Media Relations & Coverage	DON POWER
10.	Owner & Architect Notification & Relations	PROJECT MANAGER PROJECT ENGINEER
11.	Subcontractors & Suppliers Notification & Relations	PROJECT MANAGER PROJECT ENGINEER
12.	Legal Issues	JIM ROSEL
13.	Notification & Coordination of Failure Analysis Services	JIM ROSEL

14. Enforcement of Safety Procedures: EVERYONE

B. Press / Media Spokesperson: RICK MARQUARDT

C. Supervisor Of On Site Rescue and/or Clean-up: GREG KRAUSE

1. Notification & Coordination of Biological Clean-up Services

VI. MISCELLANEOUS INFORMATION, ADDRESSES & TELEPHONE NUMBERS:

A. Emergency Medical:

Nearest Hospital Name
Address: _____
_____
Emergency Room Telephone: (505) _____

B. Non-Emergency Medical:

Industrial Rehabilitation Clinics (IRC)
5110 San Francisco NE
Albuquerque, NM 87109
Office Telephone: (505) 797-7691
Office Fax: (505) 797-7686
Hours: 8:00 am – 5:00 pm Monday – Friday
*After Hours & Weekends Pager: (505) 968-4538

C. Substance Abuse Screening:

S. E. D. Medical Laboratories
Midtown Collection Site
5601 Office Blvd NE, Suite #800
Albuquerque, NM 87109
Office Telephone: (505) 727-6295
Office Fax: (505) 727-6269
Hours: 7:00 am – 6:00 pm Monday – Friday
7:00 am – 3:00 pm Saturday
*After Hours Pager: (505) 968-8100

D. Job Site Security Provider:

Albuquerque's Armed Response Team (A.R.T.)
8200 Montgomery Blvd. NE, Suite 237
Albuquerque, NM 87109
Office Telephone: (505) 237-2278
Office Fax: (505) 839-5241
Contacts:
Gil Chavez – Captain
Business Cellular: (505) 818-5522
Personal Cellular: (505) 615-3064
Email: gchavez@armedresponseteam.com
Lowell Trout – Lieutenant
Business Cellular: (505) 261-2948

Personal Cellular: (505) 249-8632
Email: ltrout@armedresponseteam.com
Supervisor Car Telephone: (505) 550-4972

E. Professional Photographer & Videographer:

C & H Productions dba New West Productions
4301 Carlisle NE, Suite A
Albuquerque, NM 87107
Office Telephone: (505) 255-4344
Office Fax: (505) 255-1940
Contacts:
Raimund "Ray" Carrillo – Executive Producer
Cell: (505) 270-7055
Email: rcarrillo56@aol.com
Michelle Harris – Producer
Cell: (505) 259-4026
Email: mharris969@aol.com

F. Employee Assistance Provider:

Workplace Services
2340 Alamo SE, Suite 123
Albuquerque, NM 87106
Office Telephone: (505) 212-7000 X 108
Office Fax: (505) 212-7001
Hours: 8:30 am – 5:15 pm Monday - Friday
*After Hours: (505) 842-5300
Contact: Norma Tejada
Cellular: (505) 385-7274
Home: (505) 293-9320

G. Safety Experts / Consultants:

Safety Counselling, Inc.
3207 Matthew Ave. NE
Albuquerque, NM 87107
Office Telephone: (505) 881-1112
Office Fax: (505) 889-3747
Contacts:
Brock Carter – Owner / President
Cellular: (505) 259-8354
Home: (505) 286-1995

H. Failure Analysis Provider:

Exponent – Failure Analysis Associates
Contacts:
Scott A. Schroeder, Ph.D. – Managing Engineer
5401 McConnell Avenue
Los Angeles, CA 90066
Office: (310) 754-2773
Cellular: (805) 276-0937
Office Fax: (310) 754-2799
Email: sschroeder@exponent.com
Darko Babic, M.Sc. – Engineer
23445 North 19th Avenue
Phoenix, AZ 85027

Office: (623) 587-4112
Office Fax: (623) 581-8814
Email: dbabic@exponent.com

I. OSHA Notification:

New Mexico State OSHA
525 Camino de los Marquez, Suite 3
Santa Fe, NM 87502
Office Telephone: (505) 476-8700
Office Fax: (505) 476-8734
Contacts:
Robert Genoway – Compliance Program Director
Office Direct: (505) 476-8718
Cellular: (505) 470-7627
Email: robert.genoway@state.nm.us
Herman Hernandez – Compliance Officer
Office Direct: (505) 476-8709
Cellular: (505) 470-5420
Email: herman.hernandez@state.nm.us
Howard Gentry – C.H.A.S.E. Partnership Officer
Office Direct: (505) 222-9503
Cellular: (505) 610-6508
Email: howard.gentry@state.nm.us
Federal OSHA Hot Line: 1-800-321-6742

J. Biological Clean-up Services:

Bio-Recovery Services of New Mexico
Contact:
Kevin Arredondo – Owner / Operator
Office Telephone: (505) 275-1717
Email: Kevin@brsnm.com

K. Towing Service:

Knittle's Towing Services, Inc.
2412 Jefferson NE
Albuquerque, NM 87110
24 Hour Service: (505) 884-5289

L. Workers' Compensation, General Liability & Auto Liability Insurance:

American Contractors Insurance Group (ACIG)
12222 Merit Drive, Suite 1660
Dallas, TX 75251
Office Telephone: (972) 702-9004
Contacts:
Michael Overholt – Manager of Safety & Quality/Risk Management Executive Safety Management
Office Direct: (972) 687-9406
Cellular: (214) 906-4427
Home: (972) 442-9018
Office Fax: (972) 687-0602
Email: michael.overholt@acig.com
Susie McGee – Claims Management
Office Direct: (972) 687-9465
Cellular: (214) 507-9339

Home: (817) 577-0845
Office Fax: (972) 687-0602
Email: sjmcgee@acig.com

Linda Brown – General/Auto Liability
Office Direct: (972) 687-9429
Cellular: (214) 662-9197
Office Fax: (972) 687-0602
Email: linda.brown@acig.com

Michael Overholt – Safety Consultant
"See Information Above"

M. Auto Liability Insurance

Crum & Forster Insurance
6404 International Parkway, Suite 1000
Plano, TX 75093-8210
Office Telephone: (972) 380-3004
Office Fax: (877) 622-6717
Contacts:
Ron Mobasseri – Regional Loss Control Manager
Email: ron_mobasseri@cfins.com

N. Insurance Brokers

McGriff, Seibels & Williams, Inc.
2211 7th Avenue, South
Birmingham, Alabama 35233
Office Telephone: (205) 252-9871
General Office Fax: (205) 581-9293
Contacts:

Steve Davis
Office Direct: (205) 581-9398
Cellular: (205) 335-9398
Office Fax: (205) 583-9551
Email: sdavis@mcgriff.com

Russell Thomas – Account Executive
Office Direct: (205) 583-9528
Cellular: (205) 335-1292
Office Fax: (205) 583-9551
Email: rbthomas@mcgriff.com

Mark Calhoun – Senior Vice President
Office Direct: (205) 581-9224
Home: (205) 987-2625
Cellular: (205) 837-9224
Office Fax: (205) 583-9551
Email: mcal@mcgriff.com

O. Builder's Risk Insurance, Jaynes Property & Equipment Insurance:

Kinney Agency Inc.
320 Osuna Road NE, Suite G-1
Albuquerque, NM 87107
Office Telephone: (505) 262-2621
Office FAX: (505) 266-2878
Contacts:

Sam Conlee – Insurance Agent
Office Direct: (505) 254-4243
Cellular: (505) 269-1502
Email: sconlee@kinneyagency.com
Janice Portillo – Claims Department
Office Direct: (505) 254-4221
Email: jportillo@kinneyagency.com

P. Owner:

OWNER NAME
OWNER ADDRESS
CITY, STATE, ZIP
Office Telephone: (505)
Office Fax: (505)
1st Emergency Contact:
Cell: (505)
Home: (505)
2nd Emergency Contact:
Cell: (505)
Home: (505)

Q. Architect:

ARCHITECT
ARCHITECT ADDRESS
CITY, STATE, ZIP
Office Telephone: (505)
Office Fax: (505)
Emergency Contact:
Cell: (505)
Home: (505)

R. Other:

_____
_____
_____
_____
_____

CRISIS MANAGEMENT PLAN
FARMINGTON, NM AREA FIELD OPERATIONS

I. PURPOSE

The purpose of this crisis management plan is to prescribe simple procedures for dealing with major construction accidents and related casualties.

II. RESPONSIBILITY

A. PREPARATION: The Corporate Safety Director is responsible for preparation and revision of this plan.

B. ON SCENE TEAM LEADER: The senior Jaynes Corporation employee on the scene of a crisis situation shall be in charge of implementing this plan, in the following order:

1. Vice President Farmington Operations (See Project Specific Listing)
2. Senior Project Manager "
3. Project Manager "
4. General Project Superintendent "
5. Corporate Safety Director "
6. Safety Supervisor "
7. Senior Project Foreman "

III. CRISIS MANAGEMENT TEAM ACTION

A. IMMEDIATE ACTION: Act to save life and serious injury and minimize further damage.

B. NOTIFICATIONS: The "ON SCENE TEAM LEADER" at the time will make the following calls as necessary. If he cannot make them personally, he will assign a responsible Jaynes Corporation employee to do so.

1. Summon emergency services needed:
   a. Ambulance/EMS/Medical – (See Project Specific Listing)
   b. Law enforcement/Police – (See Project Specific Listing)
   c. Fire Department/Rescue – (See Project Specific Listing)

2. Notify appropriate utility authorities in case of ruptured or interrupted service as follows:

a. Electric – (See Project Specific Listing)
b. Gas – (See Project Specific Listing)
c. Telephone – (See Project Specific Listing)
d. Water/Sewer – (See Project Specific Listing)
e. Cable – (See Project Specific Listing)
f. Other – (See project Specific Listing)

3. Notify appropriate Jaynes Corporation office personnel at the Albuquerque Corporate Office.
(See Project Specific Listing)

If you are unable to contact one of these individuals instruct the appropriate Jaynes Corporation office receptionist or other office personnel to immediately contact the appropriate person.

After normal business hours contact one of the Jaynes Corporation individuals listed on the Project Specific Listing.

Relay the following information:
a. Name and location of caller.
b. Project Name and location.
c. Description of crisis. (fatalities, injuries, damage)
d. Injured and/or dead personnel.
   1. Name and employer
   2. Description of injury
   3. Assistance received and/or requested so far

IV. CRISIS MANAGEMENT TEAM

A. **PURPOSE:** The purpose of the crisis management team is for management personnel to take over specific responsibilities in the event of a crisis.

B. RESPONSIBLE MANAGEMENT PERSONNEL:
1. On Scene Team Leader

2. Press / Media Relations Spokesperson

3. Rescue and/or Clean-up Operations Supervisor

V. CRISIS MANAGEMENT TEAM RESPONSIBILITIES

A. ON SCENE TEAM LEADER RESPONSIBILITIES:
Remove yourself from any in depth involvement into any single aspect of the situation. Assign and coordinate responsible Jaynes Corporation employees to handle the below listed items. (See project Specific Listing)

1. Accident scene security
   a. Monitor and deny entry to unauthorized or unnecessary personnel.

b. Secure all entrances and exits to the accident scene.
c. Flagging and/or barricades as required.
d. Security guards as required. (See project Specific Listing)

2. Accident scene documentation and investigation
   a. Contact professional photographers as required.
   b. Take Jaynes Corporation photographs or videos.
   c. Obtain any measurements needed.
   d. Obtain any eyewitness accounts. (Tape record or video if possible).

3. Arrange for post accident substance abuse screening of all Jaynes Corporation employees involved.
   a. For injured employees taken to a medical facility for care, contact the medical facility and request a urine specimen be collected for substance abuse screening. (See Project Specific Listing)
   b. For uninjured employees and employees with minor injuries have them report to the appropriate substance abuse screening collection site, if during hours of operation. (See Project Specific Listing)
   c. Urine specimens for substance abuse screening after hours or on weekends will be collected by properly trained and authorized Jaynes Corporation supervisory personnel. (See project Specific Listing)

4. Insurance issues:
   a. Contact appropriate insurance agency. (See Project Specific Listing)
   b. Accompany the insurance representative during on accident site inspection.

5. Notification to OSHA if required.
   Per OSHA regulation employers are required to report any and all accidents, which involve a fatality, or the hospitalization of 3 or more workers within eight (8) hours after the employer learns of it. Contact the nearest OSHA area office by telephone (a fax is not acceptable) or call the OSHA hot line. (See Project Specific Listing)

6. Notification of family members.
   a. Notify the next of family in person, when possible, in the event of a fatality or serious life threatening injury.
   b. Notify the next of family by telephone, when possible, when the person has a non-life threatening injury.
   c. Encourage and facilitate next of family notification by all uninjured personnel.
   d. Have current listing of employee telephone numbers and addresses available.

7. Notification of additional workers for accident site rescue and/or clean-up operations.

a. Have current listing of employee telephone numbers and addresses available.

8. Enforcement of safety precautions for **all** personnel on site, including police, fire and rescue personnel.

9. Monitor press/media relations.

B. PRESS / MEDIA RELATIONS SPOKESPERSON RESPONSIBILITIES:

1. The “ON SCENE LEADER” will limit comments and defer to the management person responsible for press / media relations, unless the “ON SCENE LEADER” is that same person.

2. The Jaynes Corporation spokesperson will observe the following guidelines when dealing with media inquiries:

   a. Tell the truth.

   b. Don’t tell anything “off the record”.

   c. Use understandable language.

   d. If you don’t want it used, don’t say it.

   e. Condense the information.

   f. Never say “no comment”.

   g. Stay away from liability issues. Do not discuss cause of or blame for the crisis. Assure the media that full disclosure will be forthcoming after a full investigation.

   h. Emphasize the positive and communicate the corporate message. “Jaynes Corporation has a detail set of safety procedures which are strictly enforced and monitored”. “We will restore operations as soon as possible”.

   i. Make sure your information is accurate. Answer or give information only if you know the facts. If you do not know simply say, “I do not know”. Do not guess or speculate.

   j. Take control of hostile situations. Do not hesitate to be forceful in restricting access to traumatic situations.

   k. Enforce safety precautions for all personnel on site. Including police, fire and rescue personnel.

   l. Never be trapped into predicting the future.

m. Make sure the media knows whom the Jaynes Corporation spokesperson is.

n. Correct all incorrect information if you know the facts.

o. Use all opportunities to communicate something positive.

p. Keep everything out of your mouth, such as gum and tobacco.

q. Take off your sunglasses

r. Do not answer any question that is not asked.

s. Names, ages and job titles of dead or injured personnel will not be released until proper notification of the next of kin.

t. Do not give information on dollar value or the extent of the damage.

3. Sample Responses to Media

a. Following are some examples of the type of statement format that may be used with the news media. (When approved by corporate communications):

1. "At (time) on (date) an accident occurred at (location).

2. "(Number) employees were injured and/or (number) of employees died when the accident occurred, which caused (minor / major / extensive) damage".

b. Following are three statements providing some further details. These statements could be used where appropriate.

1. "Injuries to the employees were minor. Those injured were treated at a local hospital and released".

2. "Those injured were first treated by a local emergency medical unit at the scene and (number) persons were taken by ambulance to (name) hospital for further treatment and observation".

3. "(Number employees of Jaynes Corporation died and (number) others were injured. Names of those injured, the nature of their injuries and the names of the deceased were withheld until families could be properly notified".

c. The statement to the media should end with the following, if appropriate:

1. "The exact cause of the incident is not known at this time and further details will not be available until the company has had an opportunity to make a detailed investigation".

d. There may be occasions when we're asked to respond to accidents that do not involve Jaynes Corporation employees. The following is an example of a response to this situation:

1. "Jaynes Corporation wishes to express its deepest concern for the employee(s) of (company name) who was seriously injured at the (job name) in (location)".

2. "Jaynes Corporation was informed of the accident at (time) on (date) and are actively investigating the incident".

3. "Jaynes Corporation is the (general contractor / subcontractor) on the (job name) and not the employer of the (injured / deceased) individuals. As with all Jaynes Corporation job sites safety and OSHA compliance receive priority attention".

C. SUPERVISOR OF ON SITE RESCUE AND/OR CLEAN-UP OPERATIONS:

1. Remain in a supervisory role at all times, unless it is deemed necessary to become personally involved in the hands on rescue and/or clean-up operations.

2. Whenever possible allow only trained professionals (police, fire and rescue personnel) to engage in rescue operations.

3. Under no circumstances are we to risk further loss of life or serious injury to attempt to retrieve an obvious fatality.

4. Supervise the hands on activities of the trained experienced personnel performing the rescue and/or clean-up operations.

5. Enforcement of safety precautions for **all** personnel on site, including police, fire and rescue personnel.

6. Whenever possible do not involve personnel in rescue and/or clean-up operations who were directly involved in the original incident/accident/crisis. Remove them from the scene for physical and/or mental evaluation, accident investigation interview and substance abuse screening.

CRISIS MANAGEMENT PLAN
LAS VEGAS, NV AREA FIELD OPERATIONS

I. PURPOSE

The purpose of this crisis management plan is to prescribe simple procedures for dealing with major construction accidents and related casualties.

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A. PREPARATION: The Corporate Safety Director is responsible for preparation and revision of this plan.

B. ON SCENE TEAM LEADER: The senior Jaynes Corporation employee on the scene of a crisis situation shall be in charge of implementing this plan, in the following order:

1. Vice President Nevada Operations (See Project Specific Listing)
2. Senior Project Manager "
3. Project Manager "
4. General Project Superintendent "
5. Corporate Safety Director "

III. CRISIS MANAGEMENT TEAM ACTION

A. IMMEDIATE ACTION: Act to save life and serious injury and minimize further damage.

B. NOTIFICATIONS: The "ON SCENE TEAM LEADER" at the time will make the following calls as necessary. If he cannot make them personally, he will assign a responsible Jaynes Corporation employee to do so.

1. Summon emergency services needed:
   a. Ambulance/EMS/Medical – (See Project Specific Listing)
   b. Law enforcement/Police – (See Project Specific Listing)
   c. Fire Department/Rescue – (See Project Specific Listing)

2. Notify appropriate utility authorities in case of ruptured or interrupted service as follows:
   a. Electric – (See Project Specific Listing)
   b. Gas – (See Project Specific Listing)
   c. Telephone – (See Project Specific Listing)

d. Water/Sewer – (See Project Specific Listing)
e. Cable – (See Project Specific Listing)
f. Other – (See project Specific Listing)

3. Notify appropriate Jaynes Corporation office personnel at the Albuquerque Corporate Office.
(See Project Specific Listing)

If you are unable to contact one of these individuals instruct the appropriate Jaynes Corporation office receptionist or other office personnel to immediately contact the appropriate person.

After normal business hours contact one of the Jaynes Corporation individuals listed on the Project Specific Listing.

Relay the following information:
a. Name and location of caller.
b. Project Name and location.
c. Description of crisis. (fatalities, injuries, damage)
d. Injured and/or dead personnel.
   1. Name and employer
   2. Description of injury
   3. Assistance received and/or requested so far

IV. CRISIS MANAGEMENT TEAM

A. **PURPOSE:** The purpose of the crisis management team is for management personnel to take over specific responsibilities in the event of a crisis.

B. RESPONSIBLE MANAGEMENT PERSONNEL:
1. On Scene Team Leader

2. Press / Media Relations Spokesperson

3. Rescue and/or Clean-up Operations Supervisor

V. CRISIS MANAGEMENT TEAM RESPONSIBILITIES

A. ON SCENE TEAM LEADER RESPONSIBILITIES:
Remove yourself from any in depth involvement into any single aspect of the situation. Assign and coordinate responsible Jaynes Corporation employees to handle the below listed items. (See project Specific Listing)

1. Accident scene security
   a. Monitor and deny entry to unauthorized or unnecessary personnel.
   b. Secure all entrances and exits to the accident scene.
   c. Flagging and/or barricades as required.
   d. Security guards as required. (See project Specific Listing)

2. Accident scene documentation and investigation
   a. Contact professional photographers as required.
   b. Take Jaynes Corporation photographs or videos.
   c. Obtain any measurements needed.
   d. Obtain any eyewitness accounts. (Tape record or video if possible).

3. Arrange for post accident substance abuse screening of all Jaynes Corporation employees involved.
   a. For injured employees taken to a medical facility for care, contact the medical facility and request a urine specimen be collected for substance abuse screening. (See Project Specific Listing)
   b. For uninjured employees and employees with minor injuries have them report to the appropriate substance abuse screening collection site, if during hours of operation. (See Project Specific Listing)
   c. Urine specimens for substance abuse screening after hours or on weekends will be collected by properly trained and authorized Jaynes Corporation supervisory personnel. (See project Specific Listing)

4. Insurance issues:
   a. Contact appropriate insurance agency. (See Project Specific Listing)
   b. Accompany the insurance representative during on accident site inspection.

5. Notification to OSHA if required.
   Per OSHA regulation employers are required to report any and all accidents, which involve a fatality, or the hospitalization of 3 or more workers within eight (8) hours after the employer learns of it. Contact the nearest OSHA area office by telephone (a fax is not acceptable) or call the OSHA hot line. (See Project Specific Listing)

6. Notification of family members.
   a. Notify the next of family in person, when possible, in the event of a fatality or serious life threatening injury.
   b. Notify the next of family by telephone, when possible, when the person has a non-life threatening injury.
   c. Encourage and facilitate next of family notification by all uninjured personnel.
   d. Have current listing of employee telephone numbers and addresses available.

7. Notification of additional workers for accident site rescue and/or clean-up operations.
   a. Have current listing of employee telephone numbers and addresses available.

8. Enforcement of safety precautions for **all** personnel on site, including police, fire and rescue personnel.

9. Monitor press/media relations.

B. PRESS / MEDIA RELATIONS SPOKESPERSON RESPONSIBILITIES:

1. The "ON SCENE LEADER" will limit comments and defer to the management person responsible for press / media relations, unless the "ON SCENE LEADER" is that same person.

2. The Jaynes Corporation spokesperson will observe the following guidelines when dealing with media inquiries:

   a. Tell the truth.

   b. Don't tell anything "off the record".

   c. Use understandable language.

   d. If you don't want it used, don't say it.

   e. Condense the information.

   f. Never say "no comment".

   g. Stay away from liability issues. Do not discuss cause of or blame for the crisis. Assure the media that full disclosure will be forthcoming after a full investigation.

   h. Emphasize the positive and communicate the corporate message. "Jaynes Corporation has a detail set of safety procedures which are strictly enforced and monitored". "We will restore operations as soon as possible".

   i. Make sure your information is accurate. Answer or give information only if you know the facts. If you do not know simply say, "I do not know". Do not guess or speculate.

   j. Take control of hostile situations. Do not hesitate to be forceful in restricting access to traumatic situations.

   k. Enforce safety precautions for all personnel on site. Including police, fire and rescue personnel.

   l. Never be trapped into predicting the future.

   m. Make sure the media knows whom the Jaynes Corporation spokesperson is.

n. Correct all incorrect information if you know the facts.

o. Use all opportunities to communicate something positive.

p. Keep everything out of your mouth, such as gum and tobacco.

q. Take off your sunglasses

r. Do not answer any question that is not asked.

s. Names, ages and job titles of dead or injured personnel will not be released until proper notification of the next of kin.

t. Do not give information on dollar value or the extent of the damage.

3. Sample Responses to Media

a. Following are some examples of the type of statement format that may be used with the news media. (When approved by corporate communications):

1. "At (time) on (date) an accident occurred at (location).

2. "(Number) employees were injured and/or (number) of employees died when the accident occurred, which caused (minor / major / extensive) damage".

b. Following are three statements providing some further details. These statements could be used where appropriate.

1. "Injuries to the employees were minor. Those injured were treated at a local hospital and released".

2. "Those injured were first treated by a local emergency medical unit at the scene and (number) persons were taken by ambulance to (name) hospital for further treatment and observation".

3. "(Number employees of Jaynes Corporation died and (number) others were injured. Names of those injured, the nature of their

injuries and the names of the deceased were withheld until families could be properly notified".

c. The statement to the media should end with the following, if appropriate:

1. "The exact cause of the incident is not known at this time and further details will not be available until the company has had an opportunity to make a detailed investigation".

d. There may be occasions when we're asked to respond to accidents that do not involve Jaynes Corporation employees. The following is an example of a response to this situation:

1. "Jaynes Corporation wishes to express its deepest concern for the employee(s) of (company name) who was seriously injured at the (job name) in (location)".

2. "Jaynes Corporation was informed of the accident at (time) on (date) and are actively investigating the incident".

3. "Jaynes Corporation is the (general contractor / subcontractor) on the (job name) and not the employer of the (injured / deceased) individuals. As with all Jaynes Corporation job sites safety and OSHA compliance receive priority attention".

C. SUPERVISOR OF ON SITE RESCUE AND/OR CLEAN-UP OPERATIONS:

1. Remain in a supervisory role at all times, unless it is deemed necessary to become personally involved in the hands on rescue and/or clean-up operations.

2. Whenever possible allow only trained professionals (police, fire and rescue personnel) to engage in rescue operations.

3. Under no circumstances are we to risk further loss of life or serious injury to attempt to retrieve an obvious fatality.

4. Supervise the hands on activities of the trained experienced personnel performing the rescue and/or clean-up operations.

5. Enforcement of safety precautions for **all** personnel on site, including police, fire and rescue personnel.

6. Whenever possible do not involve personnel in rescue and/or clean-up operations who were directly involved in the original incident/accident/crisis. Remove them from the scene for physical and/or mental evaluation, accident investigation interview and substance abuse screening.

CRISIS MANAGEMENT PLAN
PROJECT SPECIFIC LISTING

Project Name: Santa Ana Tribal Gov. Center Project #: AG1-112
Project Address: 2 Dove Road
Pueblo of Santa Ana, NM 87004

I. **ON SCENE TEAM LEADER:** The senior Jaynes Corporation employee on the scene of a crisis situation shall be in charge of implementing this plan, in the following order:

1. J. Howard Mock
2. Donald A.M. Power
3. Rick Marquardt
4. Wayne Davenport
5. Edward Sims
6. Norm Gabel
7. Mike Lovato
8. Terry Boekeloo
9. Mark Harwell
10. Daniel Sanchez
11. Darrel Massegee

II. EMERGENCY SERVICES:

A.	Ambulance/EMS/Medical:	Dial 911 or the local direct number: _____
B.	Law Enforcement/Police:	Dial 911 or the local direct number: _____
C.	Fire Department/Rescue:	Dial 911 or the local direct number: _____

III. UTILITY AUTHORITIES:

A.	Electric Services:	Dial 911 or the local direct number: _____
B.	Gas Services:	Dial 911 or the local direct number: _____
C.	Telephone Services:	Dial 911 or the local direct number: _____
D.	Water/Sewer Services:	Dial 911 or the local direct number: _____
E.	Cable Services:	Dial 911 or the local direct number: _____
F.	Other/_____:	Dial 911 or the local direct number: _____

IV. MANAGEMENT NOTIFICATION:

Albuquerque Office: (505) 345-8591

A.	J. Howard Mock	cellular:	(505) 250-7904
		home:	(505) 344-9339
		office:	(505) 345-8591 X 3005
		e-mail:	howardm@jaynescorp.com
B.	Donald A.M. Power	cellular:	(505) 269-1445

		home:	(505) 821-5127
		office:	(505) 345-8591 X 3010
		e-mail:	donp@jaynescorp.com
C.	Rick Marquardt	cellular:	(505) 239-5467
		home:	(505) 271-1045
		office:	(505) 345-8591X 3044
		e-mail:	rickm@jaynescorp.com
D.	Wayne Davenport	cellular:	(505) 301-4648
		home:	(505) 792-5496
		office:	(505) 345-8591 X 3031
		e-mail:	wayned@jaynescorp.com
E.	Ed Sims Jr.	cellular:	(505) 249-5638
		home:	(505) 281-4555
		office:	(505) 345-8591 X 3011
		e-mail:	eds@jaynescorp.com
F.	Norm Gabel	cellular:	(505) 239-2264
		home:	(505) 890-9131
		office:	(505) 345-8591 X 3115
		e-mail:	normg@jaynescorp.com
G.	Mike Lovato	cellular:	(505) 269-1135
		home:	(505) 864-6704 Belen
		office:	(505) 345-8591 X 3014
		e-mail:	mikel@jaynescorp.com
H.	Terry Boekeloo	cellular:	(505) 269-3744
		home:	(505) 771-1697 Rio Rancho
		office:	(505) 345-8591 X 3026
		e-mail:	terryb@jaynescorp.com
I.	Mark Harwell	cellular:	(505) 239-2278
		home:	(505) 896-0293
		office:	(505) 345-8591 X 3015
		e-mail:	markh@jaynescorp.com
J.	Daniel Sanchez	home:	(505) 792-4353
		office:	(505) 345-8591 X 3065
		e-mail:	daniels@jaynescorp.com
K.	Darrel Massegee	cellular:	(505) 239-7846
		home:	(505) 866-0592
		e-mail:	darrelm@jaynescorp.com

V. RESPONSIBLE TEAM MEMBER:

A.	**On Scene Team Leader:**		**HOWARD MOCK**
	1.	Accident Scene Security:	DARREL MASSEGEE
	2.	Documentation & Investigation:	TERRY BOEKELOO
	3.	Substance Abuse Screening:	MARK HARWELL
	4.	Insurance Issues:	WAYNE DAVENPORT
	5.	OSHA Notification (if req'd):	MARK HARWELL
	6.	Notification Of Family:	RICK MARQUARDT
	7.	Notification Of Additional Workers:	MIKE LOVATO
	8.	Enforcement Of Safety Procedures:	EVERYONE
	9.	Monitor Press/Media Relations:	NORM GABEL
	10.	Other: Owner Notification & Relations:	DANIEL SANCHEZ
B.	**Press / Media Spokesperson:**		**DON POWER**
C.	**Supervisor Of On Site Rescue and/or Clean-up:**		**EDWARD SIMS**

VI. MISCELLANEOUS INFORMATION, ADDRESSES & TELEPHONE NUMBERS:

A. Emergency Medical:

St. Joseph Northeast Heights Hospital
4701 Montgomery NE
Albuquerque, NM
(505) 727-7800

St. Joseph West Mesa Hospital
10501 Golf Course Rd. SE
Albuquerque, NM
(505) 727-2000

B. Non-Emergency Medical:

Rehabilitation & Occupational Medicine
3811 Commons NE
Albuquerque, NM 87109
(505) 345-9599

C.	Substance Abuse Screening:	S. E. D. ***(Recommended for Post-Accident Drug Screen Collection)*** 5601 Office Blvd NE Albuquerque, NM 87109 (505) 727-6300 Fax: (505) 727-6327 St. Joseph Healthcare Center ***(Recommended for Random Drug Screen Collection)*** 1721 Rio Rancho Drive NW Rio Rancho, NM 87124 Phone: (505) 727-3540 Fax: (505) 727-3525 (Between Sara & 19th)
D.	Security Company:	AKAL Security 4225 Montgomery Blvd. NE Albuquerque, NM 87109 24 Hour Dispatch: (505) 884-2285 Contact: Jack Roberts C.J. Rodden
E.	Photographer:	Jerry Goffe Visual Services 3108 Monte Vista Blvd. NE Albuquerque, NM Office: (505) 346-4220 Home: (505) 345-3100 Pager: (505) 767-7400
F.	Insurance Agency:	Kinney Agency Office Telephone: (505) 262-2621 Office FAX: (505) 266-2878 Janice Portillo/office: (505) 254-4221 Sam Conlee/office: Sam Conlee/home:
G.	Workers' Compensation: (Jaynes Corporation)	New Mexico Mutual Casualty Company Office Telephone: (505) 345-7260 Out-Of-Town 1-800-788-8851 Fax: (505)345-0656
H.	Workers' Compensation:	Risk Watch

	(Jaynes Structures, Inc.)	Office Telephone: (505) 343-2826 Office FAX: (505) 345-0656 Contact: Germaine Almager
I.	Safety Experts:	Safety Counselling (505) 881-1112 Brock Carter-Cellular: (505) 259-8354 Home: (505) 286-1995
J.	OSHA Notification:	New Mexico State OSHA Santa Fe, NM (505) 827-4230 OSHA Hot Line: 1-800-321-OSHA (1-800-321-6742)
K.	Owner:	Pueblo of Santa Ana Contact: Robert Ortiz or Nathan Tsosie Telephone: 505-867-3301
L.	Architect:	Weller Architects Contact: Michael Coppedge Telephone: 505-255-8270
M.	Other:	_____ _____ _____ _____ _____

ASBESTOS EXPOSURE CONTROL PLAN

The following policy shall apply to all Jaynes Corporation personnel, or specialty contractor personnel under Jaynes Corporation control, regarding asbestos. Exceptions to this policy must be approved in advance by the Safety Department.

- Jaynes Corporation is not qualified to perform asbestos abatement or sampling and shall not be involved in the physical removal or disposal of any materials known to contain asbestos. Jaynes Corporation is not certified to perform such tasks and is not covered by appropriate insurance protection.

- Asbestos sampling, testing or abatement shall be specifically excluded in contracts between the owner and Jaynes Corporation unless specifically addressed in the contract documents. The owner is responsible for asbestos in their building.

- Prior to commencing work on an existing structure built prior to the early 1970's, the owner shall conduct a Hazardous Materials Assessment by a qualified agency. A copy of this assessment shall be made available to Jaynes Corporation to determine if work areas are free of asbestos before any demolition, remodeling or additions are performed.

- The Jaynes Corporation project manager or superintendent shall request and receive documentation in writing from an authorized owner representative and qualified asbestos professional that work areas are free of Asbestos prior to commencing work. The original signed form shall be retained in the project files.

- Should a potential asbestos exposure occur during construction, all work shall cease and Jaynes Corporation personnel and all specialty contractors shall vacate the area. The owner shall immediately be notified in writing of such conditions. The owner shall be responsible for any testing and/or removal of any materials containing asbestos. Work shall not resume until the owner informs Jaynes Corporation in writing that such materials have been abated or that the tests taken revealed no traces of asbestos.

- Any test results of materials performed under the owner's direction shall be made available to Jaynes Corporation upon request.

- Project delays as direct result of testing or removal of asbestos containing materials, shall be documented by Jaynes Corporation to the owner as a formal change order request.

National Emissions Standard for Hazardous Air Pollutants; 40 CFR Part 61; Paragraph 61.145:
Prior to commencement of the demolition or renovation, thoroughly inspect the affected facility or the part of the facility where the demolition or renovation operation will occur for the presence of Asbestos, including category I and category II non-friable ACM.

DIFFERING SITE CONDITIONS POLICY

I. Application

Applies to any project where there is reason to suspect the presence of asbestos, lead, PCB, petroleum, hazardous waste or radioactive material.

II. Owner Responsibilities

The owner is responsible for any asbestos, lead, PCBs, petroleum, hazardous waste or radioactive material uncovered or revealed at the site which was not shown or indicated in Drawings or Specifications or identified in the Contract Documents to be within the scope of the Work and which may present danger to persons or property exposed in connection with the work at the site.

Owner is not responsible for any materials brought to the site by Jaynes Corporation, its' subcontractors or suppliers.

Retain a qualified expert to evaluate identified hazardous conditions and take appropriate corrective action.

III. Jaynes Corporation Responsibilities

Immediately stop all work in any area where the presence of hazardous material or waste is suspected.

Verbally notify owner and engineer, with written notice to follow, when there is reason to suspect the presence of asbestos, lead, PCB, petroleum, hazardous waste or radioactive material.

Jaynes Corporation shall not resume work in connection with hazardous conditions or in any affected area until the Owner provides Jaynes Corporation with written notice indicating that the condition or area has been rendered safe for resumption of work.

LEAD EXPOSURE CONTROL PLAN

I. DEFINITIONS

A. Action Level (AL) – 30 micrograms per cubic meter (ug/M3) 8 hour time weighted average exposure.
B. Bulk Sample – Sample of material removed from the work structure and sent to a laboratory for analysis.
C. Lead Containing Materials – Any materials that have detectable amounts of lead.
D. Permissible Exposure Limit (PEL) – 50 micrograms per cubic meter 8 hour time weighted average exposure.
E. Regulated area – Areas where lead concentrations exceed the AL. (NOTE: OSHA considers a regulated area a location where lead concentrations exceed the PEL)
F. Competent Person (CP) – On site person responsible for overseeing safety and health on the project.

II. PERSONS AFFECTED

A. Corporate Safety Director
B. Project Manager
C. Project Engineer
D. Supervisors
E. Employees working with lead containing materials.

III. EXPOSURE ASSESSMENT

A. Mobilization Phase

During mobilization, and prior to handling any significant amounts of lead, an Employee Lead Exposure Assessment will be conducted. The assessment will review all job tasks to determine if there is potential employee lead exposure. Potential for lead exposure will be based on:

1. OSHA list of assumed exposure levels [1926.62(d)].
2. Historical monitoring data (use must be approved by Safety Director).
3. Professional judgment of Competent Person, Safety Director or Certified Industrial Hygienist consultant.
4. Arrange on site air monitoring and sample analysis.
5. Inform safety Director on results of assessment and air monitoring.
6. Inform Project manager and supervisors of air monitoring results.
7. Inform employees of results.

B. Responsibilities

1. Project Manager
   a. Assist Safety Specialist in Employee Lead Exposure Assessment.
   b. Assist Safety Specialist in conducting air monitoring.

2. Project Supervisors
   a. Assist Safety Specialist in Employee Lead Exposure Assessment.
   b. Assist Safety Specialist in conducting air monitoring.

3. Safety Director
   a. Review Exposure Assessments
   b. Review on site
   c. Provide list of qualified air sampling professionals and AIHA accredited laboratories
   d. Information resource to Competent Person
   e. Conduct on site audits of exposure assessment

IV. ENGINEERING CONTROLS

It is Jaynes Corporation policy and an OSHA requirement that engineering controls WILL be used to the maximum extent possible, even if it does not reduce exposures below the PEL

A. All job tasks with exposures above the PEL will be reviewed for feasible engineering controls. At a minimum the following controls will be reviewed for each job task:

1. Manual scrapping/sanding
2. Long handle torch cutting
3. Ventilated power tools
4. Vacuum blasting
5. Local exhaust ventilation
6. Hydraulic shears
7. Mechanical ventilation of enclosures
8. Use of non-lead containing material
9. Chemical stripping
10. Water blasting
11. HEPA vacuum clean-up
12. Airless or air mix spray
13. Heat guns for stripping
14. Wetting agent for dust

B. Based on the above review, a list of all engineering controls to be used on the jobsite will be developed. The list will include:

1. Plans, drawings, diagrams and engineering calculations
2. Engineering controls to be used

3. Engineering controls found to be infeasible
4. Documentation on unfeasibility will be maintained by the project engineer

C. Prior to the start of the job, a schedule for implementation of engineering controls will be developed. In most cases, implementation should be immediately upon the start of the job task.

D. Implementation

1. Project Engineer
   a. Primary responsibility for development of engineering control list and implementation dates
   b. Develop and maintain documentation on feasibility/unfeasibility of engineering controls
   c. Assist project manager to implement all feasible controls

2. Project Manager/Supervisors
   a. Assist Project Engineer in determining feasibility of engineering controls
   b. Implement all feasible engineering controls

3. Competent Person
   a. Assist Project Engineer and Manager in development and implementation of all feasible engineering controls
   b. Ensure engineering controls are installed and functioning

V. ADMINISTRATIVE CONTROLS

A. Action

If engineering controls can not reduce employee exposure below the PEL, administrative controls will be implemented to the extent feasible.

1. Rotation schedules will be developed
2. Rotation schedules will be posted on the job bulletin board at the job trailer and announced to employees during Lead training.

B. Implementation

1. Competent Person
   a. Determine which employees have lead exposures that may require job rotation
   b. Submit lists to Project Manager and Supervisor
   c. Work with Project Manger and Supervisor to determine feasibility of rotation, specific employees to be rotated and rotation schedule

d. Ensure explanation of administrative controls is part of the lead training session
e. Notify Project Manager as soon as administrative controls are no longer required

2. Project Manager/Supervisor
   a. Develop a list of low lead exposure jobs
   b. Determine if job rotation is feasible for employees that may require it
   c. Develop a rotation schedule for all employees in the administrative control program
   d. Document reasons where administrative controls are infeasible. Include all cost calculations, labor agreements
   e. Implement administrative controls where feasible

VI. RESPIRATORS

A. Action

Respirators will be used whenever engineering and administrative controls are not sufficient to reduce employee exposure below the PEL.

1. Respirator use will follow the Jaynes Corporation Respiratory Protection Program (See Section 15.3). The Competent Person for the project will be the Respirator Program Administrator for the project.

2. Respirators will be chosen based on the Exposure Assessment conducted by the Competent Person and Table 1 of 1926.62

3. Abrasive blasting on lead containing materials will only be done using Type CE, Positive pressure and tight fitting respirator such as the MSA Abrasi-Blast. Blast helmets will not be used without the express written permission of the Corporate Safety Director. (OSHA will allow Type CE continuous flow under some circumstances)

4. Employees, upon request, will be supplied with a HEPA powered air purifying respirator (PAPR) if:
   a. They are currently required to wear a respirator
   b. The PAPR will provide adequate protection to the employee

B. Implementation

1. Competent Person
   a. Determine appropriate type of respirator for each employee exposed over the PEL

b. Notify the Project Manager whenever current respiratory protection is found to be inadequate or can be reduced to a lower level based on air monitoring results
c. Provide Purchasing Department with lists of specific respirator equipment to purchase (make and model)
d. Oversee functioning of respirator program
    1. Provide training and fit testing as requested by supervisors
    2. Arrange for medical review of respirator users as requested by supervisors
    3. Maintain required respirator program documentation
    4. Conduct quarterly audit of respirator program

2. Project Manager/Supervisors
    a. Ensure all employees required to use respirators are properly trained, fit-tested, medically evaluated per the Respiratory Protection Program
    b. Provide a cleaning/maintenance/storage program for all respirators
    c. Notify Competent Person of any changes or problems regarding respirator use

3. Employees
    a. Use respirators properly per the Respiratory Protection Program
    b. Immediately report any problems with the respirator program to the supervisor
    c. Clean, maintain and store respirator according to Respiratory Protection Program

VII. PROTECTIVE EQUIPMENT

A. Action

1. All employees exposed over the AL are required to wear worker protective clothing (WPC). (NOTE: OSHA requires WPC when exposure exceeds the PEL)

2. WPC will include:
    a. Coveralls – Coveralls will be sealed with duct tape at the wrists, ankles and hood attachment point (if hood is used)
    b. Shoe covers or “disposable” shoes
    c. Head covering
    d. Eye protection
    e. Gloves (if the Competent Person determines it is necessary)

3. The use if disposable or reusable coveralls will be determined for each project. Each project will determine if employees will be allowed to wear street clothes under WPC. Items to evaluate include:

a. Probability of tearing suits or blowing out seams
b. If hot work will be done
c. If industrial laundries are available for cleaning
d. Potential for heat stress
e. Estimated frequency of replacement or washing of coveralls
f. Estimated cost for each option

4. Only flame resistant coveralls will be allowed for hot work.

5. WPC will be changed out on the following schedule:
   a. Employees with exposures over 200 ug/M3 – Daily
   b. Employees with exposures between 35 and 200 ug/M3 – Per the determination of the Competent Person, but in no case less than weekly. (NOTE: OSHA allows weekly change out for exposures up to 200 ug/M3- assuming the WPC remains in functional condition.)
   c. WPC will be changed out immediately upon discovery of rips, tears, holes or other damage that would allow lead to contaminate the worker.
6. Dirty clothing will be immediately disposed of in sealed containers. The containers labeled Caution: Clothing contaminated with lead. Do not remove by blowing or shaking. Clean and dispose of in accordance with applicable local, state or federal regulations.

7. As required by the situation, other PPE selected in accordance with the PPE Program may need to be used.

B. Implementation

1. Competent Person
   a. With Project Manager/Supervisors, determine if disposable or reusable coveralls can be used and if street clothes can be worn underneath.
   b. Determine what additional WPC is required.
   c. Determine WPC change out schedule for employees exposed between 35 and 200 ug/M3.
   d. Evaluate if other specialized PPE is required.
   e. Forward all decisions on to the Safety Department for review.

2. Project Manager/Supervisors
   a. Assist Safety Specialist in determining type of coveralls to be used and if street clothes can be worn underneath.
   b. Arrange for proper storage of contaminated clothing until it is disposed or cleaned.
   c. Arrange for cleaning or disposal of used WPC.
   d. Ensure employees use and change out WPC as required.

e. Ensure employees use any specialized PPE per Competent Person recommendations.

3. Employees
   a. Use assigned WPC.
   b. Change out clothing immediately if rips or tears are discovered or per the schedule set by supervisor.
   c. Report any problem with WPC immediately to supervisor.
   d. Use all required specialized PPE.

VIII. HYGIENE

A. Action

1. Portable hand washing facilities will be available at all sites where employees are exposed to lead REGARDLESS OF EXPOSURE LEVEL. Hand washing facilities will have:
   a. Warm or hot/cold water faucets.
   b. Wastewater collection tank or 5 uM filter cartridges with filtered water going to a sewer connected to a secondary treatment plant.
   c. Soap
   d. Towels

2. All employees exposed to lead – REGARDLESS OF EXPOSURE LEVEL – during the shift must wash face and hands prior to breaks, lunch and at the end of the shift.

3. Work sites with employees exposed above the PEL will have showers available on site, if feasible. Employees are required to shower prior to the end of the shift. If showers are infeasible, documentation to support that finding will be maintained in the project records. The following areas must be addressed:
   a. Location
   b. Availability of water
   c. Weather conditions
   d. Expected duration of job
   e. Other factors

4. Employees exposed to or handling lead containing materials may not eat, drink, use tobacco products or apply cosmetics until hands and face have been washed.

5. Food, drink, tobacco products and cosmetics MAY NOT be brought into any regulated areas. (NOTE: OSHA prohibits bring these products into areas where the exposure exceeds the PEL.)

6. A specific employee "clean area" will be designated for breaks and eating/drinking. A separate "clean area" will be arranged for smoking. The "clean areas" will not be exposed to any lead contamination. Employees will; decontaminate prior to entry into the "clean area". Decontamination includes:
   a. Removing or HEPA vacuuming WPC.
   b. Washing hands and face.

7. The "clean areas" will be wet wiped/mopped every 2 days to minimize lead contamination. The Competent Person will conduct monthly wipe sampling to document level of contamination. Lead concentration must remain less than 200 ug/Ft2. (NOTE: OSHA does not specify a minimum clean up schedule. They only require that the areas be kept "as free as practical from lead contamination." OSHA has stated in the compliance directive that wipe samples will be taken to determine clean area contamination. 200 ug/Ft2 has been set as the upper limit).

B. Implementation

1. Project Manager/Supervisors
   a. With Competent Person and Safety Department, determine if shower facilities are needed and are practical for the project. If determined to be infeasible, Project Manager will document reasons and maintain in project log.
   b. Arrange for hand washing/shower facilities on project site.
   c. Ensure employees wash prior to breaks and at end of shift.
   d. Enforce no smoking, eating rules in all areas above AL.
   e. Arrange for a clean area for breaks and eating and separate clean smoking areas.
   f. Arrange for cleaning of the clean areas.

2. Competent Person
   a. With Project Manager and Safety Department, determine if shower facilities are needed and are feasible for the project.
   b. Ensure employees wash prior to all breaks and at end of shift.
   c. Conduct wipe sampling of clean areas.

3. Employees
   a. Will not bring smoking materials, drinks or food into restricted areas.
   b. Will wash or shower prior to all breaks and at the end of shift.
   c. Will eat, drink and smoke only in designated areas.

IX. MEDICAL

A. Action

1. Medical surveillance program consists of two main sections:
   a. Medical monitoring
   b. Medical removal

   A physician board certified in occupational health will oversee the program. OSHA must currently certify the laboratory for blood lead analysis.

2. Baseline blood lead tests will be done for all employees who MAY be exposed above the AL at any time on the project. The blood sample will be collected preferably prior to starting the job, but in no case later than 48 hours after first exposure.

3. Blood lead tests will be repeated on the following schedule for all employees exposed above the AL more than 30 days per year:
   a. 1st Test – Baseline
   b. 2nd Test – 1 month after baseline
   c. 3rd Test – 2 months after baseline
   d. 4th Test – 4 months after baseline
   e. 5th Test – 6 months after baseline
   f. Subsequent tests every 6 months

   (NOTE: OSHA required blood lead test schedule: Baseline, 2 months, 4 months, 6 months and every 6 months there after.)

4. Employee will be notified of blood lead test results in writing within 5 days of receipt from the laboratory. Employees shall sign a receipt acknowledging results.

5. Medical examinations will be offered to any employee when:
   a. Blood lead exceeds 40 ug/dL.
   b. Employee reports symptoms associated with lead poisoning.
   c. Employee becomes or intends to become pregnant and informs management.
   d. Employee experiences breathing difficulty with a respirator.

6. If an employee's blood lead level exceeds 40 ug/dL, the Safety Department will be notified and a documented investigation to identify any methods to reduce the employee's blood lead level below 40 ug/dL will be conducted.

7. Workers with blood lead levels greater than 45 ug/dL, or upon receipt of a physician's written medical opinion, will be removed from all job

tasks where their exposure may exceed the AL. The employee will remain on "low lead level" jobs until the occupational physician certifies in writing that the employee may return to regular work. (NOTE: OSHA requires medical removal when blood lead levels exceed 50 ug/dL.)

8. Medical removal of employees shall follow the requirements of the OSHA Interim Lead in Construction Standard.

B. Implementation

1. Safety Department
   a. Arrange for physician to oversee lead medical program.
   b. Arrange with the laboratory to analyze blood lead levels.
   c. Oversee and manage all medical removal cases.

2. Competent Person
   a. Arrange appointments for blood lead testing and any required medical examinations.
   b. Inform Project Manager which employees are required to have medical tests or examinations and assist Manager in arranging the tests or exams.
   c. Inform Project Manager which employees are on medical removal and assist Project Manager in identifying low lead exposure jobs for those employees.
   d. Notify Safety Department immediately of all employees with blood lead levels exceeding 40 ug/dL.
   e. Notify employees in writing of blood lead level test results.
   f. Investigate all blood lead level over 40 ug/dL.

3. Project Managers/Supervisors
   a. Schedule and ensure that all required employees have baseline medical exams and any required follow-up tests or examinations.
   b. Identify low lead exposure jobs for medically removed employees.
   c. Place all medical removal employees in low lead jobs. Supervisor is responsible to ensure all pay and privileges are maintained during medical removal.

X. TRAINING

A. Action

1. All employees assigned to a job site with potential lead exposures will receive hazard communication level training on lead – REGARDLESS OF ACTUAL EXPOSURE.

2. All employees who are or may be exposed above AL will receive Hazard Communication training plus:
   a. Contents of the lead standard.
   b. Review of operations with high lead exposures.
   c. Review of the medical surveillance program.
   d. Engineering/Administrative and respiratory controls to be used.
   e. Overall compliance program.
   f. Detailed description of adverse health effects, particularly reproductive.
   g. Prohibition on use of chelating agents except under direction of licensed physician.
   h. Right to access medical and air monitoring records.

3. Training will use:
   a. AGC Lead training video.
   b. Site specific information provided during the training.

4. Attendance at thew training session will be documented as follows:
   a. Employee name.
   b. Date of attendance.
   c. Person conducting training.
   d. Topics covered.
   e. Job site employee will be working at.

5. A detailed outline of the areas covered during the training session will be maintained.

6. Competent Person or outside contractor will provide all training. Trainer qualification will be kept on file.

B. Implementation

1. Safety Department
   a. Develop core lead Training Program.
   b. Assist Competent Person in development of site specific sections.
   c. Approve qualifications of outside trainers.

2. Competent Person
   a. Provide Hazard Communication training as requested.
   b. Develop site specific portion of Lead Training Course.
   c. Provide Lead Training Course as requested.

3. Project Manager/Supervisors
   a. Ensure all employees attend appropriate level of lead training prior to first exposure to lead.

4. Employees
   a. Attend required Hazard Communication and Lead Training Programs.
   b. Understand material and notify Competent Person of any questions regarding lead safety and health.

XI. WARNING SIGNS

A. Action

1. Warning Signs will be posted at all approaches to areas where exposures exceed the PEL. In the absence of air monitoring data, the restricted area is considered to extend out to a 50-foot radius from any lead generating operation. (NOTE: OSHA does not have any distance requirements.)

2. The warning signs will specifically state:

Warning
Lead Work Area
Poison
No Smoking or Eating
Respirators Required
(OSHA does not require the last line.)

B. Implementation

1. Competent Person
   a. Ensure adequate supplies of signs are available at all times.
   b. Reviews sign placement to ensure they cover all approaches and are legible.

2. Project Manger/Supervisor
   a. Ensure that signs are posted at all approaches.
   b. Ensure signs are replaced or relocated as appropriate.

XII. COMPETENT PERSON

A. The Competent Person has authority to:

1. Order whatever supplies and equipment are required to ensure safe and successful completion of the project.

2. Directly notify Project Manager and Safety Department of a danger situation and request immediate correction or job shut down. The competent person is authorized to contact the Vice President of Field

Operations directly if there is an imminent hazard situation and neither of the above people is available.

B. In addition to the above listed responsibilities the competent person will:

1. Conduct daily walkthrough of the job site.

2. Conduct weekly inspections with the Project manger to ensure all engineering, administrative and respiratory controls are in place and functioning.

3. Document the findings of all walkthroughs and inspections and follow-up action taken.

C. With the concurrence of the Project Manager and the Safety Department, the competent person may utilize outside assistance in performing:

1. Blood Sampling

2. Lab Testing

3. Air Monitoring

4. Training

5. Design of Engineering Controls

D. The competent person will have the following credentials:

1. Successful completion of 32 hours of Lead Abatement Training.

2. Successful completion of "safety internship" under direction of the Safety Department. (NOTE: OSHA does not specify required credentials.)

XIII. MUTI-EMPLOYER WORKSITES

A. Action

1. On multi-employer work sites, all "other" contractors will be notified in person and in writing regarding:
   a. Location of regulated areas.
   b. Requirements for entry of "other" contractors into regulated areas.
      1. Contact competent person in regards to regulated areas.
      2. Only employees authorized in writing by Project Manager may enter a regulated area.

3. "Other" contractor must certify that employees meet all requirements of 1926.62 to safely enter area.

c. Warning signs will mark regulated area borders.

B. Implementation

1. Project Manager
   a. Will contact all contractors on site and inform them of regulated areas and above rules.
   b. Ensure that all contractors acknowledge receiving the information in writing.

2. Competent Person
   a. Provide information to contractors as requested.
   b. Assess the ability of other contractor employees to safely enter and work in regulated areas. Advise Project Manager.

XIV. RECORDKEEPING

A. Action

1. The following documentation is maintained and available throughout the project:
   a. Employee exposure assessment data.
   b. Employee air monitoring results.
      1. Date
      2. Sample Duration
      3. Results
      4. Sampling and analytical method used.
      5. Respirator worn (if any)
      6. Environmental variable that may affect results.
   c. Documentation on feasibility and selection of engineering, administrative and respiratory controls.
   d. All medical records per 1926.62 (n)
      1. Blood Lead Results
      2. Medical Examination – Physician Options
      3. Respirator Medical Evaluations
      4. Medical Removal Records
      5. OSHA 300 Form
   e. Training Records
   f. "Other" contractor information.
      1. Written acknowledgement of informing "other" contractors regarding regulated areas.
      2. Requests by other contractors to enter regulated areas.
      3. Documentation that "other" contractor employees meet all requirements in 1926.62

g. Results and follow-up reports from all walkthrough and weekly inspections.

B. Implementation

1. Competent Person and Project Manager
   a. Jointly responsible for maintaining all required records.

LEAD ABATEMENT COMPLIANCE PLAN

Project Name: _____ Job #: _____

Project Address: _____

_____

_____

The Competent Person(s), as defined by OSHA 29 CFR 1926.62 (f), for this project are:

NAME	TITLE	JOB TELEPHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMPETENT PERSON DESIGNATION

DESIGNATED RESPONSIBILITY OR ACTION

THE FOLLOWING PERSON(S) IS DESIGNATED AS A COMPETENT PERSON:

Name (Print)	Social Security #	Limited Application Yes	Limited Application No
1.			
2.			
3.			
4.			
5.			

* Explain Limited Application Designations Shown Above:

Competent Person's Signature	Home Address
1.	
2.	
3.	
4.	
5.	

Manager's Signature: _____ Date: _____

COMPETENT PERSON'S INSPECTION REPORT

(To be completed by the shift competent person at the end of each shift)

Project: _____ Job #: _____

Date: _____ Area/Location: _____

Competent Person: _____

Pre-Shift Assessment	YES	NO
* Shower and Washing Stations Operational	_____	_____
* Area Demarcated and Signs Posted	_____	_____
* Engineering Controls in Place and Operational (ie, enclosures, vacuums, barriers)	_____	_____
* Air Monitoring Conducted	_____	_____
* Protective Equipment Worn Properly	_____	_____
* Procedures in Accordance with Specifications	_____	_____
* Pressure Differential Used, if so, _____ inches H2O	_____	_____

Post-Shift Assessment		
* Tools and Equipment Cleaned and Inventoried	_____	_____
* Work Area Cleaned	_____	_____
* Debris Properly Bagged	_____	_____
* Air Samples Collected and Identified	_____	_____
* Work Area Secured	_____	_____
* Personnel Decontaminated	_____	_____
* Pressure Differential Used, if so, _____ inches H2O	_____	_____

Explain All "NO" Answers

Shift Evaluation:

_____
_____
_____
_____
_____

Note below any incidents, employee complaints or injuries which occurred during the shift:

_____
_____
_____
_____
_____

Signature of Competent Person: _____

LEAD TRAINING ATTENDANCE RECORD

Project: _____ Job #: _____

Instructor: _____ Date: _____

The below listed employees have been instructed in regard to the hazards of lead. The topics discussed at this presentation included:

1. Health effects associated with lead including the adverse reproductive effects on both males and females and hazards to the fetus and additional precautions for employees who are pregnant.
2. The specific nature of the operations found on this project which could result in exposure to lead above the action level (AL).
3. Purpose, proper use, fitting instruction, fit-testing, selection and limitations of respirators.
4. The engineering controls and work practice utilized on this project which is associated with the employee's job assignment.
5. The contents of the project's compliance plan.
6. Instructions on chelating agents that should not routinely be used to remove lead from their bodies due to the hazards associated with their use.
7. The purpose for and a description of the medical surveillance program and medical removal protection program.
8. The employee's right of access to records under 29 CFR 1910.20.
9. A review of the OSHA standard 29 CFR 1926.62.

	Employee Name	Signature	Social Security #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

INFORMATION PROVIDED TO THE PHYSICIAN

Project: _____ Job #: _____

Employee Name: _____ SSN: _____

Physician's Name: _____

Description of employee's duties as they relate to the employee's lead exposure:

_____

_____

_____

_____

_____

Employee's representative lead exposure level _____ micrograms/M3.

Description of all personnel protective and respiratory equipment used:

_____

_____

_____

_____

_____

The physician(s) was provided with a copy of the lead standard and appendices A, B, C and D. Also provided is any information, medical opinion or blood lead levels from any previous examinations of the employee that was not otherwise available to the physician.

_____ _____

Signature of Person Completing This Form Date

PHYSICIAN'S WRITTEN OPINION

I certify that _____ _____
Name SSN
has taken part in the medical surveillance program for lead. The examination included:

a. Blood Lead Determination
b. Blood Zinc Protoporphyrin
c. Other test required by the standard or deemed necessary by the physician, which include:

_____

_____

_____

_____

_____

Test results have been reviewed and any findings which would place the employee at an increased health risk from exposure to lead are noted below:

The employee's blood lead level for this examination is _____ micrograms/dl of blood.

_____

_____

_____

We recommend the following limitations upon the employee's exposure or upon the use of protective clothing and/or respirators:

_____

_____

_____

_____ _____
Attending Physician Date

_____ _____
Address Telephone #

EMPLOYEE MEDICAL TRACKING REPORT

Name: _____ SSN: _____

Physician's Name: _____

Date Initial Medical Test Conducted: _____

Reason(s) for Requesting Test: _____

Blood Lead Level: _____ micrograms/dl of blood

Was employee removed from exposure?: _____

Reason for removal: _____

Was employee placed into the Medical Removal Program?: _____

At what job assignment?: _____

Date employee returned to regular job: _____

Course of Action: Give dates and results for any subsequent blood test and/or medical examinations as required by the standard and company physician.

Date of Test	Blood Lead Level	Job Status

SILICA EXPOSURE CONTROL PLAN

I. INTRODUCTION

The Occupational Safety and health Administration (OSHA) is conducting a national Special Emphasis Program (SEP) on Crystalline Silica. The special program will include an extensive local emphasis on Silica exposures, increased possibility for inspections and frequent training sessions. The basis for this program is the OSHA 29 CFR 1926 – Construction Standard.

Crystalline Silica is the basic component of sand, quartz and granite rock. Activities that can generate the airborne Crystalline Silica dust include, but are not limited to:
Chipping, hammering and drill rock
Crushing, loading, hauling and dumping rock
Abrasive blasting using silica sand
Abrasive blasting of concrete
Sawing, hammering, drilling, grinding and chipping of concrete or masonry
Demolition of concrete and masonry
Dry sweeping or pressurized air blowing of concrete, rock or sand dust

The inhalation of airborne Crystalline Silica may be hazardous to your health and can lead to Silicosis; a disabling, progressive and sometimes fatal disease involving scarring of the lungs. Approximately three hundred (300) deaths are attributed to Silicosis annually. Inhaling Silica dust has also been associated with other diseases such as Tuberculosis and Lung Cancer.

II. POLICY

The policy of Jaynes Corporation, Inc. is to protect its employees from being exposed to Silica and Silica components while working for Jaynes Corporation.

This program is designed to enable employers and employees to recognize the hazards on this job and to establish the procedures that are to be followed in order to prevent injury or death to employees. Each employee will be trained in the proper procedures and strictly adhere to them, except when doing so would expose the employee to a greater hazard. If, in an employee's opinion, this is the case the employee is to notify the foreman of the concern and the concern is to be addressed before proceeding.

It is the responsibility of Jaynes Corporation project superintendents to implement this plan. Jaynes Corporation project superintendents are responsible for continual observational safety checks of their work operations to enforce the safety policy and procedures. The foreman also is responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees.

It has been the company's consistent policy to comply with all applicable OSHA standards in order to protect employees from hazards. All other federal, state or local regulations applicable also apply. In our work, compliance must be strictly enforced because of the nature of the hazards with which we are dealing. Therefore, sometimes it is necessary to be more stringent than the regulations already in place because these regulations are minimal requirements. Preventing employees from being injured is more important than whether or not compliance is made. **THERE ARE NO EXCEPTIONS TO MEETING THE COMPLIANCE REQUIREMENTS!**

III. DEFINITIONS

Bulk sample – Sample of material removed from the work structure and sent to a laboratory for analysis.

MPPCF – Millions of particles per cubic foot.

Permissible Exposure Limit (PEL) – $\frac{10\ MG/M3}{\%\ silica + 2}$ or $\frac{250\ MMPPCF}{\%\ silica + 5}$

REL – NIOSH Recommended Exposure Limit for respirable silica is 0.05 MG/M3 as a TWA for up to 10 hours/day during a 40 hr workweek.

Silica Containing Materials – Any materials that have detectable amounts of silica.

TWA – Time Weighted Average

Regulated Area – Areas where silica concentrations exceed the Action Level (AL). (NOTE: OSHA considers a regulated area a location where silica concentrations exceed the PEL)

Competent Person (CP) – On site person responsible for overseeing safety and health on the project.

IV. EXPOSURE ASSESSMENT

A. Action

1. During mobilization, and prior to handling any significant amounts of silica, an Employee Silica Exposure Assessment shall be conducted. The assessment will review all job tasks to determine if there is potential employee exposure. Potential for exposure will be based on:
   a. OSHA list of assumed exposure levels by the formula
   b. Historical monitoring data (use must be approved by Safety Department)

c. Professional judgment of Competent Person, Safety Department or company Certified Industrial Hygienist consultant
d. On site air monitoring and sample analysis

B. Implementation

1. Project Manager
   a. Assist safety specialist in employee silica exposure assessment
   b. Assist safety specialist in conducting air monitoring

2. Project Supervisors
   a. Assist safety specialist in employee silica exposure assessment
   b. Assist safety specialist in conducting air monitoring

3. Safety Department
   a. Review exposure assessments
   b. Review on site monitoring data
   c. Provide list of qualified air sampling professional and AIHA accredited laboratories
   d. Information resource to Competent Person
   e. Conduct on site audits of exposure assessment

V. ENGINEERING CONTROLS

A. Action

1. It is Jaynes Corporation policy and an OSHA requirement that engineering controls WILL be used to the maximum extent possible, even if it does not reduce exposures below the PEL.

2. All job tasks with exposures above the PEL will be reviewed for feasible engineering controls. At a minimum the following controls will be reviewed for each job task:
   a. Wet Cutting
   b. HEPA vacuum clean-up
   c. Ventilated power tools
   d. Air less tools
   e. Local exhaust ventilation
   f. Wetting agent for dust
   g. Mechanical ventilation of enclosures
   h. Use of non-silica containing material

3. Based on the above review, a list of all engineering controls to be used on the job site should be developed. Th list will include:
   a. Plans, drawings, diagrams and engineering calculations

b. Engineering controls to be used
c. Engineering controls found to be not feasible
d. Documentation on unfeasibility will be maintained by the project superintendent

4. Prior to the start of the job, a schedule for implementation of engineering controls shall be developed. In most cases, implementation shall be immediately upon the start of the job task.

B. Implementation

1. Safety Department
   a. Primary responsibility for development of engineering control list and implementation dates
   b. Develop and maintain documentation on feasibility/unfeasibility of engineering controls
   c. Assist Project manager to implement all feasible controls

2. Project Manager/Supervisors
   a. Assist Safety Department in determining feasibility of engineering controls
   b. Implement all feasible engineering controls

3. Competent Person
   a. Assist Safety Department and Project Manager in development and implementation of all feasible engineering controls
   b. Ensure engineering controls are installed and functioning

VI. ADMINISTRATIVE CONTROLS

A. Action

If engineering controls can not reduce employee exposure below the PEL, administrative controls will be implemented to the extent feasible.

1. Rotation schedules will be developed.
2. Rotation schedules will be posted on the project bulletin board, at the job trailer and announced to employees during Silica training.

B. Implementation

1. Competent Person
   a. Determine which employees have silica exposures that may require job rotation.
   b. Submit lists to Safety Department and Supervisor.

c. Work with Supervisor and Project Manager to determine feasibility of rotation, specific employees to be rotated and rotation schedule.
d. Ensure explanation of administrative controls as part of the silica training session.
e. Notify Supervisor as soon as administrative controls are no longer required.

2. Supervisor
   a. Develop a list of low silica exposure jobs.
   b. Determine if job rotation is feasible for employees that may require it.
   c. Develop a rotation schedule for all employees in the administrative control program.
   d. Document reasons where administrative controls are infeasible. Include all cost calculations and labor agreements.
   e. Implement administrative controls where feasible.

VII. RESPIRATORS

A. Action

1. Respirators will be used whenever engineering and administrative controls are not sufficient to reduce employee exposure below the PEL.

2. Respirators will follow the Jaynes Corporation Respiratory Protection Program (See Section 15.3). The Competent Person will be the Respirator Program Administrator.

3. Respirators will be chosen based on the Exposure Assessment conducted by the Competent Person.

4. Employees, upon request, will be supplied with a HEPA powered air purifying respirator (PAPR) if:
   a. They are currently required to wear a respirator.
   b. The PAPR will provide adequate protection to the employee.

B. Implementation

1. Competent Person
   a. Determine appropriate type of respirator for each employee exposed over the PEL.
   b. Notify the Supervisor and Safety Department whenever current respiratory protection is found to be inadequate OR can be reduced to a lower level based on air monitoring results.

c. Provide Safety Department with lists of specific respirator equipment to purchase (make and model).
d. Oversee functioning of respirator program:
   1. Provide training and fit testing as requested by supervisors.
   2. Arrange for medical review of respirator users as requested by supervisors.
   3. Maintain required respirator program documentation.
   4. Conduct quarterly audit of respirator program.

2. Project Manager/Supervisors
   a. Ensure all employees required to use respirators are properly trained, fit-tested, medically evaluated per the Respiratory Protection Program.
   b. Provide a cleaning/maintenance/storage program for all respirators.
   c. Notify Competent Person of any changes or problems regarding respirator use.

3. Employees
   a. Use respirators properly per the Respiratory Protection Program.
   b. Immediately report any problems with the respirator program to your supervisor.
   c. Clean, maintain and store respirator according to Respiratory Protection Program.

VIII. PROTECTIVE EQUIPMENT

A. Action

1. All employees exposed over the calculated PEL may be required to wear worker protective clothing (WPC). (NOTE: OSHA requires WPC when exposure exceeds the PEL.)

2. WPC will include:
   a. Coveralls – Coveralls will be sealed with duct tape at the wrists, ankles and hood attachment point (if hood is used).
   b. Shoe covers or “disposable” shoes
   c. Head covering
   d. Eye protection
   e. Gloves (if the Competent Person determines it is necessary)

3. The use of disposable or reusable coveralls will be determined for each project. Each project will determine if employees will be allowed to wear street clothes under WPC. Item to evaluate include:

a. Probability of tearing suits or blowing out seams
b. If hot work will be done
c. If industrial laundries are available for cleaning
d. Potential for heat stress
e. Estimated frequency of replacement or washing of coveralls.

4. Only flame resistant coveralls will be allowed for hot work.

5. WPC will be changed out on the following schedule:
   a. Daily, but in no case less than once per week.
   b. WPC will be changed out immediately upon discovery of rips, tears, holes or other damage that would allow silica to contaminate the worker.

6. Dirty clothing, if any, will be immediately disposed of in sealed containers. The containers labeled: *Caution: Clothing Contaminated with Silica. Do not remove by blowing or shaking. Clean and dispose of in accordance with applicable local, state or federal regulations.*

7. As required by the situation, other PPE selected in accordance with the PPE Program may need to be used.

B. Implementation

1. Competent Person
   a. With Project Manger/Supervisor, determine if disposable or reusable coveralls can be used and if street clothes can be worn underneath.
   b. Determine what additional WPC is required
   c. Determine WPC change out schedule for employees
   d. Evaluate if other specialized PPE is required
   e. Forward all decisions on to the Safety Department for review

2. Project Manager/Supervisor
   a. Assist Competent Person in determining type of coveralls to be used and if street clothes can be worn underneath.
   b. Arrange for proper storage of contaminated clothing until it is disposed or cleaned
   c. Arrange for cleaning or disposal of used WPC
   d. Ensure employees use and change out WPC as required
   e. Ensure employees use any specialized PPE per Competent Person recommendations

3. Employees
   a. Use assigned WPC

b. Change out clothing immediately if rips or tears are discovered or per the schedule set by supervisor
c. Report any problem with WPC immediately to supervisor
d. Use all required specialized PPE

IX. HYGIENE

A. Action

1. Portable hand washing facilities should be available at all sites where employees are exposed to silica REGARDLESS OF EXPOSURE LEVEL. Hand washing facilities will have the following, when feasible:
   a. Warm or hot/cold water faucets
   b. Soap
   c. Towels
   d. Or any other alternative means such as towlettes and bottled water

2. All employees exposed to silica – REGARDLESS OF EXPOSURE LEVEL – during the shift should wash face and hands prior to breaks, lunch and at the end of the shift.

3. Work sites with employees exposed above the PEL should have showers available on site, if feasible. Employees will be required to shower prior to the end of the shift. If showers are infeasible, documentation to support that finding will be maintained in the project records. The following areas must be addressed:
   a. Location
   b. Availability of water
   c. Weather conditions
   d. Expected duration of job
   e. Other factors

4. Employees exposed to or handling silica-containing materials may not eat, drink, use tobacco products, touch contacts or apply cosmetics until hands and face have been washed.

5. Food, drink, tobacco products and cosmetics MAY NOT be brought into any regulated areas. (NOTE: OSHA prohibits bring these products into areas where the exposure exceeds the PEL.)

6. A specific employee “clean area” will be designated for breaks and eating/drinking. A separate clean area might be arranged for smoking.

7. The clean areas will not be exposed to any silica contamination. Employees will decontaminate prior to entry into the clean areas. Decontamination includes:
   a. Removing or HEPA vacuuming WPC
   b. Washing hands and face

B. Implementation

1. Project Manager/Supervisors
   a. With Competent Person and Safety Department, determine if shower facilities are needed and are practical for the project. If determined to be infeasible, Project Manager will document reasons and maintain in project log.
   b. Arrange for hand washing/shower facilities on project site
   c. Ensure employees wash prior to breaks and at end of shift
   d. Enforce no smoking, eating rules in all areas with silica exposure
   e. Arrange for a clean area for breaks and eating and separate clean smoking areas.
   f. Arrange for cleaning of the clean areas.

2. Competent Person
   a. With Project Manager and Safety Department, determine if shower facilities are needed and are feasible for the project.
   b. Ensure employees wash prior to all breaks and at the end of the shift.

3. Employees
   a. Will not bring smoking materials, drinks or food into restricted areas.
   b. Will wash or shower prior to all breaks and at the end of shift.
   c. Will eat, drink and smoke only in designated areas.

X. MEDICAL

A. Action

1. Medical surveillance program consists of two main sections:
   a. Medical Monitoring
   b. Medical Removal

2. A physician board certified in occupational health when necessary will review the program.

3. Baseline silica tests might be done for any employee who MAY be exposed on the project. The sample will be collected preferably prior

to starting the job, but in no case later than 48 hours after first exposure.

4. Employee will be notified of silica results in writing within 5 days of receipt from the laboratory. Employees should sign a receipt acknowledging results.

5. Medical examinations will be offered to any employee when:
   a. Employee reports symptoms associated with Silica exposure.
   b. Employee experiences breathing difficulty with a respirator.
   c. The company feels it is necessary.

6. If an employee's exposure levels are exceeded, the Safety Department will be notified and a documented investigation to identify any methods to reduce the employee's levels will be conducted.

7. Workers, upon receipt of a physician's written medical opinion, will be removed from all job tasks where their exposure may exceed the PEL. The employee will remain on "low exposure" jobs until the occupational physician certifies in writing that the employee may return to work.

8. Medical removal of employees shall follow the requirements of the OSHA Silica in Construction Standard.

B. Implementation

1. Safety Department
   a. Arrange for physician to oversee silica medical program.
   b. Arrange for laboratory to analyze samples.
   c. Oversee and manage all medical removal cases.

2. Competent Person
   a. Arrange appointments for silica testing and any required medical examinations.
   b. Inform Supervisor which employees are required to have medical tests or examination and assist Supervisor in arranging the tests or exams.
   c. Inform Supervisor which employees are on medical removal and assist Supervisor in identifying low exposure jobs for employees.
   d. Notify Safety Department immediately of all employees with exposures over the PEL.
   e. Notify employees in writing of test results.
   f. Investigate all levels over the PEL.

3. Project Managers/Supervisors
   a. Schedule and ensure that all required employees have baseline medical exams and any required follow-up tests or examinations.
   b. Identify low silica exposure jobs for medically removed employee.
   c. Place all medical removal employees in low exposure jobs.
   d. Supervisor is responsible to ensure all pay and privileges are maintained during medical removal.

XI. TRAINING

A. Action

1. All employees assigned to a job site with potential silica exposures will receive hazard communication level training on silica – REGARDLESS OF ACTUAL EXPOSURE.

2. All employees who are or may be exposed above PEL will receive Hazard Communication training plus:
   a. Contents of the silica standard
   b. Review of operations with high silica exposures
   c. Review of the medical surveillance program
   d. Engineering/Administrative and respiratory controls to be used
   e. Overall compliance program
   f. Detailed description of adverse health effects, particularly reproductive
   g. Right to access medical and air monitoring records

3. Training will use:
   a. Training videos
   b. Site specific information provided during training
   c. Any other recognized means

4. Attendance at the training sessions will be documented:
   a. Employee name
   b. Date of training
   c. Person conducting training
   d. Topic covered
   e. Job site employee will be working at

5. A detailed outline of the areas covered during the training session will be maintained.

6. Safety Department or outside contractor will provide all training. Trainer qualification will be kept on file.

B. Implementation

1. Safety Department
   a. Develop core Silica Training Program
   b. Assist Competent Person in development of site specific sections
   c. Approve qualifications of outside trainers
   d. Provide Hazard Communication Training as requested
   e. Provide Silica Training Course as requested

2. Competent Person
   a. Develop site specific portion of Silica Training Course

3. Project Manager/Supervisors
   a. Ensure all employees attend appropriate level of silica training prior to first exposure

4. Employees
   a. Attend required Hazard Communication and Silica Training Programs
   b. Understand material and notify Competent Person of any questions regarding silica health and safety

XII. WARNING SIGNS

A. Action

1. Warning Signs shall be posted at all approaches to areas where exposures exceed the PEL. In the absence of air monitoring data, the restricted area is considered to extend out to a 50-foot radius from any silica generating operation. (NOTE: OSHSA does not have any distance requirements.)

2. The warning signs shall specifically state:

Warning: Silica Work Area
No Smoking or Eating
Respirators Required
(NOTE: OSHA does not require the last line.)

B. Implementation

1. Competent Person
   a. Ensure adequate supply of signs are available at all times

b. Review sign placement to ensure they cover all approaches and are legible

2. Project Manager/Supervisors
   a. Ensure that signs are posted at all approaches
   b. Ensure signs are replaced or relocated as appropriate

XIII. COMPETENT PERSON

A. Authority

1. The competent person has the authority to:
   a. Request whatever supplies and equipment are required to ensure safe and successful completion of the project.
   b. Directly notify Project Manager, Supervisor and Safety Department of a danger situation and request immediate correction or job shut down. The competent person is authorized to contact the Vice President of Field Construction directly if there is an imminent hazard situation and none of the above are available.

B. Responsibilities

1. In addition to the above listed responsibilities the competent person will:
   a. Conduct daily walkthrough of the job site
   b. Conduct weekly inspections with the Supervisor to ensure all engineering, administrative and respiratory controls are in place and functioning.
   c. Document the finding of all walkthroughs and inspections and follow-up action taken

C. Other

1. With the concurrence of the Project Manager, Supervisor and Safety Department, the Competent Person may utilize outside assistance in performing:
   a. Sampling
   b. Lab Testing
   c. Air Monitoring
   d. Training
   e. Design of Engineering Controls

XIV. MULTI-EMPLOYER WORK SITES

A. Action

1. On multi-employer work sites, all "other" contractors will be notified in person and in writing regarding:
   a. Location of regulated areas.
   b. Requirements for entry of "other" contractors into regulated areas:
      1. Contact Competent Person in regards to regulated areas.
      2. Only employees authorized in writing by Project Manager may enter a regulated area.
   c. Warning signs shall mark regulated area borders.

B. Implementation

1. Project Manager
   a. Will contact all contractors on site and inform them of the regulated areas and above rules.
   b. Ensure that all contractors acknowledge receiving the information in writing.

2. Competent Person
   a. Provide information to contractors as requested.
   b. Assess the ability of other contractor employees to safely enter and work in regulated areas and advise the Project Manager.

XV. RECORDKEEPING

A. Action

1. The following documentation is maintained and available throughout the project:
   a. Employee exposure assessment data.
   b. Employee air monitoring results:
      1. Date
      2. Sample Duration
      3. Results
      4. Sampling and analytical method used.
      5. Respirator worn (if any)
      6. Environmental variable that may affect results
   c. Documentation on feasibility and selection of engineering, administrative and respiratory controls.
   d. All medical records:
      1. Results
      2. Medical Examination – physician opinions
      3. Respirator Medical evaluations
      4. Medical Removal Records
      5. OSHA 300 Form

e. Training Records
f. "Other" contractor information:
    1. Written acknowledgment of informing "other" contractors regarding regulated areas.
    2. Requests by other contractors to enter regulated areas
    3. Documentation that "other" contractor employees meet all requirements.
g. Results and follow-up reports from all walkthrough and weekly inspections.

B. Implementation

1. Competent Person, Project Manager, Supervisors and Safety Department.
    a. Jointly responsible for maintaining all required records.

SILICA TRAINING ATTENDANCE RECORD

DESCRIPTION OF TRAINING: _____

_____

_____

DATE OF TRAINING: _____

I certify that I attended the above-described Crystalline Silica Training:

PRINT NAME	SSN	SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

I certify that the above-described training was provided to the employees listed above and that each employee personally signed the attendance record.

Name of Trainer: _____

Title: _____

Signature: _____
Date

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

I. Exposure Determination

A. Employees involved in construction positions are not normally exposed to blood or other potentially infectious fluids and materials. It is not reasonably anticipated that any employee will be exposed to blood or other potentially infectious materials.

B. It is the policy of Jaynes Corporation to utilize local emergency services to render emergency care to seriously injured employees who are not capable of administering self-care due to accident or injury. In the absence of a clinic, hospital or medical care provider, that is reasonably accessible in terms of time and distance to the work site, the Safety Department will designate an onsite first-aid responder and they shall participate in the training and vaccination program required for compliance with this program.

C. Employees of Jaynes Corporation who make a personal choice to render care to a co-worker must immediately report the incident to the Safety Department and participate in post-exposure evaluation and treatment. Employees who make a personal choice to render assistance are required to follow the precautions outlined in this plan.

II. Compliance Methods

A. Universal precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

B. Engineering and Work Practice Controls

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following engineering controls will be utilized:

1. Disposable Implements
2. Red Labeled Biohazard Bags
3. Hand Washing Facilities
4. Antiseptic Hand Cleaners

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of these controls will be done on a monthly basis by the project superintendent or other designated person.

C. Hand Washing Facilities

1. Hand washing facilities must be available to employees who incur exposure to blood or other potentially infectious materials.
2. If hand washing facilities are not feasible, use an antiseptic cleanser in conjunction with a clean cloth/paper towel or antiseptic towelettes. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.
3. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
4. If employees incur exposure to the skin or mucous membrane, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

D. Work Area Restrictions

In work area where exposure to blood or other potentially infectious materials is a reasonable likelihood, employees are not to eat, drink, apply cosmetics, or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

E. Specimens

1. Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage and transportation of the specimens.
2. In the event that an injury results in thew dismemberment or amputation of a body part, the specimen/body part would be placed into a red biohazard bag for the purpose of transporting.
3. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant. The use of a double-bagged red biohazard bag will be used as a secondary container.
4. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling and/or transportation of the specimen.

F. Contaminated Equipment

1. Equipment that has become contaminated with blood or other potentially infectious materials shall be examined prior to reuse and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

2. A warning label shall be affixed to the contaminated object in question, stating which portions remain contaminated.
3. Information concerning the equipment contamination and appropriate precautions to be taken will be conveyed to all affected employees, who may be required to disassemble, decontaminate and sanitize the contaminated equipment.

G. Personal Protective Equipment

1. All personal protective equipment (PPE) used will be provided without cost to employee. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth or other parts.
2. All PPE will be cleaned, laundered or disposed of by the employer at no cost to employees. All repairs and replacements to PPE will be made by the employer at no cost to the employee.
3. All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. The following protocol has been developed to facilitate leaving the PPE at the work area:
   a. All employees shall remove and place contaminated garments or PPE in the red biohazard bags that are located in the bloodborne pathogens protection kits located in the project office or storage trailer.
   b. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin and mucous membranes. Gloves will be available in the bloodborne pathogens protection kits located in the job site office or storage trailer.
4. Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured or when their ability to function as a barrier is compromised.
5. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields are required to be worn whenever splashes, spray, splatter or droplets or blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated. Situations that could require such protection are as follows:
   a. A severe wound to an artery or blood vessel.
   b. A puncture wound.
   c. An amputation.

6. A disposable gown shall be utilized when there is the potential for splashing/spraying of blood or other potentially infectious materials on the work clothing.
7. Resuscitation shall be conducted with a mouthpiece. Mouth-to-mouth resuscitation without a mouthpiece is not permitted.

H. Housekeeping

1. All equipment and environmental and work surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
2. Decontamination materials shall include the use of a bleach solution and/or an EPA registered germicide.
3. All bins, pails, cans or similar receptacles, cleaning tools and wiping materials shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
4. Any broken glassware that may be contaminated with blood shall not be picked up directly with the hands. It will be cleaned up by using mechanical means. A brush and dustpan, tongs or forceps will be used.
5. Disposal of all regulated waste (sharp containers and biohazard bags) shall be done in accordance with applicable Federal and State regulations.

III. Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up

A. Hepatitis B Vaccination Program

1. All employees who have been identified as having exposure to blood or other potentially infectious fluids or materials and designated first-aid responders shall be offered the Hepatitis B vaccine at no cost to the employee.

2. All exposed employees shall be offered the initial vaccination within 5 working days of exposure unless the employee has previously had the vaccine or who wishes to submit to antibody testing that shows the employee to have sufficient immunity. All designated first-aid responders shall be offered the vaccine either upon hire or immediately upon designation as a first-aid responder.

4. Employees who refuse the Hepatitis B vaccination must sign Exhibit 21.5-A, “Hepatitis B Vaccine Declination”.

B. Post-Exposure Evaluation and Follow-up

1. When an employee incurs an exposure incident, it shall be reported immediately to the Safety Department.
2. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up. This follow-up will include the following:
   a. Documentation of the route of exposure and the circumstances related to the incident.
   b. If possible, the identification of the source individual and, if possible, the status of the source individual will be tested (after consent is obtained) for HIV/HBV infection.
   c. Results of testing of the source individual shall be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectious state of the source individual.
   d. The employee will be offered the option of having their blood collected for testing of the employee HIV/HBV Serological Status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV Serological Status. However if the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
   e. The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
   f. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
   g. The Safety Department has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

C. Interaction with Health Care Professional

1. A written opinion shall be obtained from the health care professional that evaluates exposed employees. Written opinions will be obtained in the following instances:
   a. When the employee is sent to obtain the Hepatitis B Vaccine.
   b. Whenever the employee is sent to a health care professional following an exposure incident.
2. Health care professional shall be instructed to limit their opinions to:

a. Whether the Hepatitis B Vaccine is indicated and if the employee has received the vaccine or for evaluation following an incident.
b. That the employee has been informed of the results of the evaluation.
c. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: The written opinion to the employer is not to reference any personal medical information.)

D. Recordkeeping

1. For each employee with an occupational exposure an accurate record shall be established which includes:
   a. Employee name and social security number.
   b. A copy of the employee's Hepatitis B Vaccination status, including dates of all Hepatitis B Vaccinations.
   c. A copy of the results of examinations, medical testing and follow-up procedures.
   d. The employer's copy of the health care professional's written opinion.
   e. A copy of the information furnished to the health care professional.
2. All records are to be kept confidential and will not be disclosed without the employee's express written consent.
3. Records shall be retained for the duration of the employee's employment plus thirty (30) years.

IV. Training

A. Employees with potential occupational exposure shall receive training and information as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place, or
2. At least annually.

B. The training program shall be conducted by a person knowledgeable on the subject matter and shall consist of the following:

1. Explanation of OSHA's Bloodborne Pathogens Standard.
2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
3. A discussion of the modes of transmission of bloodborne diseases.
4. A discussion of this Plan and means by which an employee can obtain a copy.

5. Recognition of tasks that may involve exposure to blood or other potentially infectious fluids or materials.
6. The methods and work practices and personal protective equipment which will prevent or reduce exposure.
7. The proper handling and disposal of personal protective equipment.
8. Information on Hepatitis B Vaccine.
9. The basis upon which personal protective equipment is selected.
10. The appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious fluids or materials.
11. The procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
13. An explanation of signs and labels or color coding required by OSHA's standard.
14. An opportunity for interactive questions and answers with the person conducting the training session.

C. Jaynes Corporation will maintain records of employee training which include the following:

1. The dates of the training sessions.
2. The contents of the training sessions
3. The name(s) and qualifications of the person(s) conducting the training.
4. The names and job titles of all persons attending the training sessions.
5. Training records shall be maintained for three (3) years.

HEPATITIS B VACCINE NOTIFICATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection.

I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself.

☐ However, I have declined Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

☐ Yes, I wish to be vaccinated against Hepatitis B if recommended by the Department of Employee health.

☐ I have already received the Hepatitis B vaccine. Please review my status.

Name (Please Print)	Signature
Occupation	Social Security #
	Date
Home Address	Home Telephone
Witness Name (Please Print)	Witness Signature

Please return this completed notification to:

Jaynes Corporation
2906 Broadway Blvd. NE
Albuquerque, NM 87124
Attn.: Safety Director

HANTAVIRUS EXPOSURE CONTROL PLAN

This procedure outlines the preventive actions that should be taken to minimize the chances of potential infected rodent infestation. Additionally this procedure outlines the preventive measure to be taken to minimize or eliminate the potential hazard of contracting Hantavirus, as well as the proper procedures for cleanup and disposal of suspected rodents and their remains.

All suspected incidents must be immediately reported to the safety director and documented as to how they were taken care of. Documentation of all incidents will be filed in the job specific safety file.

All incidents of rodent infestation must be handled as potentially being infected with the Hantavirus.

General Information

- Hantavirus is a respiratory disease carried by rodents.
- Hantavirus is found in the urine, saliva and feces of rodents.
- Deer mice are the prime carriers in the Southwest.
- Cotton Rats, White-Footed Mice and Rice Rats carry other Hantavirus strains causing human disease in the USA.
- Breathing the airborne particles of the rodent's urine, saliva, or feces is the primary way to contract the disease.
- Pets and people cannot transmit the disease, but if either touch a rodent, wash well with soap. Dust pets with flea powder.
- If you have a fever, nausea, muscle aches, abdominal pain, cough, or difficulty breathing seek medical attention immediately.
- The Centers for Disease Control and Prevention in Atlanta has a more detailed set of guidelines for heavy rodent infestations and occupational groups who have potential rodent contact. Call 1-800-532-9929 for more information.
- **HANTAVIRUS HELP LINE: 1-800-879-3421**

Early Prevention

- Do not leave old cars or junk piles in your yard. They will attract rodents.
- Get rid of food or water sources near buildings.
- Store all food, including pet and livestock food, in sealed containers.
- Put garbage in rodent proof containers.
- Do not overfeed wild birds.
- Plug holes in walls and floors as small as a quarter of an inch with cement, caulking coffee can lids, etc.
- Plug larger holes with steel wool or use metal screen with 1/4" mesh.

Protection and Clean Up

- If you find a live rodent in your home or building, trap it, spray it with disinfectant, pick it up with a shovel or rubber gloves, double plastic bag it and place it in the garbage.
- If you live or work in a rural area and are allowed to burn, spray disinfectant on the rodent, wait 1/2 hour then burn it or bury it, according to local ordinances.
- Set spring loaded traps baited with food, such as peanut butter. Indoors, place the trap on newspapers sprinkled with flea powder. Outdoors, place the trap near wood and junk piles.
- Wear rubber or disposable gloves, spray the rodent and the trap with disinfectant wait 1/2 hour, double plastic bag it, seal the bag and dispose using the method described in this section.
- Do not sweep the area with a broom or vacuum until the area has been thoroughly disinfected.
- Spray the are with disinfectants, such as Lysol or a mixture of one and a half cups of chlorine bleach to a gallon of water. Then mop with the same type of disinfectant. Disinfect everything that you used to clean, such as rubber gloves, dust pan, shovel, etc. Disinfect everything that you are going to throw away.
- Carpets can be disinfected or shampooed.
- Bedding and clothes can be washed. Use lots of soap and hot water.
- Furniture can be disinfected or shampooed.
- If you must clean an infested barn or outbuilding, wear a respirator with HEPA filters, (follow procedures outlined in the Respiratory Protection Plan), then set the traps.
- If you discover a nest, spray or dust it with insecticide for fleas, wait one day, then follow the clean up procedures outlined in this section.
- If you work in enclosed spaces where there is heavy rodent infestation, wear a negative pressure respirator with HEPA filters or PAPR respirators. Follow procedures outlined in the Respiratory Protection Plan.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) REQUIREMENTS

I. INTRODUCTION

The Environmental Protection Agency (EPA) has embarked on a new and comprehensive regulatory program to control pollutants which enter the "waters of the United States" as a result of storm water runoff. The program will be part of the existing National Pollutant Discharge Elimination System (NPDES) permit program, which was established by the Clean Water Act in 1972 to regulate discharges from municipal and industrial sources. Construction activities are included under this new storm water permit program.

The NPDES program has for the most part been delegated to the individual states to administer. The Federal EPA administers the program for 12 non-delegated states Arkansas, Alaska, Florida, Idaho, Louisiana, Massachusetts, Maine, New Hampshire, **New Mexico**, Oklahoma, South Dakota and **Texas**. The other states are free to administer the program as they see fit as long as they meet minimum Federal requirements. As a result, the program will vary from state to state and Jaynes Corporation must become familiar with the specific requirements in the states in which it works.

Generally speaking, all construction activities, which disturb five acres or more of land, must be covered by a storm water permit. Some states require a permit for construction activities disturbing less than five acres. By March 2003, contractors of small construction site activities that result in a land disturbance of between one and five acres must obtain storm water permits and implement practices to minimize pollutant runoff.

The purpose of this section is to assist Jaynes Corporation personnel to become familiar with storm water permit requirements.

II. GENERAL PERMITS

EPA and the states are administering the storm water permit program through the use of a general permit. A general permit can best be described as a "permit by rule". In other words, instead of issuing an individual permit for each specific, EPA and the states have established generic requirements for sediment and erosion control, storm water management and other controls.

To be included under a general permit, an applicant submits a Notice of Intent (NOI) indicating an intention to follow the requirements of the general permit. In order to comply with the permit's requirements, a Storm Water Pollution Prevention Plan (SWPPP) must be developed. Requirements will vary from state to state concerning what must be included in the SWPPP and who is responsible for developing the plan. Deadlines for submitting the NOI will also vary.

In most cases, no permit will actually be issued and neither EPA nor the state will approve the SWPPP. Unless contacted by EPA or the state, construction activities can commence after submittal of the NOI by the stipulated deadline. However, some states require SWPPP approval before construction may proceed.

III. EPA GENERAL PERMIT REQUIREMENTS

1. Construction activities in the following states are covered by the EPA general permit: Arkansas, Alaska, Florida, Idaho, Louisiana, Massachusetts, Maine, New Hampshire, **New Mexico**, Oklahoma, South Dakota and **Texas**.

2. Who submits the NOI:

   In most cases the owner and the Jaynes Corporation will each be required to submit an NOI. EPA's explanation of this issue is that the "operator" of a construction site is required to submit the NOI. The "operator" is defined as the party or parties that 1) have operational control over the site specifications (including the ability to make modifications in specifications); and 2) have day-to-day operational control of those activities at the site necessary to ensure compliance with the plan requirements and permits conditions (i.e., are authorized to direct workers at the site to carry out activities identified in the plan). EPA notes that in most circumstances separate parties will carry out these two control functions.

   EPA points out that the preparation of the SWPPP should be part of the project design phase so that the necessary controls are incorporated into the site design. EPA states that in most competitive bid circumstances the owner will be responsible for developing the SWPPP and submitting an NOI. For these situations, once Jaynes Corporation is selected, we will also submit an NOI and become a co-permittee. However, EPA does not require that the owner or designer prepare the SWPPP nor that the owner or designer submit the NOI. Therefore, Jaynes Corporation may be required by the contract to carry out these functions. Jaynes Corporation therefore must become familiar with developing a SWPPP.

3. Deadline for NOI submittal:

   The NOI must be submitted 48 hours in advance of the start of construction activities.

4. Information required on the NOI:

   The NOI is essentially an application which contains information about the site including: site location, owner information, operator information, receiving water(s), existing NPDES permit number (if any), an indication of existing quantitative data, a brief description of the project and a certification

that an SWPPP has been developed for the project which meets the general permit requirements and that the SWPPP will be implemented.

5. Where to submit NOI:

NOIs for EPA general permit coverage are to be submitted directly to EPA's central processing center:

Storm Water Notice of Intent
P.O. Box 1215
Newington, VA 22122

6. Storm Water Pollution Prevention Plan (SWPPP) Requirements:

EPA describes the SWPPP as a step-by-step- process for ensuring that pollutants are not making their way into the storm water discharges from the construction site. The six major phases identified by EPA are: (A) site evaluation and design development; (B) assessment; (C) control selection and plan design; (D) certification and notification; (E) construction/implementation; and (F) final stabilization/termination.

The owner (or the design professional) should develop the SWPPP and Jaynes Corporation should only be responsible for phases D, E and F. To familiarize the reader with how an SWPPP is developed and with the types of requirements which are likely to be included in an SWPPP, the following description is summarized from the EPA guidance publication Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices. A copy of this publication or a summary of this publication can be obtained from the National Technical Information Service by calling 1-800-553-6847 or 1-703-487-4650. The document number is EPA-833-R-92-005. The summary guidance number is EPA-833-R-92-001.

A. Site Evaluation and Design Development

The first phase in preparing the SWPPP for a construction project is to define the characteristics of the site and the type of construction, which will be occurring. This includes identifying soil information, runoff water quality and location of surface waters and receiving waters. Once gathered, this information is used to develop a site plan design, which will: disturb the least amount of land, avoid disturbance in sensitive areas and preserve areas as open space. The site plan should take into consideration the type of construction activities, which will occur. All of this information will be used to develop a site map. Information that must be included on the map include an indication of

steepness of slopes after grading, areas where the soil will be disturbed and water drainage patterns.

B. Assessment

The next phase in the process is to determine the impact the land disturbing activities will have on storm water runoff. To do this the site must be measured to show its total area and to determine the amount of area, which will be disturbed. Drainage flows must be identified so that appropriate controls can be developed. Finally an estimate of what portion of the total rainfall will eventually become runoff (the runoff coefficient) must be developed.

C. Control Selection and SWPPP Design

The following control measures are required by the EPA general permit to be included in the SWPPP:

1. State and Local Requirements

The SWPPP must comply with the state and local requirements. Therefore, existing requirements for sediment and erosion site plans, site permits or storm water management site plans must be incorporated into the overall SWPPP.

2. Sediment and Erosion Controls

The SWPPP must include a description of the measures to be used for erosion and sediment controls throughout the construction project. These controls include stabilization measures for disturbed areas and structural controls to divert runoff and remove sediment.

3. Stabilization

Disturbed areas of the construction site that will not be re-disturbed for 21 days or more must be stabilized by the 14th day after the last disturbance. Stabilization measures include the following:

- Temporary Seeding – Temporary seeding is the planting of fast-growing grasses to hold down the soils in disturbed areas so that they are less likely to be carried offsite by storm water runoff or wind.

- Permanent Seeding – Permanent seeding is the use of permanent vegetation (grass, trees or shrubs) to stabilize the soil by holding soil particles in place.

- Mulching – Mulching is the placement of material such as hay, grass, woodchips, straw or gravel on the soil surface to cover and hold in place disturbed soils (mulching often accompanies seeding).

4. Structural Control Measures

The SWPP must include structural practices to divert flows away from disturbed areas, to store flows or to limit the discharge of pollutants from the site. The following is a list of some of the practices which may be used:

- Earth Dike – An earth dike is a mound of stabilized soil, which is constructed to divert runoff. Earth dikes may be used to either divert uncontaminated runoff away from disturbed areas or to divert contaminated runoff into a sediment basin or sediment trap.

- Silt Fence – A slit fence is a temporary measure consisting of posts with filter fabric stretched across the posts and sometimes with a wire supporting the fence. The fence is installed along the downslope or sideslope perimeter of a disturbed area. Runoff passes through the openings in the fabric, while sediment is trapped on the uphill side.

- Sediment Trap – A sediment trap is formed by excavating a pond or by placing an earthen embankment across a low area or drainage swale. It has an outlet or spillway made of large stones or aggregate. The trap retains the runoff long enough to allow the silt to settle out.

- Sediment Basin – A sediment basin is a settling pond with a controlled water release structure, e.g., a riser and pipe outlet with a gravel filter, which slows the release of runoff. The basin detains sediment-laden runoff from larger drainage areas long enough for most of the sediment to settle out.

Where attainable a temporary or permanent sediment basin is to be installed in any drainage location where more than 10 acres in the upstream drainage area are disturbed at one time. The sediment basin must provide at least 3,600 cubic feet of

storage for every acre of land which it drains (flows from upland areas that are undisturbed may be diverted around the basin). For drainage locations with 10 or fewer disturbed acres, sediment traps, filter fences or equivalent measures must be installed along the downhill boundary of the construction site.

5. Other Controls

The SWPPP for the project must provide controls to address other potential pollutant sources that may exist on the site. These controls include practices to:

- Ensure proper disposal of construction site waste materials.
- Treat or dispose of sanitary wastes that are generated onsite in accordance with sate and local requirements.
- Prevent offsite tracking of sediments and generation of dust. Stabilized construction entrances or vehicle washing racks should be installed at locations where vehicles leave the site. Where dust may be a problem, dust control measures such as irrigation must be implemented. (See Section 22.2)
- Identify and prevent contamination of non-storm water discharges. Where non-storm water discharges allowed by the General Permit exist, they must be identified and steps must be taken to prevent contamination of these discharges.

6. Storm Water Management Controls

The SWPPP must include a description of the measures that will be installed to control pollutants in storm water after construction is completed. These controls may include one or more of the following: retention pond, detention pond, infiltration measures, vegetated swales and natural depressions.

7. Indicate the Location of Controls on Site Map

Pollution prevention measures must be shown on a pollution prevention site map, including the location of each measure used for erosion and sediment control, storm water management and other controls.

8. Inspection and Maintenance Control Plan

Inspection and maintenance of the protective measures are important requirements of the SWPPP. A checklist should be included in the SWPPP detailing the steps that will be taken to inspect and maintain the various control measures, which have been incorporated into the project.

9. Sequence Major Activities

The SWPPP should show the order in which controls will be installed to address earth-disturbing activities. The following sequence is recommended:

- Install downslope and sideslope perimeter controls before the land disturbing activity occurs.
- Do not disturb an area until it is necessary for construction to proceed
- Cover or stabilize disturbed areas as soon as possible.
- Time construction activities to limit impact from seasonal climate changes or weather events.
- Delay construction of infiltration measures until the end of the construction project when upstream drainage areas have been stabilized.
- Do not remove temporary perimeter controls until after all upstream areas are finally stabilized.

D. Certification and Notification

Once the SWPPP is prepared the authorized representative of each operator must certify it. The certification states that the information in the SWPPP is timely and in compliance with the general permit requirements.

Once the SWPPP is complete and certified, the NOI can be submitted. Jaynes Corporation should review the SWPPP before certifying it and submitting its own NOI.

E. Construction Implementation

Once the construction activities begin, Jaynes Corporation is responsible for implementing the controls contained in the SWPPP. The controls should be constructed and applied in accordance with

state and local specifications. If there are no state or local specifications for control measures, then the controls should be constructed in accordance with good engineering practices. The controls must be constructed in the order indicated in the sequence of major activities as contained in the SWPPP. Stabilization measures must be applied within the time frame specified in the permit.

1. Inspection and maintenance requirements in the SWPPP must be implemented as follows:

   - Inspection – The EPA General Permit requires inspection every 7 days or within 24 hours of a storm of 0.5 inches or more in depth. All disturbed areas of the site, areas for material storage, locations where vehicles enter or exit the site and all of the erosion and sediment controls that were identified as part of the SWPPP must be inspected. Controls must be in good operating condition until the area they protect has been completely stabilized and the construction activity is complete. Records of the inspection, including the name of the inspector, date of inspection and findings must be maintained.

   - Maintenance/Repairs – The inspector must record any damages or deficiencies in the control measures on an inspection report form provided for this purpose. These reports document the inspection of the pollution prevention measures. These same forms can be used to request maintenance and repair and prove that inspections and maintenance were performed. Jaynes Corporation should correct damage or deficiencies as soon as practicable after the inspection but in no case later than 7 days after the inspection. Any changes that may be required to correct deficiencies in the SWPPP should also be made as soon as practicable after the inspection but in no case later than 7 days after the inspection.

2. Maintain Records of Construction Activities

   In addition to inspection and maintenance reports, Jaynes Corporation should keep records of the construction activity on the site in the daily construction logs. In particular, Jaynes Corporation should keep record of the following information:

   - The dates when major grading activities occur in a particular area.

- The dates when construction activities cease in an area, temporarily or permanently.
- The dates when an area is stabilized, temporarily or permanently.

These records can be used to make sure that areas where there is no construction activity will be stabilized within the required time frame.

3. Update / Change the SWPPP

For construction activity to be in full compliance with its NPDES storm water permit and for the SWPPP to be effective, the plan must accurately reflect current site features and operations. When it does not, the SWPPP must be changed. The SWPPP must also be changed if Jaynes Corporation observes that it is not effective in minimizing pollutant discharge from the site.

If, at any time during the effective period of the permit, the permitting authority finds that the SWPPP does not meet one or more of the minimum standards established by the General Permit, the permitting authority will notify Jaynes Corporation of required changes necessary to bring the SWPPP up to standard.

4. Report Releases of Reportable Quantities

Because construction activities may handle certain hazardous substances over the course of the project, spills of these substances in amounts that equal or exceed Reportable Quantity (RQ) levels are a possibility. EPA has issued regulations that define what reportable quantity levels are for oil and hazardous substances. These regulations are found at 40 CFR Part 110, 40 CFR Part 117 or 40 CFR Part 302. If there is a release during the construction period, then Jaynes Corporation must take the following steps:

- Notify the National Response Center immediately at (800) 424-8802.

- Within 14 days, submit a written description of the release to the EPA regional office providing the date and circumstances of the release and the steps to be taken to prevent another release.

- Modify the SWPPP to include the information listed above.

5. Provide for SWPPP Location and Access

- The General Permit has specific requirements regarding SWPPP location and access

- SWPPP Location – A copy of the SWPPP must be kept at the construction site from the time construction begins until the site is finally stabilized.

- Retention of Records – Copies of the SWPPP and all other reports required by the permit, as well as all of the data used to complete the NOI, must be retained for 3 years after the completion of final site stabilization. The record retention period may be extended by EPA's request.

- Access – Although SWPPP and associated records are not necessarily required to be submitted to EPA, these documents must be made available upon request by appropriate officials.

F. Final Stabilization / Termination

Jaynes Corporation must continue to comply with permit conditions until: (1) they no longer meet the definition of an operator of a construction; or (2) the construction activity is complete, all disturbed soils have been finally stabilized and temporary erosion and sediment controls have been or will be removed. Jaynes Corporation should submit a Notice of termination (NOT) to inform EPA that Jaynes Corporation is no longer an operator of a construction site.

Final Stabilization – Final stabilization is defined by the EPA General Permit as meaning that all soil disturbing activities at the site have been completed and that a uniform perennial vegetative cover with a density of 70% of the cover for unpaved areas not covered by permanent structures has been established or equivalent permanent stabilization measures (such as the use of riprap, gabions or geotextiles) have been employed.

Notice of Termination (NOT) – The NOT is a one-page form, which should be completed and submitted to the EPA when a site has been finally stabilized or when an operator of a construction site changes. Information to be included on the NOT includes the location of the construction site; Jaynes Corporation name, address and telephone number as the operator terminating coverage; the NPDES general

permit number; an indication of why coverage under the permit should be terminated for Jaynes Corporation and a signed certification statement.

Note that when there is a change in operators of a construction site, then the new operator must submit an NOI to be covered by the permit at least 2 days before the change in operator.

When Jaynes Corporation completes its portion of the project a NOT form should be submitted.

NOTs should be mailed to:

Storm Water Notice of Termination
P.O. Box 1185
Newington, VA 22122

IV. STATE GENERAL PERMITS

States that have been delegated authority to administer the NPDES permit program are also responsible for administering the storm water aspect of this program. The states have also decided to administer this program through the use of a General Permit. All of the states, except Virginia and Vermont, have finalized their General Permits for construction activities.

A key issue in each state is who should be responsible for seeking General Permit coverage by submitting the NOI. Generally the states are flexible and will accept either the owner or Jaynes Corporation. Regardless of who submits the NOI, Jaynes Corporation will be held responsible for having a written SWPPP and implementing it during construction operations. In many instances the NOI must be submitted so far in advance of the start of construction activities that it would be impractical to require that Jaynes Corporation submit the form.

DUST CONTROL

I. Description

Dust control measures are practices that help reduce surface and air movement of dust from disturbed soil surfaces. Construction sites are good candidates for dust control measures because land disturbance from clearing and excavation generates a large amount of soil disturbance and open space for wind to pick up dust particles. To illustrate this point, limited research at construction sites has established an average dust emission rate of 1.2 tons/acre/month for active construction. These airborne particles pose a dual threat to the environment and human health. First, dust can be carried off-site, thereby increasing soil loss from the construction area and increasing the likelihood of sedimentation and water pollution. Second, blowing dust particles can contribute to respiratory health problems and create an inhospitable working environment.

II. Applicability

Dust control measures are applicable to any construction site where dust is created and there is the potential for air and water pollution from dust traveling across the landscape or through the air. Dust control measures are particularly important in arid or semiarid regions, where soil can become extremely dry and vulnerable to transport by high winds. Also, dust control measures should be implemented on all construction sites where there will be major soil disturbances or heavy construction activity, such as clearing, excavation, demolition or excessive vehicle traffic. Earthmoving activities are the major source of dust from construction sites, but traffic and general disturbances can also be major contributors. The particular dust control measures that are implemented at a site will depend on the topography and land cover of a given site, as well as the soil characteristics and expected rainfall at the site.

III. Site Design Considerations

When designing a dust control plan for a site, the amount of soil exposed will dictate the quantity of dust generation and transport. Therefore, construction sequencing and disturbing only small areas at a time can greatly reduce problematic dust from a site. If land must be disturbed, additional temporary stabilization measures should be considered prior to disturbance. A number of methods can be used to control dust from a site. The following is a brief list of some control measures and their design criteria. Not all control measures will be applicable to a given site. The owner, operator and contractors responsible for dust control at a site will have to determine which practices accommodate their needs based on specific site and weather conditions.

A. Sprinkling/Irrigation

This is generally done as an emergency treatment. The site is sprinkled with water until the surface is wet and repeated as necessary. This practice can be applied to almost any site. If this method is used at a construction site, it is recommended that a temporary gravel rock entrance be created to prevent mud from spreading onto local streets.

B. Vegetative Cover & Mulching

In areas not expected to handle vehicle traffic, vegetative stabilization of disturbed soil is often desirable. Temporary seeding and mulching may be applied to cover bare soil and prevent wind erosion. Vegetative cover and mulching provides coverage to surface soils and slows wind velocity at the ground surface, thus reducing the potential for dust to become airborne. The soil must be kept moist to establish cover. Mulching can be a quick and effective means of dust control for a recently disturbed area.

C. Stone

Stone may be an effective dust deterrent for construction roads and entrances or as mulch in areas where vegetation cannot be established.

D. Windbreaks/Barriers

Windbreaks are barriers (either natural or constructed) that reduce wind velocity through a site and therefore reduce the possibility of suspended particles. Windbreaks can be trees or shrubs left in place during site clearing or constructed barriers such as a wind fences, snow fences, burlap fences, tarp curtains, hay bales, crate walls, sediment walls and similar material to be used to control air currents and blown soil. Windbreaks placed at right angles to prevailing wind currents at intervals of about 15 times the barrier height are effective in controlling wind erosion.

E. Tillage

In large open areas this practice roughens the soil and brings soil clods to the surface where they rest on top of dust, preventing it from becoming airborne. It is an emergency measure that should be used before wind erosion starts. Plowing should begin on the windward side of the site using chisel-type plows spaced about 12 inches apart, spring-tooth harrows or similar plows.

F. Spray-On Chemical Soil Treatments

Examples of chemical adhesives include anionic asphalt emulsion, latex emulsion, resin-water emulsions and calcium chloride. Chemical soil treatments should be used only on mineral soils. When considering chemical

application to suppress dust, consideration should be taken as to whether the chemical is biodegradable or water-soluble and what effect its application could have on the surrounding environment, including bodies of water and wildlife.

Anionic asphalt, latex and water-resin emulsions form fairly impenetrable surfaces and should be used only if other methods proves to difficult to work with.

Calcium chloride is applied at a rate that will keep the surface moist. Pretreatment may be necessary due to varying site and climate conditions.

IV. Limitations

In areas where evaporation rates are high, water application to exposed soils may require near constant attention. If water is applied in excess, irrigation may create unwanted excess runoff from the site and possibly create conditions where vehicles could track mud onto public roads. Chemical applications should be used sparingly and only on mineral soils (not muck soils) because their misuse can create additional surface water pollution from runoff or contaminate ground water. Chemical applications might also present a health risk if excessive amounts are used.

V. Maintenance Considerations

Because dust controls are dependent on specific site and weather conditions, inspection and maintenance are unique for each site. Generally, however, dust control measures involving application of either water or chemicals require more monitoring than structural or vegetative controls to remain effective. If structural controls are used, they should be inspected for deterioration on a regular basis to ensure that they are still achieving their intended purpose.

VI. Effectiveness

- *Sprinkling/Irrigation* – Data not available.
- *Vegetative Cover* – Data not available.
- *Mulching* – Can reduce wind erosion by up to 80%.
- *Stone* – The sizes of the stone can affect the amount of erosion to take place. In areas of high wind, small stones are not as effective as 20-cm stones.
- *Windbreakers/Barriers* – For each foot of vertical height, an 8 to 10 foot deposition zone develops on the leeward side of the barrier. The permeability of the barrier will change its effectiveness at capturing windborne sediment.
- *Tillage* – Roughening the soil can reduce soil losses by approximately 80% in some situations.
- *Spray-On Chemical Soil Treatments* – Effectiveness of polymer stabilization methods range from 70% to 90%, according to limited research.

DYED DIESEL FUEL

Why Dyed Fuel?

Diesel fuel is being dyed for 2 reasons:

- To help reduce air pollution by identifying fuel not suitable for highway use.
- To help reduce tax cheating by identifying fuel on which Federal excise taxes have not bee paid.

The first program is required by the Clean Air Act and administered by the Environmental Protection Agency (EPA). The overall goal of the program is to reduce the sulfur content of highway diesel fuel so that engine manufactures will be able to meet air pollutant emission standards that begun in 1994.

Although low sulfur diesel fuel costs a few cents more per gallon, the cleaner, less-corrosive fuel is expected to reduce engine wear and increase engine life.

The second program is required by the Internal Revenue Code and is administered by the Internal Revenue Service (IRS). The goal of the program is to reduce the theft of Federal and State fuel taxes by making it easier for enforcement officials to identify the fuel on which taxes have not been paid.

The loss of fuel tax revenue has bee estimated to cost State and federal treasuries several hundred million dollars annually. Since most of these funds are used for highway and transportation projects, truckers will benefit from the increased revenue that will be available for highway and bridge construction. Furthermore, it will be more difficult for dishonest individuals to steal the tax and undercut the prices charged by truckers who are paying the required taxes.

What Are The Penalties?

After October 1, 1993, no blue-green fuel dyed under the EPA program and after January 1, 1994, no diesel fuel with any visible dye (red, blue, green, or any other dye) may be used to power highway-licensed vehicles. As a result, only undyed fuel may be used in the fuel supply tank of the propulsion engine of a highway-licensed vehicle. The only exceptions from the EPA program are for vehicles that do not qualify as highway-licensed vehicles and the only exceptions from the IRS program are for fuel uses exempt (or Partially Exempt) from Federal excise taxes, such as fuel used in State and local government vehicles and certain buses.

The Clean Air Act specifies a penalty of up to $25,000 per day per violation. The Internal Revenue Code specifies a penalty of $1,000 or $10 per gallon of dyed fuel involved, whichever is greater, plus payment of the tax. The penalty increases with additional violations. The States may impose penalties on top of any Federal levies.

Federal inspectors, as well as State inspectors in many States, are authorized to examine the fuel used in highway-licensed vehicles and to issue citations or to assess penalties and tax.

What To Look For?

Under both the EPA and IRS programs the operator is responsible for the proper fueling of the vehicle and must be alert to any suspicious activity. Any visible presence of dye in the diesel fuel disqualifies that product from use in a highway-licensed vehicle. Beware that mixing undyed taxed fuel with dyed untaxed fuel will not produce a larger volume of usable product, but will instead make the whole quantity unsuitable for highway use and subject to the penalties specified in the Clean Air Act and the Internal Revenue Code.

Use the following precautions when purchasing and dispensing fuel:

Know your supplier. Beware that cut-rate price and on-the-spot cash rebates may be an indication of tax evasion. Deal with companies that you know from experience or from advice of others to be reputable.

Observe pump labels. The IRS requires pumps or tanks dispensing any dyed fuel to be labeled as shown. Such pumps should never be used to fuel a highway-licensed vehicle.

DYED DIESEL FUEL
NONTAXABLE USE ONLY
PENALTY FOR TAXABLE USE

Visually inspect the fuel. Never allow unattended fueling of your vehicle. Observe the fueling operation and look at the fuel if sight glasses are available on the fueling hose. Consider carrying a clean, clear plastic container so you can observe a sample of the fuel if you have any doubts.

Look for evidence of tampering. Visible presence of dye, altered labels, or unreadable receipts should be cause for suspicion.

Keep receipts. Make sure receipts identify the product and indicate where and when it was purchased. Furthermore, a statement from the seller that thew fuel did not contain visible evidence of dye (on a receipt, invoice, or other written notice) must accompany any claim for a tax refund on any undyed taxed fuel actually sued for a nontaxable purpose, such as in a refrigeration unit.

Who To Contact?

If you have any questions or see any evidence of violations, call the nearest IRS or EPA field office.

CONSTRUCTION SITE WASTE MANAGEMENT

I. Description

Building materials and other construction site wastes must be properly managed and disposed of to reduce the risk of pollution from materials such as surplus or refuse building materials or hazardous wastes. Practices such as trash disposal, recycling, proper material handling and spill prevention and cleanup measures can reduce the potential for storm water runoff to mobilize construction site wastes and contaminate surface or ground water.

II. Applicability

The proper management and disposal of wastes should be practiced at all construction sites to reduce storm water runoff. Waste management practices can be used to properly locate refuse piles, to cover materials that may be displaced by rainfall or storm water runoff and to prevent spills and leaks from hazardous materials that were improperly stored.

III. Site Design Considerations

A. Storage & Disposal of Construction Site Wastes

The following steps should be taken to ensure proper storage and disposal of construction site wastes:

1. Designate a waste collection area onsite that does not receive a substantial amount of runoff from upland areas and does not drain directly to a waterbody.
2. Ensure that containers have lids so they can be covered before periods of rain and keep containers in a covered area whenever possible.
3. Schedule waste collection to prevent the containers from overfilling.
4. Clean up spills immediately. For hazardous materials, follow cleanup instructions on the package. Use an absorbent material such as sawdust or kitty litter to contain the spill.
5. During the demolition phase of construction, provide extra containers and schedule more frequent pickups.
6. Collect, remove and dispose of all construction site wastes at authorized disposal areas. A local environmental agency can be contacted to identify these disposal sites. (See Section 26.4 “Environmental Protection Agency (EAP) Contact Listing”)

B. Disposal of Hazardous Materials

The following steps should be taken to ensure the proper disposal of hazardous materials:

1. Local waste management authorities should be consulted about the requirements for disposing of hazardous materials.
2. A hazardous waste container should be emptied and cleaned before it is disposed of to prevent leaks.
3. The original product label should never be removed from the container as it contains important safety information. Follow the manufacturer's recommended method of disposal, which should be printed on the label.
4. If excess products need to be disposed of, they should never be mixed during disposal unless specifically recommended by the manufacturer.

State or local solid waste regulatory agencies or private firms should be consulted to ensure the proper disposal of contaminated soils that have been exposed to and still contain hazardous substances. Some landfills might accept contaminated soils, but they require laboratory tests first.

Paint and dirt are often removed from surfaces by sandblasting. Sandblasting grits are the byproducts of this procedure and consist of the sand used and the paint and dirt particles that are removed from the surface. These materials are considered hazardous if they are removed from older structures because they are more likely to contain lead-based, cadmium-based or chrome-based paints. To ensure proper disposal of sandblasting grits, a licensed waste management or transport and disposal firm should be contracted.

C. Prevention of Pesticide Contamination

The following practices should be used to reduce risks associated with pesticides or the reduce the amount of pesticides that come in contact with storm water:

1. Follow all federal, state and local regulations that apply to the use, handling or disposal of pesticides.
2. Do not handle the materials any more than necessary.
3. Store pesticides in a dry, covered area.
4. Construct curbs or dikes to contain pesticides in case of spillage.
5. Follow the recommended application rates and methods.
6. Have equipment and absorbent materials available in areas where pesticides are stored and used in order to contain and clean up any spills that occur.

D. Prevention of Petroleum Product Contamination

The following management practices should be followed to reduce the contamination risk associated with petroleum products:

1. Store petroleum products and fuel for vehicles in covered areas with dikes in place to contain any spills.
2. Immediately contain and clean up any spills with absorbent materials.
3. Have equipment available in fuel storage areas and in vehicles to contain and clean up any spills that occur.

E. Prevention of Nutrient Contamination

Phosphorous-containing and nitrogen-containing fertilizers are used on construction sites to provide nutrients necessary for plant growth and phosphorous-containing and nitrogen-containing detergents are found in wash water from vehicle cleaning areas. Excesses of these nutrients can be a major source of water pollution. Management practices to reduce risks of nutrient pollution include the following:

1. Apply fertilizers at the minimum rate and to the minimum area needed.
2. Work the fertilizer deeply into the soil to reduce exposure of nutrients to storm water runoff.
3. Apply fertilizer at lower application rates with a higher application frequency.
4. Limit hydroseeding, which is the simultaneous application of lime and fertilizers.
5. Ensure that erosion and sediment controls are in place to prevent fertilizers and sediments from being transported off-site.
6. Use detergents only as recommended and limit their use onsite. Wash water containing detergents should not be dumped into the storm drain system, it should be directed to a sanitary sewer or be otherwise contained so that it can be treated at a wastewater treatment plant.

IV. Limitations

An effective waste management system requires training and signage to promote awareness of the hazards of improper storage, handling and disposal of wastes. The only way to be sure that waste management practices are being followed is to be aware of worker habits and to inspect storage areas regularly. Extra management time may be required to ensure that all workers are following the proper procedures.

V. Maintenance Considerations

Containers or equipment that may malfunction and cause leaks or spills should be identified through regular inspection of storage and use areas. Equipment and containers should be inspected regularly for leaks, corrosion, support or foundation failure or any other signs of deterioration and should be tested for soundness. Any found to be defective should be repaired or replaced immediately.

VI. Effectiveness

Waste management practices are effective only when they are regularly practiced at a construction site. Guidelines for proper handling, storage and disposal of construction site wastes should be posted in storage and use areas and workers should be trained in these practices to ensure that everyone is knowledgeable enough to participate.

VII. Cost Considerations

The costs associated with construction site waste management are mainly attributed to purchasing and posting signs, increased management time for oversight, additional labor required for special handling of wastes, transportation costs for waste hauling and fees charged by disposal facilities to take the wastes.

CONTAINMENT & SPILL PREVENTION

Purpose:

The purpose of this plan is to ensure that all precautions are followed to prevent the possibility of contamination of the construction site environment.

Coordinator Responsibilities:

The project superintendent will be the responsible person for implementing this plan. Another person may be appointed as the responsible party only at the superintendent's discretion.

Spill Prevention, Control and Countermeasures Plan:

Spill and leak prevention and response policies will be inherent to the efficient operation of the job site. All components of this policy will be made familiar to appropriate personnel.

Spill and Leak Prevention Plan:

The plan will comply with 29 CFR 1910, 29 CFR 1926 and 40 CFR Part 372, as well as other state and federal laws. Storage tanks and vessels will meet all applicable codes and regulations. All equipment will be visually inspected on a routine basis to ensure that spills or leaks are not present. Proper handling, loading and unloading techniques will be adhered to at all times. Preventive maintenance will be made on all equipment to prevent the possibility of spills and leaks occurring.

Spill and Leak Response Plan:

If a spill or leak should occur, the following procedures must be followed:

1. Notify emergency responders as necessary.
2. Locate the source of the spill or leak.
3. Ensure use of appropriate Personal Protective Equipment (PPE).
4. Take necessary actions to stop the spill or leak.
5. Contain the spill or leak.
6. Clean up the spill or leak with absorbent materials.
7. Notify the owner or owner's agent immediately.
8. Clean up all used material and properly dispose.

Inspection, Monitoring and Maintenance Program:

Routine visual inspections of equipment and storage containers must be performed for possible sources of leaks or spills. Make note of any deficiencies and make repairs or replace components immediately.

SUPERVISOR'S GUIDE TO HANDLING SITE VISITORS

1. Only authorized persons may visit the site. An authorized person is someone who has legitimate purpose for visiting the site. Everyone who is working on the site must be aware that only authorized visitors are permitted on the site. At project safety meetings, Jaynes Corporation employees and the subcontractor's foremen must be reminded of this policy so that they can advise their employees about it. Anyone working on the site whom sees someone unfamiliar who is unescorted or not wearing special visitor identification shall immediately inform their supervisor, who in turn shall inform the Jaynes Corporation field superintendent.

   Any unauthorized visitor on the job site shall be politely confronted and informed that only authorized visitors are allow on the job site. They shall be informed that all authorized visitors are required to check in at the field office and from there they will receive visitor identification and/or be escorted onto the job site. Any visitors who are unauthorized shall be politely escorted off the job site.

2. Authorized visitors who may visit the job site frequently must undergo a site safety orientation. The field superintendent must coordinate with the safety department on the scheduling of site safety orientations at the start of each project and on an as needed basis throughout the project.

   All visitors must review and sign a "Visitor Release" form (See Exhibit 23.1-A). Visitor release forms will be kept on file at the job site field office until completion of the project at which time they will be turned over to the safety department for permanent filing.

3. All authorized visitors who have not had a site safety orientation must be escorted. The field superintendent or a designated person shall escort the visitor to where they need to go. Authorized visitors must not be allowed to wander through the job site. For example, if the authorized person is a delivery person, the visitor shall be escorted to the location of the delivery.

4. Visitors must wear required personal protective equipment (PPE) at all times while on the job site. Minimum required PPE consist of hard hat, protective eyewear, appropriate clothing and footwear and anything else that may be required to visit a particular job site. It is essential to bar visitors from the job site if they are wearing high heel shoes, sandals, sneakers or other inappropriate footwear.

5. Although a construction site is constantly changing, a safe pathway through the job site shall be designated and maintained at all times. If that becomes impossible then appropriate warning signs and barricades shall be placed next to and around dangerous areas along the path.

6. Dangerous areas shall be off-limits, even to authorized visitors. For example, if a hazardous substance is being abated in an area, only those authorized visitors who are adequately trained and directly involved with the abatement work shall be permitted to enter the area.

7. Signs shall be posted at all entrances to tell unauthorized visitors that they are not permitted on the job site. Additional signs shall mark the location of the field office and/or location where visitors shall check in, as well as the beginning of the construction area. The construction area is the area in which required PPE must be worn and the area in, which authorized visitors who have not had the site safety orientation, must have an escort and/or visitor identification.

JAYNES CORPORATION

VISITOR RELEASE FORM

JOB NAME: _____ JOB #: _____

DATE: _____

NAME OF VISITOR: _____

COMPANY NAME: _____

PURPOSE OF VISIT: _____

As a visitor to a construction job site, I acknowledge that there may be potential hazards, and it is my responsibility to be aware of them and to protect myself.

Upon arrival to the job site, I will contact the project superintendent for permission to enter. Once permission is granted, I will follow all safety instructions given by the project superintendent including the use of hard hats, safety glasses, or any other special equipment required.

I fully understand that I am responsible for myself while on this project, and will hold Jaynes Corporation, it's employees, subcontractors, suppliers or agents, harmless for any liability.

_____

(Signature of Visitor)

OBTAIN ADDITIONAL FORMS FROM SAFETY DEPARTMENT

MATERIAL & EQUIPMENT RELEASE & INDEMNIFICATION

GENERAL

This procedure outlines the steps that must be followed before any Jaynes Corporation material or equipment is used, loaned, rented or leased to anyone other than a Jaynes Corporation employee.

As a general practice, others should not be allowed to use Jaynes Corporation material and equipment. However, there may be times when there is a good business reason for an exception to this practice.

POLICY

Before others are allowed to use Jaynes Corporation materials and equipment, such use must be made with the understanding that the other party releases any claims against Jaynes Corporation for injury or damages, will hold harmless and indemnify Jaynes Corporation against any such claims and that the other party inspects and accepts the material or equipment "as is".

FORM

A "Release and Indemnification" form (Exhibit A) must be signed by a manager or supervisor from the other company before Jaynes Corporation materials or equipment is used.

RELEASE & INDEMNIFICATION
Exhibit A

The below named company, in consideration of its use of material or equipment owned and/or provided by Jaynes Corporation (Jaynes), at the below named construction site, hereby releases any and all claims for loss, costs (including attorney's fees), damages, expenses and liability arising due to any damage to property or person, including bodily injury and death, resulting from the below named company's use of such material and/or equipment. The below named company agrees to hold harmless and indemnify Jaynes Corporation, its agents and employees, from any and all losses, costs, including but not limited to attorney's fees, damages, expenses, and liability arising from or connected with claims for bodily injury or death or property loss or damage, by whomsoever such claims may be asserted, which are based in whole or in part upon any act or omission in the use of said material or equipment on the part of the below named company, its agents, servants, or employees.

Job Name: _____ Job #: _____

Company Name: _____

Company Representative: _____
(Print Name)

_____
(Print Title)

_____
(Signature)

Witness: _____
(Print Name)

_____
(Signature)

Date: _____

Description of Material and/or Equipment: _____

_____

_____

SUBCONTRACTOR SAFETY PRE-QUALIFICATION & PRE-CONSTRUCTION REQUIREMENTS

I. SCOPE

A. The information presented in this section describes the subcontractor safety pre-qualification and pre-construction requirements for working on Jaynes Corporation construction projects, which consist of the following:

1. Safety Performance Indicators
2. Health & Safety Program Requirements
3. Insurance Requirements
4. Health & Safety Training Requirements

II. SAFETY PERFORMANCE INDICATORS

A. Safety, as an integral part of the construction process, must be a commitment by all levels of management. This commitment can be quantified using established safety performance indicators regarding the safety program of a subcontractor or supplier.

B. Jaynes Corporation shall ensure all subcontractor companies, including multi-tier subcontractors, have above average safety performance indicators for pre-qualification on Jaynes Corporation construction projects. (See Exhibit 24.2-A "Subcontractor Safety Questionnaire") These indicators equate to:

1. Experience Modification Rate (EMR) of less than or equal to1.0 for the last three (3) years
2. OSHA Recordable Incident Rate less than or equal to 5.0 for the last three (3) years
3. Lost Time/Day Case Incident Rate less than or equal to 3.0 for the last three (3) years
4. Zero (0) Fatalities in the last 12 months, including subsequent tier subcontractors

C. Where business conditions dictate accepting a subcontractor that does not meet the above expectations, a written correction action plan must be negotiated with the subcontractor and approved by the Jaynes Corporation Safety Department and/or its designee.

D. If a subcontractor is disallowed for work on Jaynes Corporation construction projects due to a failure to meet the above defined criteria, the estimator and/or project manager shall notify the safety department in writing for documentation in that firm's Jaynes Corporation record.

III. HEALTH & SAFETY PROGRAM REQUIREMENTS

A. Upon successful award of a contract and prior to the commencement of work, each subcontractor shall provide the Jaynes Corporation Safety Department the following:

1. Name and qualifications of their on-site supervisor
2. Name and qualifications of their on-site safety representative
3. Name and qualifications of their applicable on-site competent persons (See Exhibit 24.1-A "Competent Persons Identification & Certification Record")
4. Project specific safety plan and subcontractor's accident prevention program, including the following:
    a. Employee orientation and continuing health, safety and environmental training
    b. Hazard communication program and training
    c. Medical/first aid procedures
    d. Fire prevention/protection
    e. Personal protective equipment (PPE) requirements
    f. Job Hazard Assessment (JHA)
    g. Reporting of unsafe conditions, acts or incidents/accidents
    h. Accident investigation procedures and notification procedures
    i. Control of potential environmental hazards
    j. Methods of survey employee personal exposures and methods to control possible exposures to potentially hazardous materials
    k. Applicable specific programs, i.e., confined space entry, excavations, fall protection, lock-out/tag-out, etc.
    l. Emergency procedures for potential problems, i.e., fire, spills, severe weather, serious accidents, etc.

B. Prior to the commencement of work, each subcontractor shall develop a project specific safety plan which, at a minimum, meets all applicable Environmental, Health & Safety (EHS) Laws as well as the written requirements documented here, including any applicable addendum and in Jaynes Corporation's Health & Safety Plan.

C. The project specific safety plan shall be made available to the Jaynes Corporation Safety Department or a designee for review and acceptance prior to commencing construction activities.

D. The subcontractor agrees that review, approval or disapproval or recommended amendments by Jaynes Corporation to the subcontractor's project specific safety plan shall not relieve the subcontractor of any responsibilities, including complying with all applicable (EHS) Laws, requirements or liabilities accepted by the subcontractor.

E. The subcontractor agrees that it is solely responsible for ensuring that all of its employees, agents and/or tier subcontractors performing work on Jaynes Corporation projects do so in accordance with the accepted subcontractor's project specific safety plan and all EHS Laws not otherwise covered by its project specific safety plan.

IV. INSURANCE REQUIREMENTS

A. Insurance requirements described below are the **minimum** requirements for subcontractors working for Jaynes Corporation. If project specifications or Owner requirements stipulate higher limits of liability, the subcontractor shall comply with the requirements needed to meet the terms and conditions of the contract.

B. Project specific Certificates of Insurance will be required for any subcontractor performing work under the direction of Jaynes Corporation.

C. Subcontractors shall furnish Jaynes Corporation with evidences of similar insurance for subsequent-tier subcontractors unless such employees are covered by the protection afforded by the subcontractor.

D. Subcontractors of Jaynes Corporation **will not** be allowed to begin work on the project until Certificates of Insurance which indicate the following minimum insurance coverage and coverage limits have been received:

1. WORKERS' COMPENSATION: Statutory coverage as required by applicable State statutes for all employees of a subcontractor.

2. COMMERCIAL GENERAL LIABILITY INSURANCE: Coverage is to be provided on an occurrence basis and shall include, at a minimum, coverage for premises and operations; completed operations and products coverage; contractual liability coverage; underground and collapse coverage; all subject to the following limits:

Combined Single Limit:	$1,000,000 per occurrence $1,000,000 per aggregate

3. AUTOMOBILE LIABILITY COVERAGE:

Combined Single Limit:	$1,000,000 per occurrence for all owned, hired & non-owned

E. General Liability and Automobile Liability limit requirement coverage can be obtained with primary liability policies or in combinations with excess (Umbrella) third-party liability polices.

F. Jaynes Corporation is to be named **"an additional insured"** for both General Liability and Automobile Liability Coverage. Verification of this coverage must be indicated on the Certificate of Insurance.

G. Certificates of Insurance filed with Jaynes Corporation shall contain a twenty-(20) day "Notice of Cancellation."

V. HEALTH & SAFETY TRAINING REQUIREMENTS

A. Prior to commencing work, subcontractors shall ensure that all hazards specific EHS training requirements are documented by job classification as part of their project specific safety plan. Specific training requirements required by Jaynes Corporation will be articulated in Section 4.2 of the Jaynes Corporation Health & Safety Plan.

B. All applicable OSHA, State, local and/or site required EHS training, if applicable, shall provided by the subcontractor and delivered prior to an employee performing that type of work onsite.

C. Upon written request from Jaynes Corporation, subcontractors shall provide the curriculum and written verification of the aforementioned training.

D. Jaynes Corporation and/or its designee reserve the right to audit training records and field competencies at any time.

E. Subcontractors with subsequent tier subcontractors are required to have written training records available onsite for themselves, as well as, all tier subcontractors.

COMPETENT PERSONS IDENTIFICATION & CERTIFICATION RECORD

Project Title: _____

Prime Subcontractor: _____

Subcontractor No.: _____

Competent Person Requirements

- The competent person requirements contained in 29 CFR 1926 Construction Safety Standards have been specifically reprinted in this checklist to highlight the specific OSHA standards that require a competent person.

- Employers, managers and supervisors who appoint individuals as a competent person, shall ensure that those individuals know the requirements and accept the responsibility of a competent person.

- Individuals appointed to be a competent person shall be trained in the recognition and avoidance of unsafe conditions and in the regulations, standards and equipment for which they are appointed as competent person. Training records shall be available upon request.

- Individuals appointed as a competent person shall have the authority to control, eliminate or correct any hazards or other exposures to illness or injury.

- Jaynes Corporation representatives shall monitor competent person requirements for compliance.

1. 1926.20 (b)(2) Accident Prevention Responsibilities – Subpart C

   Applicable to project: Yes: ___ No: ___
   (If Yes) Competent Person is: _____

2. 1926.101 (b) Ear Protective Equipment – Subpart E

   Applicable to project: Yes: ___ No: ___
   (If Yes) Competent Person is: _____

3. 1926.345 (a) Welding or cutting on a presented coating – Subpart I

   Applicable to project: Yes: ___ No: ___
   (If Yes) Competent Person is: _____

4. 1926.404 (b)(1)(iii)(B) Electrical – Subpart K

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

5. 1926.451 Scaffolding – Subpart L

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

6. 1926.502 (k)(1) Roofing

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

7. 1926.550 (a)(5) Crane and Derrick – Subpart N

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

8. 1926.550 (a)(6) Crane and Derrick – Subpart N

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

9. 1926.550 (g)(5)(iv) Crane and Derrick – Subpart N

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

10. 1926.550 (g)(5)(vi) Crane and Derrick – Subpart N

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

11. 1926.552 (c)(15) Hoisting Equipment – Subpart M

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

12. 1926.651 (c)(1)(i) Access or Egress – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

13. 1926.651 (h)(2) Excavation – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

14. 1926.651 (h)(3) Excavation – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

15. 1926.651 (k)(1) Excavation – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

16. 1926.651 (k)(2) Excavation – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

17. 1926.652 (a)(1)(ii) Excavation – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

18. 1926.652 (d)(3) Excavation – Subpart P

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

19. 1926.705 (i) Lift Slab Construction – Subpart Q

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

20. 1926.752 (d)(4) Steel Erection – Subpart R

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

21. 1926.803 (a)(1) Compressed Air – Subpart S

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

22. 1926.850 (a) Demolition – Subpart S

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

23. 1926.859 (g) Mechanical Demolition – Subpart S

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

24. 1926.1053 (b)(15) Ladder Inspection – Subpart X

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

25. 1926.1060 (a)(1) Stairways and Ladder Training – Subpart X

Applicable to project: Yes: ___ No: ___
(If Yes) Competent Person is: _____

CERTIFICATION

I hereby certify that the information provided herein is true, complete and correct.

Print Name: _____ Print Title: _____

Signature: _____ Date: _____

SUBCONTRACTOR SAFETY QUESTIONNAIRE EVALUATION

I. INTRODUCTION

The current OSHA Multi-Employer Citation Policy should help Jaynes Corporation avoid citations for safety violations by our subcontractors if Jaynes Corporation is the general contractor at a multi-employer work site. OSHA inspectors can still give Jaynes Corporation citations if we don't exercise "reasonable care" to detect and prevent OSHA violations by our subcontractors. OSHA indicates what factors it will consider to determine if we've satisfied its standard of reasonable care.

According to the policy, one key way to prove Jaynes Corporation took reasonable care is to show OSHA that we took steps to learn about our subcontractors' safety histories and practices before they started to work for us. Jaynes Corporation also must that we used the information to decide how "frequently and closely" we would inspect each subcontractor. The best way to get the information is to require subcontractors to complete and certify a questionnaire, either before Jaynes Corporation contracts with them or before they start work for us, telling us about their safety histories and practices. A good questionnaire will ask about a subcontractor's past safety performance, its safety programs and inspections and identify its employees responsible for safety.

To help get the information Jaynes Corporation needs, we've created a Subcontractor Safety Questionnaire for all subcontractors to complete and return to the Jaynes Corporation Safety Department prior to commencement of work on a project. (See Exhibit 24.2-A "Subcontractor Safety Questionnaire")

II. PURPOSE

Under OSHA's current policy Jaynes Corporation will be considered the "controlling employer" when we're the general contractor on the project. That means Jaynes Corporation won't normally be required to inspect our subcontractors for safety hazards, while they're working, as frequently or with the same level of knowledge or trade expertise as our subcontractors have. But Jaynes Corporation must still exercise reasonable care to prevent and detect safety violations on the site. To meet OSHA's standard of reasonable care, we'll need to show OSHA that we considered the following factors when deciding how frequently and closely to inspect a subcontractor:

- The scale of the project.
- The nature and pace of the work, include the frequency with which the number or types of hazards change as the work progresses.
- Jaynes Corporation's knowledge of the subcontractor's safety history and practices and its expertise.

Normally Jaynes Corporation will need to inspect more often if we know that a subcontractor has a history of noncompliance or if we don't know the subcontractor's

compliance history. But if we see strong indications that the subcontractor has implemented effective safety and health efforts, less frequent inspections may be appropriate.

III. REASON FOR QUESTIONNAIRE

By requiring the subcontractors to submit their safety histories and practices, Jaynes Corporation will know how frequently and closely we'll need to inspect them while they're working. If a subcontractor has a poor safety record, we should keep a closer eye on them than we would on a subcontractor with a strong safety background. If the subcontractor commits an OSHA violation, we can show that we acted reasonably in how frequently and closely we inspected them. For example, based on a questionnaire response, we decide to inspect a subcontractor's work site and work practices three times per week, rather than our usual once per week, we can show OSHA that we exercised greater than usual oversight. Based on this information, OSHA may decide that Jaynes Corporation acted reasonably to prevent a violation.

The questionnaire can also help identify subcontractors with a poor safety history. The questionnaire may help set subcontract negotiating positions. For example, if the safety questionnaire indicates that the subcontractor doesn't appoint an on-site employee to be responsible for site safety coordination or train its employees in first aid, we might make those subcontract requirements.

WARNING: Once Jaynes Corporation get this information from our subcontractors, we need to be sure to follow through and use it to determine how frequently and closely we should supervise the subcontractor. If OSHA discovers that we knew a sub had a history of not conducting job site safety or equipment inspections and did nothing about it, OSHA is likely to determine that we didn't take reasonable steps to prevent and detect safety violations.

IV. QUESTIONS & EVALUATIONS

The questionnaire begins by asking for the subcontractor's name, address, telephone and fax numbers. It finishes with the certification information. It also asks about the following topics:

A. EMR (Question #1)

1. Ask for the subcontractor's Interstate Workers' Compensation Experience Modification Rate (EMR) for the last four completed years. To make sure you get the correct data, also require the subcontractor to get this information from its workers' compensation underwriter on the underwriter's letterhead.
2. <u>What to look for:</u> The EMR indicates the number of claims submitted to the subcontractor's workers' compensation carrier and is one of the most objective ways to judge the effectiveness of the subcontractor's

safety efforts. The higher the rate is, the greater the number of claims against the subcontractor. Also, check the trend. If the subcontractor's rate has dropped from year to year, that indicates that the subcontractor has made safety a higher priority. (See Section 24.1 "Subcontractor Safety Pre-Qualification & Pre-Construction Requirements")

B. OSHA 200 Log / OSHA Form 300 (Question #2)

1. Prior to January 1, 2002 OSHA required employers with more than 10 employees to maintain an OSHA 200 log. As of January 1, 2002 OSHA requires employers to maintain an OSHA Form 300. Ask the subcontractor if they regularly complete an OSHA 200 Log and OSHA Form 300. If they do, ask for copies to see how many recordable occupational injuries the subcontractor has had and a brief description of them. To get a truly representative history, get logs for the last three completed years.
2. What to look for: Review the logs for fatalities, first aid cases, workers' compensation cases and lost workdays. A subcontractor that has recorded no injuries or only minor ones would require less-frequent inspections than a subcontractor that has recorded significant injuries. For example, a subcontractor whose log lists only an injury to an employee who hit himself with a hammer would require less supervision than a subcontractor whose employee was injured while working without required fall protection. (See Section 24.1 "Subcontractor Pre-Qualification & Pre-Construction Requirements")

C. Incident Rates (Question #3)

1. The incidence rates indicates a subcontractor's injury claims as it relates to the number of totaled hours worked. It can be used to determine a subcontractor's OSHA recordable incident rate, as well as, a lost time incident rate and several other types of incidence rates. The formula to calculate incidence rates is the number of incidents times a constant of 200,000, then divide that number by the total number of employee hours worked for than same time period. To get a truly representative history, get incidence rates for the last three completed years.
2. What to look for: Same as question #1 pertaining to EMR. (See Section 24.1 "Subcontractor Pre-Qualification & Pre-Construction Requirements")

D. OSHA History (Question #4)

1. Ask if the subcontractor has received any OSHA citation within the last 36 months. Find out how many they've had, as well as, the nature of the citations, the penalty amounts and the final outcome.
2. What to look for: Look for serious, willful and repeat violations. If a subcontractor has citations for certain types of violations this would indicate the need to pay closer attention to that subcontractor during that phase of the work. For example, if a subcontractor has citations for scaffolding violations, then we would need to pay close attention during their phase of work that required scaffolding.

E. Safety Programs (Question #5)

1. Ask the subcontractor if they have a written safety, health and environmental program or manual. If they do, get a copy.
2. What to look for: Check if the subcontractor has created the safety program or bought it. If the program is the subcontractor's creation that shows a greater dedication to understanding the safety regulations and issues that apply to their work. If the subcontractor doesn't have a safety program at all, that's a very negative sign. If we're aware that a subcontractor has no safety program, OSHA will probably except Jaynes Corporation to inspect that subcontractor more frequently and closely.

F. Graduated Enforcement (Question #6)

1. Ask if their policy includes a "graduated system of enforcement" for noncompliance. If it does, ask for a description.
2. What to look for: If the policy involves progressively disciplining employees who commit safety violations, that indicates that the subcontractor is enforcing safety rules and making safety a priority at the work site. According to OSHA, if the subcontractor has an effective graduated system of enforcement for noncompliance with safety and health requirements (together with regular job site safety meetings and training), OSHA expects less-frequent inspections.

G. Hazard Communication Program (Question #7)

1. Find out if the subcontractor has a hazard communication program to provide its employees information about hazardous substances used on the site. OSHA requires employers to give their employees information about hazardous substances used in the workplace.
2. What to look for: If a subcontractor doesn't have a hazard communication program, think twice before you use them. Virtually every subcontractor will be working with products that contain hazardous substances.

H. Material Safety Data Sheets (MSDS) (Question #8)

1. Ask the subcontractor if they maintain an MSDS file on the site with an index for hazardous chemicals.
2. What to look for: The subcontractor must keep these sheets on the site or have them accessible to their employees and other people on the site. These sheets will give employees information they need when working with various materials. For example, if someone knocks over a can of paint, the MSDS will say whether the paint is flammable and how to clean it up.

I. Substance Abuse Policy (Question #9)

1. Find out if the subcontractor has a substance abuse policy.
2. What to look for: If a subcontractor has a policy that prevents unsafe employees from working on the site, OSHA probably wouldn't expect Jaynes Corporation to inspect the subcontractor's employees for signs of drug and alcohol abuse while they work on site.

J. Safety Orientation Program (Question #10)

1. Ask the subcontractor if they have a safety orientation program for new employees. An employer is required to ensure that all of its employees are qualified to work on the site.
2. What to look for: If the subcontractor has an orientation program, ask what it includes. Look for such items as emergency and first aid procedures, accident reporting and good housekeeping practices.

K. Pre-qualification of Sub-subcontractors (Question #11)

1. Ask the subcontractor if it pre-qualifies any of its subs based on their safety performance. Even if we're familiar with our subcontractor's safety history, we could get into trouble if we have no idea of a sub-subcontractor's history.
2. What to look for: If our subcontractor doesn't pre-qualify its subs, we may want to require them to get safety performance information for Jaynes Corporation. Then we could approve sub-subcontractors before they work on the site.

L. Employee Safety Training Programs (Question #12)

1. Ask the subcontractor if they have any training programs for its employees, or otherwise makes training available to them. If so, ask the subcontractor to describe the training.

2. What to look for: Look for safety training specific to the subcontractor's trade. For example, certain safety training may be required to keep an electrician's license.

M. Job Site First Aid (Question #13)

1. Ask the sub if they take precautions to provide first aid or other medical services if their employees are injured on the job site and what those precautions are.
2. What to look for: Depending on how the subcontractor responds, we'll know what are first aid responsibilities are. For example, if the subcontractor replies that their employees are trained in basic first aid and carry cellular phones or radios to call for emergency assistance, we know that their employees are prepared to respond if someone is injured.

N. Safety Professional (Question #14)

1. Find out the name and title of the highest-ranking safety professional at the subcontractor's company. This is the company officer that's ultimately responsible for safety decisions.
2. What to look for: This tells you who's authorized to make decisions concerning safety and how effectively they can supervise safety programs. The higher this person's position the higher the priority the subcontractor probably gives to safety. For example, if the subcontractor's president is responsible for safety, the subcontractor probably takes safety seriously.

O. Safety Director (Question #15)

1. Ask if the subcontractor has a full-time safety director. Generally, a safety director sets safety policies and performs job site safety inspections and will probably report to the subcontractor's highest-ranking safety professional.
2. What to look for: A subcontractor with a full-time safety director is more likely to have a high level of commitment to safety issues and need less-frequent and close inspections by Jaynes Corporation.

P. On Site Safety Coordinator (Question #16)

1. Ask if the subcontractor appoints an employee as an on-site safety coordinator. This position is different from that of safety director, because it means someone on-site is responsible for supervising and enforcing safety. Also, ask the subcontractor what steps it takes to make an on-site safety coordinator accountable for safety activities

2. What to look for: If the subcontractor uses an on-site safety coordinator, we'll have someone on site with which we can communicate about correcting hazardous conditions we spot. The subcontractor may need less inspection by Jaynes Corporation if it expects its on-site coordinator to conduct inspections, hold meetings and keep records. The subcontractor should also mention if the coordinator is authorized to discipline employees and to correct safety hazards they see

Q. Coordinator's Safety Meetings (Question #17)

1. Ask the subcontractor if it has safety meetings for on-site safety coordinators.
2. What to look for: Jaynes Corporation is better off is a subcontractor has these meetings. They help on-site safety coordinators gain a better understanding of what they need to inspect and how to identify and correct safety hazards on a site.

R. On-site Safety or Toolbox Meetings (Question #18)

1. Ask the subcontractor if it holds on-site safety or "toolbox" meetings for its employees and its sub-subcontractor's employees working on the site.
2. What to look for: Regularly scheduled toolbox meetings indicate that the subcontractor is safety conscious. A weekly or biweekly on-site meeting helps ensure that the subcontractor's employees know what safety hazards exist and what precautions they should take.

S. Job Site Safety Inspections (Question #19)

1. Ask the subcontractor if they conduct inspections of the general working conditions for safety. If yes, find out who conducts them, how often and if there's a written report.
2. What to look for: The quality and frequency of the subcontractor's own inspections are important factors in determining how often Jaynes Corporation needs to inspect the subcontractor's work, along with the type of project and work. For example, if we hire a subcontractor that inspects only monthly, we might want to inspect weekly. If the subcontractor keeps written reports of job site inspections, Jaynes Corporation can request copies. These reports can help us determine if the subcontractor is checking for and correcting potential safety violations. If the sub doesn't keep written reports, we may want to require them to.

T. Equipment Inspections (Question #20)

1. Ask the subcontractor if they conduct equipment inspections as required by government regulations, who conducts them and how often. Also, ask if the subcontractor keeps written reports of the inspections.
2. What to look for: Jaynes Corporation wants to make sure that the subcontractor meets the government requirements for inspecting its equipment. If the subcontractor tell us it doesn't inspect and someone suffers equipment related injury, Jaynes Corporation could get an OSHA citation. But if the subcontractor tells us it inspects equipment, it may be reasonable for us not to do so. Also, if the subcontractor keeps written reports of inspections, we can ask to see the relevant report if, during the work, we have questions about a piece of equipment.

U. Additional Information

There is an area at the end of the questionnaire for the subcontractor to give whatever additional safety information it considers important. It's a good sign if the subcontractor elaborates on specific safety issues that they deal with and preventive steps they take concerning those issues.

SUBCONTRACTOR SAFETY QUESTIONNAIRE

Jaynes Corporation is committed to providing a safe and healthy workplace for our clients, employees and subcontractors. It is our policy, before we sign subcontracts, to require subcontractors to complete and submit this safety questionnaire. Only subcontractors who demonstrate a commitment to safety will qualify for performance of on-site work.

Please complete this questionnaire and submit it to the Jaynes Corporation Safety Department, together with copies of the additional information we have requested on the questionnaire.

SUBCONTRACTOR IDENTITY

Name: _____ Date: _____
Address: _____ Phone #: _____
_____ Fax #: _____

PERFORMANCE

1. What is your company's Interstate Workers' Compensation Experience Modification Rate (EMR) for the last three completed years? In addition, please provide your EMR rate for the last three completed years on your insurance underwriter's letterhead.

   Year: _____ _____ _____
   EMR: _____ _____ _____

2. Do you complete an OSHA 200 Log / OSHA Form 300 on a regular basis?
   Yes _____ No _____ If yes, please provide us copies for the last three completed years.

3. What is your company's Incidence Rates (IR) in the below categories for the last three completed years? Use the following formula to calculate incidence rates:

   $$\frac{\text{(Number of incidents/cases x 200,000)}}{\text{Total Number of Employee Hours Worked}} = \text{Incidence Rate}$$

Description	Year ____	Year ____	Year ____
Number of OSHA Recordable Injury/Illnesses Cases	____	____	____
OSHA Recordable Incident Rate	____	____	____
Number of Lost Time/Day Injury/Illnesses Cases	____	____	____
Lost Time Incident Rate	____	____	____
Number Days Lost/Away from Work	____	____	____
Total Employee Hours Worked	____	____	____
Number of Fatalities	____	____	____

4. Has your company received an OSHA citation within the last 36 months?
Yes _____ No _____ How many? _____ Number upheld? _____
If yes, explain the nature of each citation and list the penalty amount. Include copies of the citation (both State and Federal).

_____
_____
_____
_____

SAFETY PROGRAMS & POLICIES

5. Do you have a written safety, health and environmental program or manual for your company? Yes _____ No _____ If yes, please provide us with a copy.

6. Does your policy include a graduated system of enforcement for noncompliance (for example, progressive discipline) with safety and health requirements?
Yes _____ No _____ If yes, please describe your system:

_____
_____
_____

7. Do you have a written hazard communication program? Yes _____ No _____

8. Do you maintain an on-site MSDS file with an index for hazardous chemicals?
Yes _____ No _____

9. Do you have a substance abuse policy? Yes _____ No _____

10. Do you have a safety orientation program for new employees? Yes _____ No _____
If yes, what does it include?

_____
_____
_____

11. Do you pre-qualify your sub-subcontractors based on their safety performance?
Yes _____ No _____

12. Do you have any safety training programs for your employees? Yes _____ No _____
If yes, please describe the programs:

_____
_____
_____

13. Do you take any precautions to provide first aid or other medical services if one of your employees is injured on the job site? Yes _____ No _____

If yes, please describe:

_____
_____
_____

SAFETY & OVERSIGHT

14. Who is the highest-ranking safety professional in your company?
Name & Title: _____

15. Do you have a full time safety director? Yes _____ No _____

16. Do you appoint one of your employees as an on-site safety coordinator?
Yes _____ No _____ If yes, describe what steps you take to make an on-site safety coordinator accountable for safety activities (that is, does your coordinator conduct inspections, meetings, recordkeeping, safety training, etc?).

_____
_____
_____

17. Do you hold safety meetings for on-site safety coordinators? Yes _____ No _____
If yes, state the frequency: _____

18. Do you hold on-site safety or "tool box" meetings for your employees and your sub-subcontractor's employees? Yes _____ No _____
If yes, state the frequency: _____

INSPECTIONS

19. Do you conduct job site safety inspections of general working conditions?
Yes _____ No _____ If yes, Describe who conducts them, how often and if written report is made and kept:

_____
_____
_____

20. Do you conduct equipment inspections that comply with applicable government requirements? Yes _____ No _____ If yes, describe who conducts them, how often and if a written report is made and kept:

_____
_____
_____

ADDITIONAL INFORMATION

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

CERTIFICATION

I hereby certify that the information provided herein is true, complete and correct.

Print Name: _____ Print Title: _____

Signature: _____ Date: _____

PLANNING FOR JOB SITE SAFETY

I. SCOPE

Planning for job site safety on large-scale construction projects involves evaluating the overall project to identify exposures that will or may be encountered and determining the measures needed to eliminate or control the exposures. This type of advance planning allows Jaynes Corporation to take a proactive approach to job site safety.

II. PURPOSE

This section focuses on the value of planning for job site safety before a project starts and throughout the course of the project.

III. IDENTIFYING EXPOSURES

The first step in planning for job site safety is to evaluate the entire project to identify exposures that will or may be encountered during the work. This evaluation always should be performed before the project begins. The persons who have overall responsibility for the project, the project manager and the project superintendent should perform the evaluation

The purpose of the evaluation is to identify activities and operations that can be hazardous and impact worker safety or the safety of the general public. Below are some examples of activities and operations that can be hazardous:

- Working at heights
- Lead-related activities
- Trench and excavation
- Working in or around traffic
- Crane operations
- Confined space work
- Working with or near electrical sources
- Environmental spills
- Scaffold erection

IV. DETERMINING CONTROLS

Once exposures associated with the project have been identified, appropriate programs and measures are evaluated to determine the most effective controls to implement.

Some hazard controls may require that safety features be pre-engineered into certain operations or material. For example, fall protection devices may be engineered into structural steel members before the members are hoisted and erected. This may

include attaching anchor points to the steel members during fabrication or installing stanchions with safety cables onto the members before hoisting the steel.

Every construction project is unique and will have unique exposures. For this reason, it is essential to develop a job-specific safety policy and plan specifically suited to each new project. Below are some important aspects that the job-specific safety plan should address:

- Assignment of a designated safety representative who is trained in construction safety
- Daily safety audits, required safety training and new employee orientation conducted by the safety representative
- Weekly job site safety meetings that include participation of the foremen and subcontractors' representatives
- Thorough investigation of accidents and "near misses" to determine the root causes and measures to prevent recurrence
- Identification of hazardous operations and development, implementation and enforcement of detailed written safety programs for these operations, which comply with OSHA requirements
- Identification and evaluation of operations that will be subcontracted

    * Jaynes Corporation needs to make sure that subcontractors' safety responsibilities are spelled out in the contract, so subcontractors can budget properly for safety responsibilities.

    * Jaynes Corporation should require subcontractors to submit job-specific safety procedures peculiar to their specialized trades.

Once the project manager and project superintendent compiles the job-specific safety plan, it should be reviewed by the corporate safety director, project executive and insurance company loss control representative. These individuals' ideas and feedback can enhance the job-specific safety plan.

V. Job Hazard Assessment

Job hazard assessment is performed after a project is underway but before the start of each new operation. The job hazard assessment is designed to be more detailed and comprehensive safety tool that addresses a particular construction task or operation. The project manager, superintendent, foreman or subcontractor overseeing the operation shall conduct the job hazard assessment.

The job hazard assessment:

- Outlines the operation's scope of work
- Identifies the means, methods and equipment (e.g., cranes, scaffold, etc.) to be used to perform the operation

- Identifies the exposures associated with the operation that will effect workers and the general public
- Describes the controls to be implemented to eliminate or contain the exposures

Once the job hazard assessment is completed, the project manager and/or superintendent shall hold a meeting with the foreman and crew who will be involved in the operation to review the scope of work, exposures and controls.

Subcontractors shall perform job hazard assessments for operations they are to accomplish. This is to ensure that subcontractors have addressed safety issues associated with their operations and that the proper controls are in place, before the operation begins. The project manager, superintendent and subcontractor's representative shall review the subcontractors' job hazard assessments.

PROJECT SPECIFIC SAFETY PLANS

Prior to the start of a project, a planning session shall take place helping to identify any hazards that maybe encountered on the project. Jaynes Corporation shall develop a Project Specific Safety Plan that shall be used for new projects. The plan helps identify hazardous work that needs special attention and lets the Project Superintendent and Safety Department list concerns and solutions to preventing accidents. General safety issues are also listed with specific OSHA requirements being met or exceeded. All sub-contractors are also required to read, sign and return to Jaynes Corporation Project Managers, giving their input on safety issues and resolutions they may have for preventing an accident while working on that project.

This plan has been developed to fit or can be modified to fit any and all projects, use of this plan has proven to work in the past and will continue to play a roll in Jaynes Corporation's efforts to prevent and eliminate accidents on our projects. Strict enforcement of this plan is the only method for the plan to work successfully.

JOB HAZARD ASSESSMENT

I. SCOPE

Many job-related injuries occur because employees are not trained in the proper job procedures. Is true particularly for new employees. One way to prevent these injuries is to conduct a Job Hazard Assessment which has proven to be an effective tool for eliminating or minimizing workplace hazards.

II. PURPOSE

This section describes how to conduct a Job Hazard Assessment.

III. FUNCTIONS

The job hazard assessment has two functions. First, it provides written documentation as to the safest manner in which to perform a task or job. Secondly, the job hazard assessment provides a method for training new employees in the hazards of their new jobs and in the procedural and equipment safeguards to be used to avoid the hazards.

IV. PROCESS

The primary steps in completing a Job Hazard Assessment are:

A. Job Selection

When determining the jobs to be assessed, develop a list that prioritizes the jobs according to the need for a job hazard assessment. Assign the highest priority to jobs having the highest rate of accidents and disabling injuries. Dangerous jobs, newly created jobs and those where significant changes have been made also should receive priority. Eventually, a job hazard assessment should be conducted for all jobs in the workplace.

B. Job Breakdown

Once a specific job has been selected for assessment, break the job down into basic sequential steps. Determining job sequences is best accomplished by directly observing the job while it being performed and seeking employee input. When seeking employee input, explain to employees what the job hazard assessment is and that the intent is to make the job as safe as possible. Inform employees that the job is being studied, not employee work performance.

Use a job hazard assessment worksheet of form to help document observations and employee comments. Typically, a job hazard assessment worksheet has three headings:

1. Sequence of basic job steps
2. Potential hazards
3. Recommended procedures or safeguards

The average job has 5-8 steps. If more steps are needed to accurately describe the work, consider splitting the job into segments and assess each segment separately.

C. Hazard Identification

After listing all job steps, identity the hazards in each step. Identify all actual and potential hazards whether they result from an unsafe act or unsafe condition or both.

D. Recommend Procedures & Safeguards

The next phase of the job hazard assessment is to develop recommended procedures and safeguards. Determine whether the job can be performed in another way to eliminate hazards or whether safety equipment and precautions are needed to reduce the hazards. Describe the recommended procedure or precaution in terms of acts or behavior, to help the employee who is learning the job. Be specific – merely writing "use caution" or "be Careful" is not useful information.

After job hazard assessments are completed, review the assessment with employees performing the jobs to ensure each step is included for all hazards identified.

V. CONCLUSION

The completed job hazard assessment is an excellent tool for training new employees in safe work procedures for a particular job. A job hazard assessment also can be useful in an accident investigation. By referring to the completed job hazard assessment, a supervisor often can determine whether a worker failed to follow a recommended procedure or whether the assessment overlooked a hazard. In the latter case, the job hazard assessment must be updated to make it more comprehensive.

To remain effective, job hazard assessments should be reviewed periodically and updated as needed.

PRE-TASK PLANNING (PTP) @ INTEL

THIS SECTION IS RESERVED FOR FUTURE USE

ACTIVITY HAZARD ASSESSMENT (AHA) @ LANL

1.0 INTRODUCTION

The purpose of the Activity Hazard Assessment (AHA) is to provide a written assessment of potential safety and health hazards associated with the performance of work for the Los Alamos National Laboratory (LANL) in the construction of the *(Project Name)* at LANL and to specify minimum acceptable protective equipment used and procedures to follow during the performance of work. The requirements pertaining to AHAs are applicable to all Jaynes Corporation personnel and its subcontractors.

A written document known as an Activity Hazard Assessment (AHA) plan shall be developed for each activity of the project. The project shall be divided into logical project events and these events shall be divided into distinct task activities that are completed to achieve the final goal of a constructed and operational facility. The task activities shall have associated safety and health hazards. The AHA plan shall identify the activities and proposed corrective actions to eliminate or lessen the severity of those hazards. The corrective action could include training, permits and controls.

1.1 Activity Hazard Assessment (AHA) Plans

All task activities are required to develop and comply with an Activity Hazard Assessment Plan (AHA) (see Exhibit 25.3.2-A). Jaynes Corporation shall comply with the requirements of this section and subsections.

The AHA shall follow applicable provisions of the Safety Execution Plan (SEP), AHA, specifications, drawings, applicable OSHA requirements, and any other special safety, health and environmental protective measures Jaynes Corporation intends to implement, based on the chosen work methods. Copies of representative AHAs that have been approved for use at the *(Project Name)* will be made available to LANL site representatives upon request.

The AHA shall describe the work in sufficient detail to provide: (1) assurance to LANL that Jaynes Corporation and its subcontractors will implement all preventive measures for safety, health, and environmental hazards; (2) assurance LANL that Jaynes Corporation and its subcontractors have planned their approach to accomplish the work in accordance with *(Project Name)* contract documents; (3) assurance to LANL that Jaynes Corporation and its subcontractors will have adequate resources to perform the work; (4) a basis for LANL's planning activities to support Jaynes Corporation's and its subcontractors' activities plans for interfaces with other subcontractors working at the *(Project Name)*; (5) a basis to review the planned work tasks of Jaynes Corporation and its subcontractors' safety, health and environmental procedures with the personnel who do the work; and (6) ensure that Jaynes

Corporation and its subcontractor personnel are familiar with the hazards of the hazardous chemicals they may use on the site during the course of their work.

1.1.1 Responsibilities

Jaynes Corporation is responsible for review and approval of all Activity Hazard Assessment (AHA) plans submitted to the safety and health coordinator or the designated safety and health coordinator. The SHC shall be allowed five (5) working days to review each submittal. The document shall be submitted for review as it pertains to tasked activities, hazards, mitigating controls, permits and training. The document shall be prepared in a timely manner such that Jaynes Corporation and subcontractor work force is not delayed from implementing the plan in the field as the work is being done. Jaynes Corporation is responsible for reviewing the work plan along with any changes, overseeing and inspecting its implementation in the field and assessing its implementation.

1.1.2 Development

The AHA shall be developed to be compatible with the work and construction schedule and shall be organized and prepared as an outline of major tasked activities of work arranged according to the construction schedule sequence. Mobilization and demobilization activities shall be included as an event even if they are not activities listed on the schedule. Additionally, when Jaynes Corporation or its subcontractors plan to service, maintain or repair on-site equipment under Jaynes Corporation and its subcontractors' control, the task activity shall be included in the plan as a work step. The Activity Hazard Assessments (AHAs) are not mutually exclusive of each other. When developing the AHA, consideration must be given to what other tasks are taking place at the same time and how one plan affects another. Proper integration of the plans is essential.

The AHA shall be developed so that individual pages or sections addressing the work activities and corresponding health and safety requirements may be lifted from the plan and utilized for briefing the work force prior to commencement of each days activity. The following outline is provided for development of all AHAs:

ACTIVITY HAZARD ASSESSMENT PLAN OUTLINE

WORK ACTIVITY: *(Name of Activity*)

I. NARRATIVE DESCRIPTION OF WORK
(Summary description of the construction methodologies that Jaynes Corporation plans to use to accomplish the activity in accordance with the contract agreement. The description must address the salient and applicable requirements of all documents of the agreement. Include elements such as compliance with dust control, control of runoff, erosion control measures and waste minimization and clean-up.)

II. LOGICAL TASK ACTIVITIES

III. ENVIRONMENTAL HAZARDS
(Identify safety, health, and environmental risks and hazards.)

IV. MITIGATING CONTROLS
(List the planned preventive, measures or actions to be taken to offset the identified risks and hazards. This section can be combined with Personal Protective Equipment (PPE) requirements when applicable, an appropriate permit and training can be referenced.)

V. PERMIT CHECKLIST
(Identify all permits that will apply to the task to be performed. All permits applicable to a specific work activity must be completed, approved and attached to the authorized Activity Hazard Assessment Plan before the activity is performed.)

- Fall Protection Plan
- Confined Space Entry Permit
- Cutting/Welding/Open-Flame Permit
- Excavation Permit
- Lock-out /Tag-out/Try Permit
- Stationary Scaffolding Inspection Check
- Energized Work Permit
- Work Alone Permit
- Blind Penetration Checklist

VI. TRAINING
(Required training for any of the crewmembers must be included.)

VII. WORK CREW SIGNATURES AND DATE

1.1.3 Submittals

Jaynes Corporation shall maintain a file system containing reviews of all AHAs and their revisions. AHAs shall be submitted in accordance with *(Project Name)* contract documents.

Jaynes Corporation will review the AHA documents submitted by its subcontractors for compliance with technical, safety, health and environmental requirements of the subcontract.

This review shall not constitute a change and shall not relieve the subcontractors of any contractual obligation.

Unless otherwise modified or waived in writing by the Contract Administrator, AHAs shall be submitted in accordance with the following schedule:

- For subcontracts with duration greater than 90-calendar days, the subcontractors shall submit a preliminary AHA defining the subcontractors' planned operations for the first 60-calendar days. The AHA shall be submitted at the same time that the preliminary schedule is submitted. This preliminary package will be reviewed by Jaynes Corporation **PRIOR TO ISSUING THE NOTICE TO PROCEED WITH ON-SITE WORK.**

  The first 60-days of the preliminary package will be prepared to the same level of detail as set forth in the SEP.

  The completed AHA shall be submitted for review within 5 calendar days after receipt of the Notice of Award. **FAILURE TO OBTAIN A "PROCEED" DISPOSITION ON AN ACTIVITY HAZARD ASSESMENT WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF THE NOTICE OF AWARD MAY RESULT IN A SHUTDOWN OF THE SUBCONTRACTOR'S OPERATIONS.**

- For subcontracts with duration of 90-calendar days or less, the subcontractors shall submit the complete AHA for Jaynes Corporation review within 3 days after receipt of Notice of Award. **NOTICE TO PROCEED WITH ON-SITE WORK WILL NOT BE ISSUED UNTIL THE ACTIVITY HAZARD ASSESSMENT PLAN HAS BEEN REVIEWED AND GIVEN A "PROCEED" DISPOSITION BY the Contract Administrator and Jaynes Corporation.**

Unless otherwise directed by Jaynes Corporation, Jaynes Corporation will not permit changes without the review prior to implementation by the subcontractors.

1.1.4 Implementation

The relevant portions of the AHA and applicable permits shall be reviewed with the work crew prior to the start of work each shift. The AHA review meeting shall at a minimum cover Introduction, Personal Protective Equipment (PPE), Monitoring, General Safety and Medical Surveillance. The expectation is that the daily review meetings will be limited to approximately 10 or 15 minutes depending on the complexity of the work activity.

The Jaynes Corporation project superintendent shall conduct AHA meetings. Workers and supervisors directed by Jaynes Corporation and participating in activities directed by Jaynes Corporation shall attend the meeting. Workers and

supervisors directed by subcontractors and participating in activities directed by subcontractors shall attend the meeting.

AHA meetings shall be conducted by the Jaynes Corporation site safety and health coordinator (SHC) or the project superintendent for work under joint supervisor of Jaynes Corporation and the subcontractors when interacting or working along side other subcontractors or Jaynes Corporation personnel. In this case, workers and supervisors directed by Jaynes Corporation and the subcontractors that participate in activities directed by Jaynes Corporation and the subcontractors shall attend the meeting.

When joint AHA meetings are conducted between Jaynes Corporation and the subcontractors, Jaynes Corporation shall provide subcontractor personnel the opportunity to actively participate in the AHA reviews.

Following the review, the supervisor and workers who attended the briefing shall sign and date the document thereby indicating that they have participated in the review, believe in the purpose of safety, understand the commitment to the AHA and will comply with the requirements. Through their signature, they also acknowledge that they are committed to the effective execution of the SEP and AHA. Upon request, these documents will be made available to LANL personnel after the review, and will be transmitted to the Jaynes Corporation Director of Safety with the Jaynes Corporation construction supervisor daily report.

Jaynes Corporation shall post a copy of the AHA for the current shift at the construction project field office where work is being performed as directed by the Project Superintendent. **FAILURE TO PERFORM THE AHA REVIEW WILL BE CONSIDERED TO BE A SAFETY VIOLATION AND MAY RESULT IN A SUSPENSION OF THE AFFECTED ACTIVITIES UNTIL THIS REQUIREMENT HAS BEEN FULFILLED.**

1.2 Subcontractor Activity Hazard Assessments

Before initiating any work, the subcontractor Safety and Health Coordinator, or Designee is required to develop and comply with an Activity Hazard Assessment (AHA), the subcontractor Safety and Health Coordinator, or Designee shall comply with the following requirements. The AHA shall incorporate applicable provisions of this Safety Execution Plan, applicable OSHA requirements and any other special safety and health measure the subcontractor intends to implement based on the chosen work methods. All AHAs and their revisions shall be signed by the subcontractor work supervisor and reviewed by Jaynes Corporation's safety and health coordinator or designee. The Jaynes Corporation-approved AHA shall then be used as a guide for performance of subcontractor field activities on a daily basis.

All permits applicable to a specific work activity must be completed, approved and attached to the approved AHA before performing the activity.

AHAs are job specific. Work activities that do not require an AHA include:

- Office work.
- Administrative support activities (that is, manual movement of supplies, trash, furnishings and routine stacking or organizing supplies).

AHAs must be revised if hazardous conditions to work practices change to the extent that protective requirements need modification. The subcontractor supervisor and work crew shall sign the AHA indicating that they have read, understand and will comply with the AHA revision when the revision addresses upgrades or downgrades in requirements. Copies of the original or revised AHAs shall be delivered to the construction field office prior to performing the work. The original or revised AHA shall be delivered to Jaynes Corporation upon completion of work.

In order to provide for safety awareness at the worker level, the subcontractor's field superintendent, the subcontractor's Safety and Health Coordinator or designee shall review the relevant portions of the AHA and applicable permits with the work crew prior to the start of work each day. The review meeting shall be documented. Workers and supervisors directly participating in the job shall attend the meeting. A summary of the topics discussed at the meeting shall be documented on the Daily Safety Meeting Report. Following, the review, all participants shall sign and date the AHA. The subcontractor shall provide Jaynes Corporation personnel the opportunity to actively participate in the subcontractor AHA reviews. **FAILURE TO PERFORM THE AHA REVIEW WILL BE CONSIDERED TO BE A SAFETY VIOLATION AND SHALL RESULT IN A STOP WORK ORDER OF THE AFFECTED ACTIVITIES UNTIL THIS REQUIREMENT HAS BEEN FULFILLED.**

Originals of the AHA and applicable permits shall be posted at the applicable construction field office trailer. Copies of the necessary permits and AHAs shall be posted in the immediate vicinity of work. Copies of the applicable AHAs and permits will be in the possession of Jaynes Corporation Project Superintendent. The subcontractors to fulfill this requirement shall use the sample AHA plan form included in Exhibit 25.3.2-A. The subcontractors shall attach supplemental sheets, as needed, when completing the AHA plan.

1.3 Activity Hazard Assessment (AHA) Plan Review

The primary purpose of the AHA review is to identify health and safety related hazards present in the work area and to specify corresponding administrative, engineering and personal protective equipment controls and possible monitoring requirements. Jaynes Corporation and its subcontractors shall follow all requirements specified in the AHA Plan.

AHA plan review must be revised if hazardous conditions or work practices change to the extent that protective requirements need modification or new hazards have been found to exist. The completed AHA plan review may be revised in the field during work activities, upon notification by the field supervisor, written or verbal approval of the qualified person authorizing AHA plan review and a qualified safety and health coordinator (SHC) representative or designee. A list of qualified SHC representatives are maintained at the construction field office. After obtaining approval, the originator or field supervisor shall copy the construction field office on all pertaining documents. Copies of the original or revised AHA plan shall be made available to Jaynes Corporation upon request

1.3.1 Jaynes Corporation Activity Hazard Assessment Review Requirements for Activity Hazard Assessment Plan

The Jaynes Corporation Project Manager requiring the AHA shall initiate the request for AHA plan preparation at least ten days before work is scheduled to begin unless emergency maintenance services require more rapid response.

1.3.2 Subcontractor Activity Hazard Assessment Review Requirements for Activity Hazard Assessment Plan

When the subcontractor is responsible for submitting the AHA plan to Jaynes Corporation for AHA plan review, the plan shall be prepared at least ten working days before the work is scheduled to begin.

JOB SAFETY ASSESSMENT (JSA) @ SNL

THIS SECTION IS RESERVED FOR FUTURE USE

JOB HAZARD ANALYSIS (JHA) @ U.S. ARMY CORPS OF ENGINEERS

THIS SECTION IS RESERVED FOR FUTURE USE

PRE-CONSTRUCTION SURVEYS

I. SCOPE

Each year claimants allege that construction activities cause damage to buildings, utilities and water supplies. To resolve claims that may occur during and after construction activities, pre-construction surveys should be completed for the following operations: blasting, pile driving, excavation and trenching, use of heavy equipment close to existing structures, dewatering, underpinning and demolition of a structure. By implementing a valid pre-construction survey program, it is possible to avoid substantial claims.

II. PURPOSE

This section describes the pre-construction survey, which is used to document the conditions of existing structures and utilities near the construction site before work begins.

III. PRE-CONSTRUCTION SURVEY REPORTS

Pre-construction survey reports should record the physical condition of existing structures and utilities near a construction area. The need for and extent of the survey should be based on the planned construction activities and the degree of exposure to the surrounding structures and utilities. Surveys should identify potential risks to the surrounding areas so that Jaynes Corporation can consider them when pre-planning a project.

Qualified independent consultants or engineers should make the surveys. Written, accurate and dated reports should be retained for reference and possible future litigation.

IV. PLANNING PRE-CONSTRUCTION SURVEYS

The timing of a pre-construction survey is important. For example, if a sub-contractor is to perform dirt work adjacent to an existing building, a survey should be completed ***prior*** to beginning work. The vibrations generated by the heavy equipment operating nearby may cause damage. The problem may become more complex if other general contractors are working in the same area.

Business owners and residents should be informed of work that will be performed. They also should be informed that the purpose of the pre-construction survey is to detect any hazardous conditions or potential problems so that construction operations can be planned accordingly. This is good public relations.

V. SURVEY GUIDELINES

Pre-construction surveys of existing structures and utilities may include any or all of the following suggested practices:

A. Written Building Condition Reports

A professional survey consultant should inspect and document the condition of a structure's foundation, exterior and interior walls, floors, ceilings, roof, chimney and other structural components, if possible. The report also should cover pipe systems, heating and cooling systems, hot water tanks and other delicate machinery or equipment.

B. Photographs

The use of an independent commercial photographer is suggested. The photographer should work under the direction of the professional survey consultant. Photographs should be properly labeled, dated and notarized, if necessary, to certify that the photographs are accurate and true copies of the conditions on the day taken. Noticeable cracks and existing deterioration should be described in detail, measured and photographed.

C. Benchmarks & Survey Points

An independent, licensed land surveyor should complete benchmarks and/or survey points. Vertical and horizontal references will provide evidence of settlement and movement of the building, roadway and any shoring systems used. Revised work procedures should be considered immediately if unanticipated movement occurs.

D. Videotapes

Videotapes may help to document conditions. Videotapes should be properly labeled and the date verified for future reference.

E. Water Levels

Ground water levels and water levels in any adjacent wells should be recorded and checked periodically.

F. Seismographs

An independent qualified consultant should complete seismographic monitoring of surrounding vibration-producing operations. Results should be recorded and retained. If blasting is performed, blast logs and shot pattern records should be retained.

THE JAYNES COMPANIES CONTACT LISTING

I. ALBUQUERQUE, NEW MEXICO (CORPORATE HEADQUARTERS)

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2.	President/COO	Rick Marquardt	Office: (505) 345-8591 ext. 3044 Cell: (505) 239-5467 Fax: (505) 345-8598 Email: rick.marquardt@jaynescorp.com
3.	Secretary Treasurer/CFO	Wayne Davenport	Office: (505) 345-8591 ext. 3031 Cell: (505) 301-4648 Fax: (505) 345-8598 Email: wayne.davenport@jaynescorp.com
4.	Executive VP Albuquerque Operations	Shad James	Office: (505) 345-8591 ext. 3157 Cell: (505) 259-9374 Fax: (505) 345-8598 Email: shad.james@jaynescorp.com
5.	VP/General Counsel	James Rosel	Office: (505) 345-8591 ext. 3007 Cell: (505) 280-7235 Fax: (505) 998-4281 Email: james.rosel@jaynescorp.com

B. Field Management

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2.	Building & Site Concrete/Finishers General Superintendent Albuquerque Operations Jaynes Structures, Inc.	John Kanthack	Office: (505) 345-8591 ext. 3014 Cell: (505) 228-7873 Fax: (505) 998-0713 Email: john.kanthack@jaynescorp.com

C. Safety Department

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2.	Regional Safety Director	Mark Harwell	Office: (505) 345-8591 ext. 3026 Cell: (505) 975-8711 Fax: (505) 998-0713 Email: mark.harwell@jaynescorp.com
3.	Area Safety Coordinator Albuquerque/Central NM	Steve Mora	Office: (505) 345-8591 ext. 3012 Cell: (505) 379-6741 Fax: (505) 998-0713 Email: steve.mora@jaynescorp.com

D. Human Resources Department

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II. FARMINGTON, NEW MEXICO (FOUR CORNERS NM/CO OPERATIONS)
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B. Field Management

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C. Safety Department

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III. LAS VEGAS, NEVADA (NEVADA OPERATIONS)
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A. Senior Management

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Mobile: (214) 507-9339
Home: (817) 577-0845
Fax: (972) 687-0602
Email: susie.mcgee@acig.com

II. General Liability Insurance

A. American Contractors Insurance Company Risk Retention Group (ACICRRG)
2600 North Central Expressway, Suite 800
Richardson, TX 75080
Office Telephone: (972) 702-9004

1. Cheryl Riely
Senior Claims Representative – General Liability
Direct: (972) 687-9429
Mobile: (214) 250-2107
Fax: (972) 687-0602
Email: cheryl.riely@acig.com

III. Auto Liability Insurance

A. Crum & Forster Insurance
6404 International Parkway, Suite 1000
Plano, TX 75093-8210
Office Telephone: (972) 380-3004
Office Fax: (877) 622-6717

1. Ron Mobasseri
Regional Loss Control Manager
Email: ron_mobasseri@cfins.com

IV. Builder's Risk Insurance

A. The Kinney Agency
320 Osuna NE, Suite G-1
Albuquerque, NM 87107
Office Telephone: (505) 262-2621
Office Fax: (505) 266-2878

1. Sam Conlee
Insurance Agent
Direct: (505) 254-4243
Mobile: (505) 269-1502
Email: sconlee@kinneyagency.com

2. Janice Portillo
Claims Representative
Direct: (505) 254-4221
Email: jportillo@kinneyagency.com

FEDERAL OSHA REGIONAL & AREA OFFICES

I. REGION 6 (Arkansas, Louisiana, New Mexico, Oklahoma & Texas)

A. Regional Office

525 Griffin Street, Room 602
Dallas, Texas 75202
Telephone: (214) 767-4731
Fax: (214) 767-4137

B. Area Offices

Austin, Texas Area Office
903 San Jacinto Boulevard, Suite 319
Austin, Texas 78701
Telephone: (512) 916-5783
Fax: (512) 916-5793

Corpus Christi, Texas Area Office
Wilson Plaza, Suite 700
606 N. Carancahua
Corpus Christi, Texas 78476
Telephone: (361) 888-3420
Fax: (361) 888-3424

Dallas, Texas Area Office
834 East RL Thornton Freeway, Suite 420
Dallas, Texas 75228
Telephone: (214) 320-2400 or (214) 320-2558
Fax: (214) 320-2598

El Paso, Texas Area Office
Federal Building C
700 E. San Antonio, Room c-408
El Paso, Texas 79901
Telephone: (915) 534-6251 or (915) 534-6252
Fax: (915) 534-6259

Fort Worth, Texas Area Office
8713 Airport Freeway, Suite 302
Fort Worth, Texas 76180-7610
Telephone: (817) 428-2470
Fax: (817) 581-7723

Houston, Texas North Area Office
350 North Sam Houston Parkway East, Suite 120
Houston, Texas 77060
Telephone: (281) 591-2438
Fax: (281) 591-1058

Houston, Texas South Area Office
17625 El Camino Real, Suite 400
Houston, Texas 77058
Telephone: (281) 286-0583 or (281) 286-0584
Fax: (281) 286-6352

Lubbock, Texas Area Office
Federal Office Building
1205 Texas Avenue, Room 806
Lubbock, Texas 79401
Telephone: (806) 472-7681 or (806) 472-7685
Fax: (806) 472-7686

II. REGION 8 (Colorado, Montana, North Dakota, South Dakota, Utah & Wyoming)

A. Regional Office

1999 Broadway, Suite 1690
P.O. Box 46550
Denver, Colorado 80201-6550
Telephone: (303) 844-1600
Fax: (303) 844-1616

B. Area Offices

Denver, Colorado Area Office
1391 Speer Boulevard, Suite 210
Denver, Colorado 80204-2552
Telephone: (303) 844-5285
Toll Free: (800) 755-7090
Fax: (303) 844-6676

Englewood, Colorado Area Office
7935 East Prentice Avenue, Suite 209
Englewood, Colorado 80111-2714
Telephone: (303) 843-4500
Toll Free: (800) 669-5771
Fax: (303) 843-4515

Salt Lake City, Utah Area Office
1781 South 300 West
Salt Lake City, Utah 84115-1802
Telephone: (801) 524-7900
Fax: (801) 524-6660

III. REGION 9 (Arizona, California, Guam, Hawaii & Nevada)

A. Regional Office

71 Stevenson Street, Room 420
San Francisco, California 94105
Main Telephone: (415) 975-4310 (8:00 AM – 4:30 PM Pacific)
Technical Assistance: (800) 475-4019
Publication Requests: (800) 475-4022
Complaints/Accidents/Fatalities: (800) 475-4020
Fax: (415) 975-4319

IN CASE OF EMERGENCY CALL 1-800-321-OSHA (1-800-321-6742)

Other OSHA offices can be located on the OSHA web site: www.osha.gov

STATE OSHA PLAN OFFICES

I. ARIZONA

Industrial Commission of Arizona
800 W. Washington
Phoenix, Arizona 85007-2922

Director, ICA	Larry Etchechury	Telephone:	(602) 542-4411
		Fax:	(602) 542-1614
Program Director	Darin Perkins	Telephone:	(602) 542-5795
		Fax:	(602) 542-1614
Consultation Manager	Pat Ryan	Telephone:	(602) 542-5795
		Fax:	(602) 542-1614

Arizona State Plan Web Page: http://www.ica.state.az.us/ADOSH/oshatop.htm

II. CALIFORNIA

California Department of Industrial Relations
455 Golden Gate Avenue – 10th Floor
San Francisco, California 94102

Director	Steve Smith	Telephone:	(415) 703-5050
		Fax:	(415) 703-5114
Chief	Dr. John Howard	Telephone:	(415) 703-5100
		Fax:	(415) 703-5114

Cal/OSHA Web Page: http://www.dir.ca.gov/occupational_safety.html

CAL/OSHA Consultation Service
Department of Industrial Relations
2424 Arden Way, Suite 485
Sacramento, California 95825
Telephone: (916) 263-5765
Fax: (916) 263-5768

Cal/OSHA Consultation Web Page: http://www.dir.ca.gov/DOSH/consultation.html

III. NEVADA

Nevada Division of Industrial Relations
400 West King Street
Carson City, Nevada 89710
Telephone: (775) 687-3032
Fax: (775) 687-6305
Administrator: Roger Bremner
Assistant Administrator: John Laxalt

Occupational Safety and Health Enforcement Section (OSHES)
1301 N. Green Valley Parkway – Suite 200
Henderson, Nevada 89074
Telephone: (702) 486-9020 (Henderson/Las Vegas)
Fax: (702) 990-0358
Chief Administrative Officer: Tom Czehowski
Telephone: (775) 687-5240 (Carson City)
Fax: (775) 687-6150

Nevada State Plan Web Page: http://dirweb.state.nv.us

Safety Consultation & Training Section (SCATS)
1301 N. Green Valley Parkway – Suite 200
Henderson, Nevada 89074
Telephone: (702) 486-9140
Fax: (702) 990-0362

Nevada Consultation Web Page: http://4safenv.state.nv.us

IV. NEW MEXICO

New Mexico Environment Department
Occupational Health and Safety Bureau
525 Camino de Los Marquez, Suite 3
P. O. Box 26110
Santa Fe, New Mexico
Telephone: (505) 827-4230
Fax: (505) 827-4422
Bureau Chief: Sam A. Rogers
Compliance: Don Rideout
Consultation: Kevin Koch

New Mexico State OSHA Program Web Page: http://www.nmenv.state.nm.us

V. UTAH

Utah Labor Commission
160 East 300 South, 3rd Floor
P.O. Box 146650
Salt Lake City, Utah 84114-6650

Commissioner	R. Lee Ellertson	Telephone:	(801) 530-6901
		Fax:	(801) 536-7906
Administrator	Jay W. Bagley	Telephone:	(801) 530-6898
		Fax:	(801) 530-6390

Utah State Plan Web Page:
http://www.labor.state.ut.us/Utah_Occupational_Safety_Hea/utah_occupational_safety_hea.html

Utah Labor Commission
Consultation Services
160 East 300 South
Salt Lake City, Utah 84114-6650
Telephone: (801) 530-6901
Fax: (801) 530-6992

IN CASE OF EMERGENCY CALL 1-800-321-0SHA (1-800-321-6742)

Other OSHA offices can be located on the OSHA we site: www.osha.gov

MINE SAFETY & HEALTH ADMINISTRATION (MSHA) CONTACT LISTINGS

THIS SECTION IS RESERVED FOR FUTURE USE

COAL MINE SAFETY & HEALTH OFFICES CONTACT LISTING

THIS SECTION IS RESERVED FOR FUTURE USE

METAL / NONMETAL SAFETY & HEALTH OFFICES CONTACT LISTING

THIS SECTION IS RESERVED FOR FUTURE USE

ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTACT LISTING

I. REGION 6 (Arkansas, Louisiana, New Mexico, Oklahoma & Texas)

A. Regional Office

1445 Ross Avenue
Suite 1200
Dallas, Texas 75202
Telephone: (214) 665-6444

B. Area Offices

El Paso, Texas Border Liaison Office
4050 Rio Bravo, Suite 100
El Paso, Texas 79902
Telephone: (915) 533-7273
Fax: (915) 533-2327

Brownsville, Texas Border Outreach Office
3505 Boca Chica, Suite 302
Brownsville, Texas 78521
Telephone: (956) 548-0898

New Mexico Environment Department
1190 St. Francis Drive
P.O. Box 26110
Santa Fe, New Mexico 87502-6110
Telephone: (505) 827-2855
Fax: (505) 827-2836

II. REGION 8 (Colorado, Montana, North Dakota, South Dakota, Utah & Wyoming)

A. Regional Office

999-18th St., Suite 300
Denver, Colorado 80202-2466
Telephone: (303) 312-6312
Toll Free: (800) 227-8917 (Region 8 States Only)

B. Area Offices

Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530
Telephone: (303) 692-2035

Utah Department of Environmental Quality
168 N. 1950 W
Salt Lake City, Utah 84116
Telephone: (801) 536-4400

III. REGION 9 (Arizona, California, Hawaii & Nevada)

A. Regional Office

75 Hawthorne Street
San Francisco, California 94105
Telephone: (415) 744-1500

Other EPA offices can be located on the EPA web site: www.epa.gov

State of New Mexico

Construction Health and Safety Excellence

This is to certify that

Jaynes Corporation

located in **Albuquerque, New Mexico**

meets the requirements for **BLUE LEVEL** *of the Associated General Contractors Partnership and participation is hereby approved.*

2013

Bureau Chief
New Mexico Occupational Health and Safety Bureau

NEW MEXICO OSHA

Safety Director
Associated General Contractors-NM Building Branch

State of New Mexico

Construction Health and Safety Excellence

This is to certify that

Jaynes Structures

located in **Albuquerque, New Mexico**

Meets the requirements for **BLUE LEVEL** *of the Associated General Contractors Partnership and participation is hereby approved.*

May 2013

NEW MEXICO OSHA

Bureau Chief
New Mexico Occupational Health and Safety Bureau

Safety Director
Associated General Contractor-NM Building Branch

State of New Mexico

Occupational Health and Safety Bureau

This certificate is presented to

Jaynes Corporation

located in **Albuquerque, New Mexico**

In recognition of their valued contributions to the NM OSHA outreach effort

November 1, 2013

Robert Genoway
Bureau Chief
New Mexico Occupational Health and Safety Bureau

NEW MEXICO OSHA

Appendix D – Approach to Recycling

Complete Appendix D by describing your company's approach to recycling.

SOLID WASTE AND RECYCLING MANAGEMENT PLAN
RECYCLING MEETING AND AGENDA

PROJECT: UNM JOB ORDER CONTRACTING (JOC)

1. INVOLVE SUBCONTRACTORS

We will take steps to ensure that the subcontractors will participate in the successful implementation of the Solid Waste Recycling and Management Plan:

- Require subcontractors to use recycling and disposal bins on-site.
- Jaynes will also request that all subcontractors recycle their own waste and provide documentation for their efforts.

2. PROMOTION AND EDUCATION

Upon designation of the recycling collection location, you and your crew will be notified of it. They will need to know how materials should be separated, where materials go, and how often the materials will be collected and delivered to the appropriate recycling/disposal facilities. We will educate our team to:

- Include waste handling requirements in all project documents. Make it clear from the beginning that waste prevention and recycling is expected from all crew members and subcontractors.
- Let the crew and subcontractors know how effective they have been by regularly posting the weights of material reused or recycled.
- We will include everyone in the process. We will encourage suggestions for more efficient recycling methods, or additional materials that can be recycled.

3. PREVENTING CONTAMINATION

Our recycling efforts will be compromised if our recycling loads get mixed or contaminated with garbage. Haulers and recyclers won't take contaminated materials, which could cost us extra money in disposal fees. We will prevent recycling contamination by:

- Placing posters with information describing the recycling program in visible locations.
- Provide handouts describing our recycling goals and objectives to all employees and subcontractor team members.
- Clearly label the recycling bins. Post lists of materials that are not recyclable.
- Place recycling and trash bins near each other so that trash is not thrown into the recycling bins.
- Conduct regular site visits to verify that bins are not contaminated. Give feedback to the subcontractors and their crew on the results of their efforts.
- Provide rewards for effective recycling.

Appendix E – Key Personnel
Project Manager

Name: Jaynes Corporation

Name: Marcus Ortiz

Title: Project Manager

# of Years with the Firm: 8

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☐ Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 4 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 ☑ Paintin

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 Jennie Davis **Title** CNM Facilities Project Manager

Telephone: 505.224.4000 X 52873 Email Address: jutrata1@cnm.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 Sharon Rogers **Title** Senior Project Manager

Telephone: 505.224.4578 Email Address: srodgers5@unm.edu

MARCUS ORTIZ

PROJECT MANAGER

EXPERIENCE

8 years with Jaynes
8 years in Industry

Marcus started his career at Jaynes as a Project Engineer. Now, a Project Manager in the Albuquerque office, Marcus methodically leads project teams through completion. As project manager, Marcus is responsible for administrative control of the project. Primary duties include owner and A/E liaison, project documentation, subcontract administration, major procurement and logistics, updating computer assisted scheduling, billings and close-out documentation. Marcus provides management continuity from the early stages of the project until owner occupancy. His professionalism represents the finest qualities of the 'Jaynes Way.

RELEVANT PROJECT EXPERIENCE

- UNM Taos STEM - $3.6M | Taos, NM
- UNM Johnson Center Additions & Renovations - $28.8M | Albuquerque, NM
- UNM Smith Plaza - $2.7M | Albuquerque, NM
- UNM Valencia Campus Workforce Training Center - $5.4M | Los Lunas, NM
- UNM ROTC Center - $5.4M | Albuquerque, NM
- UNM Gallup Physical Plant - $2.0 | Gallup, NM
- UNM Taproom - $0.4M | Albuquerque, NM
- ENMU - Ruidoso Nexus Phase 1 - $3.8M | Ruidoso, NM
- CNM Richard R. Barr Hall Additions and Renovations - $14.0M | Albuquerque, NM
- Galles Chevrolet - $9.7M | Albuquerque, NM

EDUCATION

Bachelor of Science
Construction Management
University of New Mexico

REFERENCES

Sharon Rogers
Senior Project Manager
UNM Planning, Design and Construction Group
505.224.4578

Jennie Davis
CNM Facilities
Project Manager
505.224.4000 x52873

Dave Williams
Architect
RMKM Architecture
505.243.5454

Appendix F – Key Personnel
Lead Superintendent

Name: Jaynes Corporation

Name: Tim Hogeland

Title: Project Superintendent

# of Years with the Firm: 10

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Electrical ☐ Mechanical ☐ Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 23

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 Raimund McClain **Title** Owner/Principal, McClain + Yu Architecture

Telephone: 505.217.8317 Email Address: raimund@mcclain-arch.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 John Dillon **Title** Project Administrator, City of SF

Telephone: 505.955.5936 Email Address: jcdillon@ci.santafe-nm.us

TIM HOGELAND

PROJECT SUPERINTENDENT

EXPERIENCE

10 years with Jaynes
31 years in Industry

As Project Superintendent, Tim has full responsibility for the daily jobsite activities. Primary responsibilities include coordinating the activities of the subcontractors and suppliers, scheduling, quality control and safety on and adjacent to the jobsite. Tim's expertise include structural concrete, project management and supervision, and job cleanliness. He is proud to admit in his 31 years in the industry, he has zero time off injuries. Safety is his number one priority and you will find this on every project he oversees. Tim shows strong team leadership for his colleagues and community.

RELEVANT PROJECT EXPERIENCE

- UNM Johnson Center Expansion & Renovation - $28.8M | Albuquerque, NM
- UNM ROTC Center -$5.4M | Albuquerque, NM
- UNM Smith Plaza - $2.7M | Albuquerque, NM
- UNM Taproom - $0.4M | Albuquerque, NM
- ENMU Ruidoso College Nexus Phase I - $3.8M | Ruidoso, NM
- Galles Chevrolet - $9.7M | Albuquerque, NM
- NMSU Branson Library (IPP) - $12.2M | Las Cruces, NM

EDUCATION/ CERTIFICATIONS

Coer D' Alene High School Diploma

American Red Cross Certified

OSHA 30 Hour

CPR & Automated External Defibrillator

Basic First Aid Training

Rigging & Crane Safety Certified

Hazardous Materials Certified

REFERENCES

Raimund McClain
Owner/Principal
McClain + Yu Architecture
505.217.8317

John Dillon
Projet Administrator
Facilities Division
City of Santa Fe
505.955.5936

Joel Joyce
CID Building Inspector
State of New Mexico - Albuquerque Area
505.490.2977

Appendix G – Key Personnel
Safety Manager

Name: Jaynes Corporation

Name: Travis Massegee

Title: Corporate Safety Director

# of Years with the Firm: 12

Experience with the Following Type of Construction Services:

☑ General Construction ☐ Mechanical, Electrical, and Plumbing ☐ Roofing

# of Years as a Project Manager for Type of Construction Services Selected Above: 8

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 Jay Stimmel **Title** Compliance Assistance - NM OSHA Bureau

Telephone: 505.476.8716 Email Address: jay.stimmel@state.nm.us

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 Michael Overholt **Title** Vice President Safety & Quality - American Contractors Insurance

Telephone: 972.687.9406 Email Address: michael.overholt@acig.com

TRAVIS MASSEGEE

CORPORATE SAFETY DIRECTOR

EXPERIENCE

12 years with Jaynes
15 years in Industry

Travis manages and oversees the corporate safety functions for Jaynes Companies which encompasses five offices throughout the Southwest. His primary responsibilities are safety training, education, and enforcement. Travis' position also requires him to conduct safety training, administer incentive programs, and work closely with Jaynes' insurance carriers.

RESPONSIBILITIES

- Develops project specific safety plans and ensuring OSHA compliance on all projects
- Monitors construction sites and ensures that all staff complies with state and federal regulations on health and safety throughout construction
- Visits construction sites to ensure implementation of the correct safety policies and procedures.
- Formulates and implements policies, procedures and programs on construction safety that comply with OSHA regulations
- Participates in pre-construction bidding and planning activities to help identify potential job site hazards at an early stage

RELEVANT PROJECT EXPERIENCE

- UNM Johnson Center Expansion & Renovation - $28.8M | Albuquerque, NM
- UNM ROTC Center -$5.4M | Albuquerque, NM
- UNM Smith Plaza - $2.7M | Albuquerque, NM
- UNM Taproom - $0.4M | Albuquerque, NM
- ENMU Ruidoso College Nexus Phase I - $3.8M | Ruidoso, NM
- Galles Chevrolet - $9.7M | Albuquerque, NM

EDUCATION/ CERTIFICATIONS

Safety Management
University of
Texas Arlington

Certified Safety & Health Official (CSHO)

OSHA 500 Instructor

First Aid/CPR Instructor

Defensive Driver Instructor

REFERENCES

Jay Stimmel
Compliance Assistance
NM OSHA Bureau
505.476.8716

Michael Overholt
Vice President Safety & Quality
American Contractors Insurance
972.687.9406

Kelly Roepke - Orth
Chief Operations Officer
AGC New Mexico
505.842.1462

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Jim Todd

Agency / Client Name: University of New Mexico

Project Name: UNM Johnson Center Expansion & Renovation

Project Number: AG17-012 - Jaynes **Project Value:** $ 28,839,966

Achieved or Anticipated Final Acceptance after January 1, 2021 ☐ 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 (%): 15
(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)

- General Construction - Expansion and Renovation
- Final Cost: $ 28,839,966
- Size: 400,000 SF
- Completion Date: January 2020

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 Jim Todd **Title** Director of Recreational Services, University of New Mexico

Telephone: 505.277.3739 Email Address: jtodd@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Please see the following page for a full project description.

THE WAY UP

UNM JOHNSON CENTER EXPANSION & RENOVATION

ALBUQUERQUE, NM

FINAL COST, SIZE, & COMPLETION DATE

- $ 28,839,966
- 400,000 SF
- January 2020

GENERAL SCOPE OF WORK

PROJECT DESCRIPTION

The delivery method for this project was Construction Manager at Risk and the scope involved over 100,000 gross square feet of renovation and a new construction addition. Through JCER our team has provided high quality, expanded recreational facilities for all students, faculty, and staff.

Jaynes refurbished and upgraded the existing facility to include connecting the building to the UNM Central Plant and Controls (UNM-Ford Utilities) for improved energy management. New and renovated amenities UNM include: expanded space for weight and cardio equipment, an indoor running and walking track, an indoor-cycling studio, new spaces for the Outdoor Adventures & Bike Shop, new east entrance with lobby and social spaces, renovated South Gym, upgraded heating and air conditioning systems, additional bathrooms and the renovation of existing bathrooms, a new laundry room and functional training rooms. This project achieved LEED® Gold.

- Awards: 2021 AGC Best Buildings - Buildings $20 Million and Over Award

CLIENT REFERENCE

Jim Todd

Director of Recreational Services

University of New Mexico

The University of New Mexico, Albuquerque, NM 87131

505.277.3739

DESIGN REFERENCE

Susan Johnson

Principal

Fanning Bard Tatum

505.883.5200

SELF - PERFORMED

Concrete & Millwork

UNM Job Order Contracting (JOC) RFP-2379-23

JAYNES

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Sharon Rodgers

Agency / Client Name: University of New Mexico

Project Name: UNM Taos STEM

Project Number: AG18-025 - Jaynes **Project Value:** $ 3,564,020

Achieved or Anticipated Final Acceptance after January 1, 2021 ☐ 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 (%): 10
(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)

- General Construction - Expansion and Renovation
- Final Cost: $ 3,564,020
- Size: 14,843 SF
- Completion Date: February 2019

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 **Title** Senior Project Manager - UNM Planning Design and Construction

Telephone: 505.239.4756 Email Address: srodgers@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Please see the following page for a full project description.

UNM TAOS STEM

TAOS, NM

COST, SIZE & COMPLETION DATE

- $ 3,564,020
- 14,843 SF
- February 2019

GENERAL SCOPE OF WORK

PROJECT DESCRIPTION

The UNM Taos STEM project scope involved salvaging and renovating an existing building containing three classrooms, restrooms, and an electrical/fire riser room. This existing building was brought up to code and re-purposed to integrate with the new expansion which added several classrooms, labs, offices, and a large open learning space. Careful coordination was required to tie in the new structure to the existing building. This effort was assisted by our in-house BIM/VDC Department.

The 15,843 square foot building incorporated a combination of structural steel, metal stud framing, exposed concrete, tongue and groove ceilings, stucco, and aluminum storefront. The project scope also required temporary electrical, gas, and IT outages for tie-in of new services. This effort required excellent communication with the Owner in order to avoid any service disruptions to the operating campus.

Due to some initial budget constraints, Jaynes worked with the design team in a value engineering effort to eliminate costs, while keeping impacts to the function of the building, minimal.

CLIENT REFERENCE

Sharon Rodgers

Senior Project Constr. Manager

University of New Mexico

505.239.4756

DESIGN REFERENCE

Doug Patterson

President

Living Design Group Architects

575.751.9581

SELF - PERFORMED

Concrete

UNM Job Order Contracting (JOC) RFP-2379-23

JAYNES

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Sharon Rodgers

Agency / Client Name: University of New Mexico - Valencia Campus

Project Name: UNM Valencia Workforce Training Center

Project Number: AG20-033 - Jaynes **Project Value:** $ 5,435,505

Achieved or Anticipated Final Acceptance after January 1, 2021 ☑ 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 (%): 5%
(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)

- General Construction - New construction, free-standing building
- Final Cost: $ 5,435,505
- Size: 20,000 SF
- Completion Date: December 2021

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 **Title** Senior Project Manager - UNM Planning Design and Construction

Telephone: 505.239.4756 Email Address: srodgers@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Please see the following page for a full project description.

UNM VALENCIA CAMPUS WORKFORCE TRAINING CENTER

LOS LUNAS, NM

FINAL COST, SIZE, & COMPLETION DATE

- $5,435,505
- 20,000 SF
- December 2021

GENERAL SCOPE OF WORK

PROJECT DESCRIPTION

The UNM Valencia Workforce Training Center was a 20,000 gross square foot new construction, free-standing building located on nine acres of land.

The new building provides space to train the local workforce to meet the demands of the booming economic development in Valencia County. The building contains one-on-one tutoring spaces, dual use classroom/meeting rooms, labs, learning commons, faculty and staff offices, student lounge, reception area, restrooms, and student work and support spaces. All building service support spaces for information technology (IT) and mechanical, electrical, and plumbing systems (MEP) were provided per UNM Standards and Guidelines. The building received LEED Silver certification.

CLIENT REFERENCE

Sharon Rodgers
Senior Project Manager
UNM
505.239.4756

DESIGN REFERENCE

Jeremy Dreskin
Project Architect
Studio SW Architects
505.843.9639

UNM Job Order Contracting (JOC)
RFP-2379-23

JAYNES

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Spencer Hyatt

Agency / Client Name: University of New Mexico, Signet Real Estate Group

Project Name: Innovate Abq - Lobo Rainforest

Project Number: PG16-052 - Jaynes **Project Value:** $ 27,318,928

Achieved or Anticipated Final Acceptance after January 1, 2021 ☐ Yes ☑ No

Company Role: ☐ Sub Contractor ☑ Prime / JV Contractor

Agency: ☑ Public ☐ Private

Location: ☐ On a UNM Campus ☑ Within State of New Mexico

This project was completed for UNM near its Albuquerque campus.

Estimated Self Performance (%): 5%
(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)

- General Construction - New construction, free-standing building
- Final Cost: $ 27,318,928
- Size: 158,925 SF
- Completion Date: August 2017

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 Spencer Hyatt **Title** SVP, Managing Director Signet Real Estate Group

Telephone: 904.350.1314 Email Address: shyatt@signetre.com

Briefly describe the project: Attached additional page, if necessary.

Please see the following page for a full project description.

INNOVATE ABQ - UNM LOBO RAINFOREST

ALBUQUERQUE, NM

FINAL COST, SIZE & COMPLETION DATE

- $27,318,928
- 158,925 SF
- August 2017

GENERAL SCOPE OF WORK

PROJECT DESCRIPTION

The Innovate ABQ (Lobo Rainforest) project was founded on a seven acre former First Baptist Church site purchased by UNM in 2014 and is now a 158,925 square foot building that includes 155 two-bedroom apartments on the upper five stories, and a 26,000 square foot classroom/office space on the first level. The building is a six-story, mixed-use building, including ground level fabrication labs, offices, and common area support amenities for use by students and public companies. The building is the first five-story wood frame over steel podium (six stories total) in New Mexico.

This project facilitated many partnerships to create a team that consisted of UNM, local businesses, government entities including the City of Albuquerque, Bernalillo County, the State of New Mexico and New Mexico Educators Federal Credit Union. The city's efforts to create an urban environment has been labeled as a, "live, learn, work, play" concept which supports mixed-use real estate projects and assists in revitalizing our community.

CLIENT REFERENCE	DESIGN REFERENCE	SELF - PERFORMED
Spencer Hyatt	Dan Monk	Concrete & Millwork
SVP, Managing Director	Advisor/Architect	
Signet Real Estate Group	Dekker/Perich/ Sabatini	
904.350.1314	505.761.9700	

Appendix H – Comparable Construction Experience
General Construction Projects

Applicable to Firms Submitting a Proposal for General Construction Contracts

Proponent's Name: Maria Dion

Agency / Client Name: University of New Mexico

Project Name: UNM Smith Plaza

Project Number: AG18-009 - Jaynes **Project Value:** $ 2,656,029

Achieved or Anticipated Final Acceptance after January 1, 2021 ☐ 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 (%): 15
(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)

- General Construction - Renovation
- Final Cost: $ 2,656,029
- Size: 43,560 SF
- Completion date: August 2018

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 Maria Dion **Title** Group Manager - UNM Planning Design and Construction

Telephone: 505.803.1425 Email Address: mdion@unm.edu

Briefly describe the project: Attached additional page, if necessary.

Please see the following page for a full project description.

UNIVERSITY OF NEW MEXICO SMITH PLAZA

ALBUQUERQUE, NM

FINAL COST, SIZE & COMPLETION DATE

- $ 2,656,029
- 43,560 SF
- August 2018

GENERAL SCOPE OF WORK

PROJECT DESCRIPTION

The UNM Smith Plaza project consisted of the massive existing hardscape removal during the peak of student traffic in Spring 2018. This project was located at the center of campus and only had one point of entrance /egress for our team. We parked off site and shuttled employees in to mitigate this challenge. Located at the center of campus with one main road into the only site entrance, as well as passing through one of the most congested areas of the site proved to be the most challenging part of the project.

A massive VE effort was needed at the beginning of the project due to the budget constraints. Jaynes was able to assemble a $250,000,000 accepted Value Engineering list to keep the project in budget and allow for funds to be later allocated to the construction of certain amenities completed toward the end of the project.

CLIENT REFERENCE	DESIGN REFERENCE	SELF - PERFORMED
Mara Dion	Aaron Zahm	Concrete
Group Manager - UNM Planning Design and Construction	Principal Landscape Architect	
University of New Mexico	MRWM Landscape Archtects	
505.803.1425	505.268.2266	

UNM Job Order Contracting (JOC) RFP-2379-23

JAYNES

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: Jaynes Corporation

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%)	1.4798		
	Other Than Normal Working Hours (30%)	1.5204		
	Non Pre-Priced (10%)	1.3974		
	Award Criteria Figure	1.4837	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Northern New Mexico Branch Campuses	Normal Working Hours (60%)	1.5204		
	Other Than Normal Working Hours (30%)	1.5611		
	Non Pre-Priced (10%)	1.3974		
	Award Criteria Figure	1.5203	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Southern New Mexico Branch Campuses	Normal Working Hours (60%)	1.5204		
	Other Than Normal Working Hours (30%)	1.5611		
	Non Pre-Priced (10%)	1.3974		
	Award Criteria Figure	1.5203	0.0000	0.0000

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: Shad James

Date: 11/17/2022

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%)	1.525		
	Other Than Normal Working Hours (30%)	1.575		
	Non Pre-Priced (10%)	1.475		
	Award Criteria Figure	1.5350	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #2	Normal Working Hours (60%)	1.525		
	Other Than Normal Working Hours (30%)	1.575		
	Non Pre-Priced (10%)	1.475		
	Award Criteria Figure	1.5350	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #3	Normal Working Hours (60%)	1.575		
	Other Than Normal Working Hours (30%)	1.625		
	Non Pre-Priced (10%)	1.525		
	Award Criteria Figure	1.5850	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #4	Normal Working Hours (60%)	1.575		
	Other Than Normal Working Hours (30%)	1.625		
	Non Pre-Priced (10%)	1.525		
	Award Criteria Figure	1.5850	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #5	Normal Working Hours (60%)	1.575		
	Other Than Normal Working Hours (30%)	1.625		
	Non Pre-Priced (10%)	1.525		
	Award Criteria Figure	1.5850	0.0000	0.0000

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: UNM JOC
2. Contract Number: RFP-2127-19

Reference Information

3. Reference Name, Position: Andre Nunez, Senior Contracts Specialist
4. Address: 1 University of New Mexico
5. City, State, Zip Code: Albuquerque, NM 87131
6. Phone Number: 505.277.6888
7. Email Address: nunezandre@unm.edu

Contract Time:

8. Potential Maximum Time:* 3 years
9. Award Date: Current Award Date: 12/12/2019 - Jaynes has held a contract with UNM JOC since 12/3/2015.
10. Expiration/Termination Date(or still active): 12/2022

Contract Amounts:

11. Potential Maximum Amount:** $12,500,000
12. Total Amount of Work Issued ($): $4,500,000 since 2016
13. Total Number of Job Orders Issued (#):

Key Personnel

14. Name and Position: Rick Letscher, General Superintendent - Healthcare
15. Name and Position: Daniel Pruitt, Project Management Director
16. Name and Position: Mike Howell, Chief Estimator
17. Name and Position:
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:
    Mike Howell, Chief Estimator

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: UNMH Vizient NM
2. Contract Number:

Reference Information

3. Reference Name, Position: John Blenk
4. Address:
5. City, State, Zip Code: Albuquerque, NM
6. Phone Number: 505.272.1187
7. Email Address: jblenk@salud.unm.edu

Contract Time:

8. Potential Maximum Time:* 3 years
9. Award Date: 11/1/2021
10. Expiration/Termination Date(or still active): 11/2024

Contract Amounts:

11. Potential Maximum Amount:** $12,500,000
12. Total Amount of Work Issued ($): $124,000
13. Total Number of Job Orders Issued (#):

Key Personnel

14. Name and Position: Rick Letscher, General Superintendent - Healthcare
15. Name and Position: Daniel Pruitt, Project Management Director
16. Name and Position: Mike Howell, Chief Estimator
17. Name and Position:
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:
    Mike Howell, Chief Estimator

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: CES NM Purchasing Cooperative
2. Contract Number: 2020-09B-G1126-ALL

Reference Information

3. Reference Name, Position: Lisa Romo
4. Address: 4216 Balloon Park Rd. NE
5. City, State, Zip Code: Albuquerque, NM 87109
6. Phone Number: 505.344.5470
7. Email Address: lisa@ces.org

Contract Time:

8. Potential Maximum Time:* 3 years
9. Award Date: Current Contract Award Date: 12/13/19 - Jaynes has held a contract with the CES NM Purchasing Cooperative since 2016.
10. Expiration/Termination Date(or still active): 12/2022

Contract Amounts:

11. Potential Maximum Amount:** $12,500,000
12. Total Amount of Work Issued ($): $2,000,000
13. Total Number of Job Orders Issued (#):

Key Personnel

14. Name and Position: Rick Letscher, General Superintendent - Healthcare
15. Name and Position: Daniel Pruitt, Project Management Director
16. Name and Position: Mike Howell, Chief Estimator
17. Name and Position:
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:
    Mike Howell, Chief Estimator

***Potential Maximum Time** shall mean 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

Appendix K – Indefinite Quantity Contract Experience

General

1. Agency Name: CES NM Purchasing Cooperative
2. Contract Number: 18-03B-R2020-ALL

Reference Information

3. Reference Name, Position: Dotty McKinney | Procurement Manager
4. Address: 4216 Balloon Park Rd. NE
5. City, State, Zip Code: Albuquerque, NM 87109
6. Phone Number: 505.344.5470
7. Email Address: dotty@ces.org

Contract Time:

8. Potential Maximum Time:* Three years
9. Award Date: 2016
10. Expiration/Termination Date(or still active): 2019

Contract Amounts:

11. Potential Maximum Amount:** $5,000,000
12. Total Amount of Work Issued ($): Approximately $2,000,000
13. Total Number of Job Orders Issued (#): Five

Key Personnel

14. Name and Position: Rick Letscher, General Superintendent - Healthcare
15. Name and Position: Daniel Pruitt, Project Management Director
16. Name and Position: Mike Howell, Chief Estimator
17. Name and Position:
18. Yes or No, Did any of the key personnel proposed for this contract work on the contract referenced? Yes
19. If answer to the above question is "Yes" and if those individuals are not listed as key personnel above list the name and position below:
    Mike Howell, Chief Estimator

***Potential Maximum Time** shall mean 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

Part 1 Schedule of Prices

Attach this schedule of Prices to Appendix L

OFFEROR'S NAME: Jaynes Corporation

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%)	1.4798		
	Other Than Normal Working Hours (30%)	1.5204		
	Non Pre-Priced (10%)	1.3974		
	Award Criteria Figure	1.4837	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Northern New Mexico Branch Campuses	Normal Working Hours (60%)	1.5204		
	Other Than Normal Working Hours (30%)	1.5611		
	Non Pre-Priced (10%)	1.3974		
	Award Criteria Figure	1.5203	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Southern New Mexico Branch Campuses	Normal Working Hours (60%)	1.5204		
	Other Than Normal Working Hours (30%)	1.5611		
	Non Pre-Priced (10%)	1.3974		
	Award Criteria Figure	1.5203	0.0000	0.0000

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: Shad S. J

By: Same Name and title Printed or typed: Shad James

Date: 11/17/22

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%)	1.525		
	Other Than Normal Working Hours (30%)	1.575		
	Non Pre-Priced (10%)	1.475		
	Award Criteria Figure	1.5350	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #2	Normal Working Hours (60%)	1.525		
	Other Than Normal Working Hours (30%)	1.575		
	Non Pre-Priced (10%)	1.475		
	Award Criteria Figure	1.5350	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #3	Normal Working Hours (60%)	1.575		
	Other Than Normal Working Hours (30%)	1.625		
	Non Pre-Priced (10%)	1.525		
	Award Criteria Figure	1.5850	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #4	Normal Working Hours (60%)	1.575		
	Other Than Normal Working Hours (30%)	1.625		
	Non Pre-Priced (10%)	1.525		
	Award Criteria Figure	1.5850	0.0000	0.0000
Campus / Region	**Adjustment Factor Name**	**General Construction**	**Mechanical, Electrical, Plumbing**	**Roofing**
Region #5	Normal Working Hours (60%)	1.575		
	Other Than Normal Working Hours (30%)	1.625		
	Non Pre-Priced (10%)	1.525		
	Award Criteria Figure	1.5850	0.0000	0.0000

DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Omnia Partners to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

1. Minority Women Business Enterprise
   Respondent certifies that this firm is an MWBE ☐ Yes ☑ No
   List certifying agency: _____

2. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)
   Respondent certifies that this firm is a SBE or DBE ☐ Yes ☑ No
   List certifying agency: _____

3. Disabled Veterans Business Enterprise (DVBE)
   Respondent certifies that this firm is an DVBE ☐ Yes ☑ No
   List certifying agency: _____

4. Historically Underutilized Businesses (HUB)
   Respondent certifies that this firm is an HUB ☐ Yes ☑ No
   List certifying agency: _____

5. Historically Underutilized Business Zone Enterprise (HUBZone)
   Respondent certifies that this firm is an HUBZone ☐ Yes ☑ No
   List certifying agency: _____

6. Other
   Respondent certifies that this firm is a recognized diversity certificate holder ☐ Yes ☑ No
   List certifying agency: _____

THE WAY UP

Client#: 1142343 JAYNECOR3

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/10/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Sam Conlee / Jenny Coughlin
USI Southwest Inc. NM - CL 4100 Osuna Road NE Suite 2-203 Albuquerque, NM 87109 505 262-2621	PHONE (A/C, No, Ext): 505 262-2621 FAX (A/C, No): 855-512-3881 E-MAIL ADDRESS: Jenny.Coughlin@usi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : American Contractors Ins Co RRG	12300
INSURER B : ACIG Insurance Company	19984
INSURER C : Westchester Surplus Lines Insurance Co	10172
INSURER D : Continental Insurance Company	35289
INSURER E : ACUITY A Mutual Insurance Company	14184
INSURER F :	

INSURED
Jaynes Corporation
PO Box 26841
Albuquerque, NM 87125-6841

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	GL22A00022	06/01/2022	06/01/2023	EACH OCCURRENCE	$10,000,000
A	CLAIMS-MADE X OCCUR	X	X	GL22B00022(GLXS)	06/01/2022	06/01/2023	DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
A		X	X	GL22C00022(GLXS)	06/01/2022	06/01/2023	MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$10,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$10,000,000
	OTHER:							$
E	AUTOMOBILE LIABILITY	X	X	Z73089	06/01/2022	06/01/2023	COMBINED SINGLE LIMIT (Ea accident)	$5,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	UMBRELLA LIAB X OCCUR	X	X	G46644189006	06/01/2022	06/01/2023	EACH OCCURRENCE	$25,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$25,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	WCA000006622	06/01/2022	06/01/2023	X PER STATUTE OTH-ER	
B	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: N (Mandatory in NH)	N / A	X	WCA000016622	06/01/2022	06/01/2023	E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Excess GL & AL	X	X	7014991654	06/01/2022	06/01/2023	Ea Occ $10,000,000 Agg $10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: UNM JOC

The Regents of the University of New Mexico, The University of New Mexico, its agents, servants and employees are held as additional insured.

The General Liability and Auto policies include an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract or written

(See Attached Descriptions)

CERTIFICATE HOLDER

University of New Mexico
Purchasing Department
700 Lomas Blvd NE #2600
MSC01 1740
Albuquerque, NM 87131-0001

CANCELLATION

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

UNM Job Order
Contracting (JOC)
RFP-2379-23
JAYNES

DESCRIPTIONS (Continued from Page 1)

agreement between the named insured and the certificate holder and with regard to work performed on behalf of the named insured.
The General Liability and Auto policies have Primary and Noncontributory wording, when required by written contract.
The General Liability, Auto and Workers Compensation policies provide a Blanket Waiver of Subrogation in favor of the Certificate Holder, when required by written contract.
The General Liability and Workers Compensation policies include an endorsement providing that 60 days notice of cancellation for reasons other than nonpayment of premium and 10 days notice of cancellation for nonpayment of premium will be given to the Certificate Holder by the insurance carrier.
The Excess Liability is following form of underlying General Liability, Automobile Liability and Workers Compensation policies.
Excess GL & AL: Insurer issues an Excess Liability policy that follows Commercial General Liability and Auto Liability for $10M Each Occurrence/$10M Aggregate.

THE WAY UP

Client#: 1142343 JAYNECOR3

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/10/2022

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Sam Conlee / Jenny Coughlin	
USI Southwest Constr Proj Spec 4100 Osuna Road NE Suite 2-203 Albuquerque, NM 87109 505 262-2621	PHONE (A/C, No, Ext): 505 262-2621	FAX (A/C, No): 855-512-3881
	E-MAIL ADDRESS: Jenny.Coughlin@usi.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Continental Casualty Company	20443
INSURED Jaynes Corporation PO Box 26841 Albuquerque, NM 87125-6841	INSURER B :	
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐	N / A					E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$
A	Builder's Risk Difference in Conditions (DIC)			2084816745	09/01/2021	09/01/2023	$50,000,000 $25,000 - Deductible Included Above	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: UNM JOC.

Supplemental Name
Owner, Contractor and Subs of All Tiers
--Sublimits: $3,000,000 Wood-Frame and $10,000,000 Joisted Masonry;
(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
University of New Mexico Purchasing Department 700 Lomas Blvd NE #2600 MSC01 1740 Albuquerque, NM 87131-0001	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

UNM Job Order Contracting (JOC) RFP-2379-23 JAYNES

DESCRIPTIONS (Continued from Page 1)

Flood $25,000,000 Low Hazard Area Deductible $25,000; $1,000,000 Moderate to High Hazard Deductible $100,000;
Earthquake Low Hazard $25,000,000 Deductible $100,000; Moderate to High Hazard $2,500,000 Deductible $100,000 Min or 5%
Existing Building Limit of $2,500,000 Available Per Report.
All coverage subject to the terms, conditions, provisions and exclusions of the Master Builders Risk Reporting policy.

STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT CONTRACTOR CERTIFICATE

Issued to: **JAYNES CORPORATION**

DBA: **JAYNES CORPORATION**
2906 BROADWAY BLVD NE
ALBUQUERQUE, NM 87107-1506

Expires: **19-Nov-2023**

Certificate Number:

L0801341104

Stephanie Schardin Clarke
Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE

RESIDENT/NATIVE AMERICAN VETERANS RESIDENT PREFERENCE CERTIFICATION

Jaynes Corporation (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one box only

__I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than $6M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

__I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

__In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference /Native American resident veteran Contractor Preference under section 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State Purchasing division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

_✓I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

S. J — 11/17/2022

Shad S. James, President & CEO

(Signature of Business Representative) * (Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the Business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven incorrect.

Jaynes Corporation qualifies as a Resident Contractor but does not qualify for either Resident Veterans nor Native American Contractor preference.

EXHIBIT B

SMALL AND SMALL DISADVANTAGED BUSINESS CERTIFICATION

The University of New Mexico participates in the Government's Small and Small Disadvantaged Business programs. This requires written certification from our suppliers and contractors as to their business status. Please furnish the information requested below.

1.0 Small Business – An enterprise independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration. See 13 CFR 121.201

1.a Small Disadvantaged Business – a Small Business Concern owned and controlled by socially and economically disadvantaged individuals; and

(1) Which is at least 51% owned by one or more socially and economically disadvantaged individuals; or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals and

(2) Whose management of daily operations is controlled by one or more such individuals. The contractor shall presume Black Americans, Hispanic Americans, Native Americans (such as American Indians, Eskimos, Aleuts and Native Hawaiians), Asian-Pacific Americans and other minorities or any other individual found to be disadvantaged by the Administration pursuant to Section 8 (a) of the Small Business Act and

(3) Is certified by the SBA as a Small Disadvantaged Business.

1.b Women-Owned Business Concern – A business that is at least 51% owned by a woman or women who also control and operate it. Control in this context means exercising the power to make policy decisions. Operate in this context means being actively involved in the day-to-day management.

1.c HUBZone Small Business Concern – A business that is located in historically underutilized business zones, in an effort to increase employment opportunities, investment and economic development in those areas as determined by the Small Business Administration's (SBA) List of Qualified HUBZone Small Business Concerns.

1.d Veteran-Owned Small Business Concern – A business that is at least 51% owned by one or more veterans; or in the case of any publicly owned business, at least 51% of the stock of which is owned and controlled by one or more veterans and the management and daily business operations of which are controlled by one or more veterans.

1.e Service Disabled Veteran-Owned Small Business – A business that is at least 51% owned by one or more service disabled veterans; or in the case of any publicly owned business, at least 51% of the stock of which is owned and controlled by one or more service disabled veterans and the management and daily business operations of which are controlled by one or more service disabled veterans. Service disabled veteran means a veteran as defined in 38 U.S.C. 101(2) with a disability that is service connected as defined in 13 U.S.C. 101(16).

Company Name: Jaynes Corporation Telephone: 505.345.8591
Street Address: 2906 Broadway Blvd NE, County: Bernalillo
City: Albuquerque State & Zip: NM 87107
Is this firm a (please check): ☐ Division ☐ Subsidiary ☐ Affiliated? Primary NAICS Code: 236620
If an item above is checked, please provide the name and address of the Parent Company below:

Check All Categories That Apply:

- ☐ *1. Small Business*
- ☐ *2. Small Disadvantaged Business* ***(Must be SBA Certified)***
- ☐ *3. Woman Owned Small Business*
- ☐ *4. HUBZone Small Business Concern* ***(Must be SBA Certified)***
- ☐ *5. Veteran Owned Small Business*
- ☐ *6. Disabled Veteran Owned Small Business*
- ☐ *7. Historically Black College/University or Minority Institution*
- ☑ *8. Large Business*

Signature and Title of Individual Completing Form:
Shad S. James, President & CEO
Date 11/17/2022

Please return this form to:	**NOTE:**
The University of New Mexico Purchasing Department MSC01 1240 Albuquerque, NM 87131 505-277-2036 (voice) 505-277-7774 (fax)	This certification is valid for a one year period. It is your responsibility to notify us if your size or ownership status changes during this period. After one year, you are required to re-certify with us.

THANK YOU FOR YOUR COOPERATION

Notice: In accordance with U.S.C. 645(d)., any person who misrepresents a firm's proper size classification shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

If you have difficulty determining your size status, you may contact the Small Business Administration at 1-800-U-ASK-SBA or 202-205-6618. You may also access the SBA website at www.sba.gov/size or you may contact the SBA Government Contracting Office at 817-684-5301. (Rev. 6/2002)