

Bryant Group, Inc.

Employee Safety Handbook

Table of Contents

Message from the President & CEO

Safety Systems

Aerial Personnel Lifts

Blood borne Pathogens

Confined Space

Cranes & Rigging

Electrical Work

Emergency Preparedness

Energy Control (lockout)

Equipment & Hoists

Excavation & Trenching

Fall Protection

Fire Protection

Forklifts

General Safety (other)

Hazard Communication

Housekeeping & Sanitation

Industrial Hygiene

Ladders

Personal Protective Equipment (PPE)

Respiratory Protection

Scaffolding

Tools

Vehicles

Soldering, Braising, Welding & Cutting

Incident Reporting

Handbook Receipt & Review

A Message from the President and CEO

Dear Fellow Employee:

The employees of Bryant Group, Inc. (“Bryant Group”) are the company’s greatest resource. In order to protect this resource, we need to continue to instill a culture of safety that permeates every level of the company.

The safety program, embodied in this handbook, represents part of the effort to build that culture. There is an important role in this program for each employee to do his or her part to make Bryant Group a successful, accident-free workplace.

In safety, as in all areas, Bryant Group management should lead by example by embracing our accident prevention efforts. Managers and supervisors must provide Bryant Group employees with the necessary skills, training and equipment to complete their assigned tasks in a safe and efficient manner.

Additionally, I expect all employees to adhere to established safety procedures, advise your supervisors of unsafe conditions and to be vigilant as you perform your job. Every Bryant Group employee deserves to go home to their families at the end of each day in the same condition as when they arrived at their jobsite or office.

At Bryant Group, safety is not just a compliance activity or something we talk about after an accident. Safety is an integral part of how we plan our work, drive our vehicles and perform our jobs. It is one of the things that sets us apart from the competition and provides us with a competitive edge in the marketplace.

Safety – it’s not just about good sense – its good business!

Best regards,

Ron Bryant
President & CEO

Safety Systems

Safety Responsibilities and Accountabilities

1. Everyone, beginning with the senior officer of the company, and spanning to each individual performing work, is responsible for safety.
2. Management is responsible for providing resources and safe work environments.
3. Leaders of work activities (supervision) are responsible for ensuring personnel have the right tool, equipment and are qualified to perform their work.
4. Employees are accountable for using safe work practices and for notifying those leaders of unsafe conditions or acts of others so corrections can be made. You are expected to stop work activities that endanger yourself, others, and/or property.
5. Bryant Group expects appropriate actions to be taken when failures occur.
6. The senior management representatives of your operation are accountable for implementation of preventative measures.
7. Each employee is expected to endorse and comply with necessary changes.
8. Employee involvement and participation in safety is expected and will occur through a variety of Safety Systems.
9. Personnel will be designated and trained as a 'competent' person where regulation or exposures dictate. In most case, this will be someone in a supervisory role.

Safety Systems, continued

Specific Safety Systems

10. All new hires are to go through a formal safety orientation. If this cannot occur before assignment to a work area, a site-specific **safety orientation** will occur BEFORE beginning work activities. Within thirty (30) days of employment, the formal new hire safety orientation will still occur.
11. **Monthly training meetings** will occur to review safety subjects relevant to current work exposures.
12. A detailed evaluation of some tasks will be conducted to provide personnel performing those tasks with specific safe work procedures. This process is called **Job Safety Analysis (JSA)**.
13. **Inspections** of work sites, equipment, tools and processes will occur, monthly as indicated in each section of this handbook.
14. An overall safety-training will be in place for your operation.
15. A **Safety Committee** will be in place to periodically review the status of the safety processes. You are welcomed and encouraged to provide ideas and/or concerns to this committee.
16. **Disciplinary processes** for Bryant Group safety policies will be in place for your operation and communicated appropriately.

Aerial Personnel Lifts

General

1. Aerial personnel lifts include powered work platforms and any vehicle-mounted device (telescoping and/or articulating) used to position personnel.
2. Only trained personnel will be allowed to operate aerial personnel lifts. Supervisors are responsible for designating these operators.
3. Before use, all designated operators are to test lift controls and generally inspect the unit to ensure safe working order. Inspection procedures will be covered in the training.
4. Personnel fall protection systems are required to be used at all times while in aerial personnel lifts, except where prohibited by a manufacturer.
5. Large amounts of material are prohibited from being transported in aerial personnel lifts. Other material lifts should be used instead.
6. Aerial personnel lifts are to only be used as designed, moved in a safe manner and never used in excess of weight capacities, as outlined in training and/or manufacturer guidelines.
7. Guardrail systems are to remain in place at all times while personnel are on/in the work platform.
8. All work from such units should occur with both feet on the floor of the work platform. Contact your supervisor immediately, if work cannot be done so, for special instructions.

Boom and Ladder Lift Units

9. Before transporting such units from site to site, the boom or aerial ladder must be checked to ensure that it is secured from movement.
10. Unless designed so, such units are not to be moved when personnel are on/in an extended ladder/basket.

Bloodborne Pathogens

1. Bloodborne Pathogens are pathogenic microorganisms that may present in human blood or other potentially infectious materials.
2. Generally, bloodborne pathogens will not be present with construction work. Exposure to bloodborne pathogens depends on the type of work site, work being done and/or the type of work activities assigned.
3. In all cases, every work site, work and work assignment to be evaluated for potential exposure to bloodborne pathogens.
4. Your safety department will identify sites and personnel with foreseeable exposure and provide them with appropriate special training, procedures, and personal protective equipment (PPE) (for example, latex gloves and facial protection).
5. All applicable sites and personnel are required to follow the Exposure Control Plan (for Bloodborne Pathogens) that identifies control procedures.

This is not expected to be applicable to a significant number of personnel; however, you are to notify your supervisor immediately if you come into contact with anyone's blood or bodily fluids.

Confined Space

1. A confined space is a workplace large enough that personnel can enter to perform work; has limited or restricted means for entry or exit; is not designed for continuous occupancy; the work area narrows by which you may become entrapped; or has the possibility of containing hazardous atmosphere.
2. Generally, confined spaces will not be present with construction and service work however repair work to piping systems located under home slabs is an example of a Bryant Group confined space exposure.
3. Contact your supervisor immediately if you feel that your work area is a confined space.
4. In all cases, every confined space, work and work assignment will be evaluated. As necessary, permits for entry and work within certain confined spaces will be prepared.
5. Appropriate special training, procedures, and personal protective equipment will be provided to enter a permit-required confined space. This training is necessary to identify affected personnel as 'authorized'.
6. Only authorized personnel will be allowed to enter a permit-required confined space.
7. Warning signs for permit-required confined spaces will be posted.
8. Authorized personnel cannot enter a permit-required confined space without the permission of the Entry Attendant.

All instructions by the Entry Attendant and/or Entry Supervisor and safe work procedures established for each permit-required confined space are to be followed.

Cranes & Rigging

1. Cranes (for the purposes of these rules) are mobile lifting equipment with 2000 pounds or more of lifting capacity, excluding forklifts, boom trucks, tower cranes and digger derricks.
2. Only personnel designated as competent 'crane operators' will be permitted to perform crane operations for Bryant Group.
3. Special training and experience is required to be designated as a crane operator.
4. The crane operators will be responsible for safe operation and crane inspections.
5. Only established hand signals are to be used to direct the crane operator. Only designated personnel are allowed to provide these hand signals. Contact your supervisor immediately if no one has been designated.
6. All personnel are to stay clear of the crane body's swing radius and overhead load swing radius. Barricades for any swing radius are to be maintained and moved back into place when the crane moves to another stationary position.
7. All personnel are to stay off of and clear of the crane while moving.
8. All rigging hooks, hooks on cranes etc, (except shagging hooks), must have safety latch or be 'moused'.
9. All slings, hooks and other rigging equipment are to be used as designed and in accordance with manufacturer guidelines. All slings must have a manufacturer's tag attached (that lists capacities).
10. Tag lines are to be used on all hoisted loads.
11. No one is allowed to ride or be on suspended loads being lifted or moved. Use of crane personnel baskets requires the approval of your safety department.

Cranes & Rigging (continued)

12. Where any overhead clearances must be observed and maintained, personnel will be designated. Contact your supervisor immediately if no one has been designated. Overhead clearances for electrical lines are found in the Electrical Work section (point 11) of this handbook. These clearances are to be maintained during crane use.

Electrical Work

1. Only qualified personnel are to perform electrical work. Qualified personnel are those who are capable of working safely on equipment and are familiar with electrical properties, the proper use of special precautionary techniques, appropriate personal protective equipment, insulating and shielding materials and insulated tools.
2. All feasible engineering and administrative controls are to be applied and followed to eliminate or minimize the risk of injury and illness from exposure to electrical hazards. All trained personnel are to use Lockout procedures to eliminate the risk of electrical injury and illness. See the Energy Control (lockout) section of this handbook.
3. Worn, frayed, kinked or cut electric cords and cables (including extension cords) are to be removed from use. Contact your supervisor for instructions on disposal or approved repairs.
4. Electric cords and cable (including extension cords) are not to be hung /suspended with staples, nails or wire. They are to be kept clear from walkways or properly secured/covered to prevent tripping hazards. These cords and cables are to be of an approved type. Contact your supervisor immediately if the type in use does not appear to be consistent with those normally provided by Bryant Group.
5. Electrical equipment (intended for dry conditions only) is to be protected from the open weather when wet conditions are present or predicted. Stay aware of incomplete drainage systems and work activity breaks (like weekends/holidays).

Electrical Work (continued)

6. Personal protective equipment (PPE) will be determined and issued as appropriate to electrical exposures. All personnel are to utilize such PPE as indicated.
7. All electrical is to be performed in accordance with local, state and/or federally established electrical codes.
8. Unqualified electrical employees working near overhead electrical lines are to maintain (at a minimum) the following safe distances:
 - 10 feet (voltage to ground 50kV or less) and
 - 10 feet plus 4 inches per 10kV over 50kV (voltage to ground greater than 50kV)
9. Qualified electrical personnel working near overhead electrical lines are to maintain (at a minimum) the following safe distances:

**Approach Distances for Qualified Employees –
Alternating Current**

Voltage range (phase to phase)	Minimum approach distance
300 V and less	Avoid contact
Over 300V, not over 750V	1 ft. 0 in.
Over 750V, not over 2kV	1 ft. 6 in.
Over 2kV, not over 15kV	2 ft. 0 in.
Over 15kV, not over 37kV	3 ft. 0 in.
Over 37kV, not over 87.5kV	3 ft. 6 in.
Over 87.5kV, not over 121kV	4 ft. 0 in.
Over 121kV, not over 140kV	4 ft. 6 in.

Electrical Work (continued)

10. Any vehicles, or other equipment used near overhead electrical lines are to be maintained at the following minimum distances:

-10 feet (voltage to ground at 50kV or less)

And

- 10 feet plus 4 inches per 10kV over 50kV (voltage to ground greater than 50kV)

However, if the vehicle/equipment is in transit near overhead electrical lines, the minimum distance can begin with 4 feet then increase by the 4 inches per 10kV voltage to ground greater than 50kV.

Equipment rated and/or guarded for protection can be within these distances, but can only be as close as rated/designed.

11. Qualified personnel are not to enter work areas containing exposed energized parts, unless illumination sufficient for working safely is present.
12. Qualified personnel working with live energy are not permitted to wear conductive accessories (unless rendered nonconductive by protective covering, wrapping or other insulating means). Also, only 100% cotton clothing (along with appropriate PPE) should be worn.
13. Ground Fault Circuit Interrupters will be in place for additional protection with use of electrical equipment (including power cords) and tools. Contact your supervisor immediately if neither is in place.
14. Your supervisor will provide instructions on the safe installation, maintenance and removal of temporary electrical wiring.
15. All electrical equipment is to be inspected before each use. NEVER use power cords that are missing the 'grounding prong'. NEVER remove the 'ground prong'.

Electrical Work (continued)

16. All damaged electrical tools and equipment is to be immediately removed from use. Contact your supervisor for repair/disposal instructions. Only designated personnel are allowed to repair tools/equipment.

Batteries

17. Keep all 'unsealed' batteries in enclosed areas that have outside vents or are well ventilated. Further, arrange them so that any leakage (of fumes, gases, etc.) does not spray into other areas.
18. Appropriate personal protective equipment (OOE) is to be worn when handling acids and/or batteries. Traditional PPE worn on other sites will NOT provide the necessary protection. Check the MSDS of all batteries being worked with for the correct PPE.
19. NEVER smoke, eat or drink in areas where batteries are being worked with, stored, and/or charged.
20. ALWAYS keep batteries in their original packaging, until they are ready to be used. Whenever unpacking a battery, ALWAYS immediately look for bulging, cracking and leaking, and report such to your supervisor immediately. NEVER force batteries into equipment/locations.
21. ALWAYS keep new and old batteries separated and mark as such – if not able to keep completely segregated. NEVER store batteries with combustibles or flammables.
22. ALWAYS protect stored batteries in a way that they will not be punctured, crushed or exposed to incompatible conditions.
23. Eye wash / shower stations are required within the area of any battery charging areas.

Electrical Work (continued)

24. Your supervisor or a designated ‘competent person’ will inform you of live electrical equipment in your area and post applicable signs. Storage is NEVER allowed in clearance spaces.
25. Other safety rules associated with Clearances and Work Spaces are in place and will be covered through trade training, electrical safety training, your supervisor, regulator notices and/or postings.
26. All personnel are to keep clear spaces in front of electrical equipment of (at least) thirty (30) inches wide or for the entire length of any open electrical equipment (if greater than 30 inches), regardless of voltage to ground conditions.
27. All personnel are to keep clear spaces in front of electrical equipment to the following depth, according to voltage to ground conditions:

Minimum <u>Depth</u> of Clear Working Space in Front of Electrical Equipment (feet)			
Nominal voltage to ground conditions*	(a)*	(b)*	(c)*
0-150	3	3	3
151-600	3	3 1/2	4
*Conditions (a), (b), and (c) are as follows: (a) Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by insulating material. Insulated wire or insulated bus bars operating at not over 300 volts are not considered live parts. (b) Exposed live parts on one side and grounded parts on the other side. (c) Exposed live parts on both sides of the workspace [not guarded as provided in Condition (a)] with the operator between.			
Note: For International System of Units (SI): one foot = 0.3048m.			

Electrical Work (continued)

Clearances, OVER 600 volts, nominal

28. All personnel are to keep clear spaces in front of electrical equipment of (at least) three (3) feet wide and 6.5 feet high (vertical). Whenever rear access is required, a minimum thirty (30) inches wide is to be maintained.
29. All personnel are to keep clear spaces in front of electrical equipment to the following depth, according to voltage to ground conditions:

Minimum <u>Depth</u> of Clear Working Space in Front of Electric Equipment (feet)			
Normal voltage to ground conditions*	(a)*	(b)*	(c)*
601 to 2,500	3	4	5
2,501 to 9,000	4	5	6
9,001 to 25,000	5	6	9
25,001 to 75kV	6	8	10
Above 75kV	8	10	12
*Conditions (a), (b), and (c) are as follows: (a) Exposed live parts on one side and no live or grounded parts on the other side of the working space, or exposed live parts on both sides effectively guarded by insulating materials. Insulated wire or insulated bus bars operating at not over 300 volts are not considered live parts. (b) Exposed live parts on one side and grounded parts on the other side. Walls constructed of concrete, brick, or tiles are considered to be grounded surfaces. (c) Exposed live parts on both sides of the workspace [not guarded as provided in Condition (a)] with operator between.			
Note: For International System of Units (SI): one foot = 0.3045m.			

Electrical Work (continued)

30. Unguarded live parts above work spaces are NEVER to be less than the following:

Elevation of Unguarded Energized Parts Above Working Space	
Nominal voltage between phases	Minimum Elevation
601-7,500	8 feet 6 inches
7,501-35,000	9 feet
Over 35kV	9 feet + 0.37 inches per kV Above 35kV

Note: For SI units: one inch = 25.4 mm; one foot = 0.3045 m.

Emergency Preparedness

1. Every location will have an emergency plan for the evacuation and/or safe control of the workplace due to applicable adverse events (for example, tornadoes, hurricanes, earthquakes, fires, etc.). Training on the site emergency plan will be provided. All personnel are to follow the actions required in the site emergency plan.
2. The elements of this plan can change, as conditions change. Changes in the plan will be communicated annually, during employee training sessions.

Energy Control (Lockout)

1. Work activities associated with energized equipment and processes are to be controlled prior to beginning the work by achieving a 'zero energy state' (no energy present). Hazardous energy comes in many forms (for example, electrical, hydraulic (fluids/liquids), pneumatic (air), chemical, radiation, thermal, mechanical (from stored energy like a flywheel or spring) and mechanical (from gravity)).
2. Equipment and processes that are known to or commonly involve applicable hazardous energy will be identified. Safe work procedures with such equipment and processes will also be identified. Personnel designated as 'authorized' will receive appropriate training on and equipment for these safe work procedures.
3. Only authorized personnel are to perform work on equipment and processes associated with hazardous energy.
4. Other personnel working around these lockout work activities (affected by) will be provided with appropriate training.
5. Authorized personnel are to perform lockout procedures in the following order:
 - a. All affected personnel are to be verbally notified of lockout use **BEFORE** commencing actions.
 - b. All operational controls are to be identified and moved to the 'off' position.
 - c. All energy isolating points are to be identified and moved to the 'off' or 'neutral' position and secured in this position with a lockout device.
 - d. Inspect and/or use electronic/mechanical means to verify that no energy is present and ensure that all personnel are safe and clear. **Note: testing equipment for this step must be verified as operational before use.**

Energy Control (Lockout) (continued)

- e. Activate all operational controls. If energy is still present go back to 6b, until a zero energy state (no energy present) is reached.
 - f. If the zero energy state (no energy present) cannot be reached, do not proceed. Contact your supervisor immediately for additional safe work procedures.**
 - g. When the zero energy state is reached, secure the affected energy sources with your lock and perform the work actions intended for the equipment/process.
 - h. When this work is completed, clear the equipment/process of tools and personnel to a safe distance and return all equipment /process guards to their appropriate location. Remove all locks and lockout devices and activate the equipment/process.
- 6. Only the authorized employee who placed a lockout device is allowed to remove that device. Contact your supervisor for instructions regarding Emergency Lock Removal Procedures.
 - 7. Testing/diagnostic actions on equipment/processes under lockout control will be covered in the training for authorized personnel. Affected personnel are not to perform testing/diagnosis.
 - 8. Lockout devices will be standardized. Unauthorized lockout devices cannot be used.

Equipment Hoists

Equipment

1. Equipment (owned and/or rented) includes (but not limited to) crawler or wheel tractors, bulldozers, off-highway trucks, agricultural and industrial tractors, backhoes and other similar equipment.
2. Only qualified operators designated by your safety department or designee are to operate the noted equipment.
3. All qualified operators will be trained in the safe operation of the applicable equipment BEFORE operating it.
4. Unsafe operators will not be allowed to continue operation of the applicable equipment until retraining occurs.
5. Personnel may only be transported on equipment based on the designed seating capacity. No one is to be transported on equipment fenders, buckets, frames, steps, or other areas not designed for that purpose. Seatbelts, when designed into the equipment, are to be used at all times.
6. NEVER transport unauthorized personnel, even when there is seating capacity. Contact your supervisor if there is a question of who is authorized.
7. Materials, tools and other objects (all of which may interfere with safe operation) are not to be transported in the 'cab'.
8. Prior to operation, all equipment is to be inspected for safe operational conditions. The inspection form will indicate what safe operational conditions are necessary for operation. All guards are to remain in place during operation. The clearing of debris is prohibited while the equipment is running.
9. Unsafe operational conditions are to be reported immediately to your supervisor. Only qualified personnel are permitted to make repairs to equipment.

Equipment and Hoists (continued)

10. Personal protective equipment (PPE) is required for use while operating equipment will be determined and must be followed by all personnel on/in the equipment.
11. Equipment operators taking prescription medications that warn against equipment operation are to inform their supervisor before operating applicable equipment.
12. When equipment is parked, all available braking devices (for example, parking brake) are to be engaged. If parked on inclines, the wheels are to be 'chocked'.
13. When equipment is being fueled, the engine is to be turned off and all moveable parts lowered into the ground and/or secured. Fueling indoors is not allowed. See the Electrical Work section of this handbook (covering batteries) if battery re-charging or replacement is involved.
14. During equipment operations when visibility is difficult, someone will be designated to observe and warn of clearances. Operators are to immediately notify their supervisor of this need BEFORE operating the equipment.
15. Operators are to observe overhead clearances (material, structures and wires). Overhead clearances for electrical lines are found in the Electrical Work section of this handbook (point 11).

Hoists

16. All personnel using overhead hoists are not to exceed safe working load limits of hoist components and the structure(s) of attachment.
17. Hoists are to only be located (attached) so as all personnel will be safely positioned. All hoists are to be used for their designated purpose. All components of the hoist are to be inspected for safe operational condition BEFORE use.

Excavation and Trenching

1. An excavation is any man-made cut, cavity, trench or depression in an earth surface formed by earth removal.
2. A 'competent person' will be designated and assigned to oversee all excavation activities (regardless of depth).
3. A written work plan will be developed for every excavation equal to or greater than five (5) feet in depth. All personnel working in/with these excavations are to follow the requirements of this plan.
4. Additional procedures will be utilized for lesser depths, depending on the stability of the soil, as established by a competent person. All personnel working in/with excavations less than five (5) feet are to follow the requirements identified by the competent person.
5. A registered Professional Engineer will design excavations greater than twenty (20) feet in depth.
6. Excavation safety training will be provided to all employees working in/with excavations.
7. Excavations will be inspected: prior to the start of work each day; as needed throughout a shift; after every rainstorm; and anytime an unusual occurrence affects the integrity of the excavation.
8. The following personal protective equipment (PPE) is mandatory (to be used at all times) while working in/with excavations: approved hardhat, approved safety glasses; and approved safety-toe work boots. When vehicular traffic is present, reflective vests/ garments are mandatory (to be used at all times). The PPE hazard assessment for this type of work may indicate additional protective equipment use.

Excavation and Trenching (continued)

9. Depending on the type of soil an excavation is made into, one or combinations of protective systems will be in place: sloping/benching (the sides of the walls); shoring (the sides of the walls with appropriate-strength materials); and/or, shields (like a trench box).
10. With shoring and shielding techniques, all personnel in the excavation are to stay within the confines of those systems while performing work activities.
11. Means for accessing excavations (ladders are typical) will be provided, anytime the excavation is four (4) feet or greater in depth, in such a manner that you will never have to move more than 25 feet for exiting. Use care with such accessing means, since your work boots will often have less traction because of the loose soil filling up the sole grooves. Jumping into/out of the excavations is prohibited. Use of powered equipment for excavation access is also prohibited.
12. All materials and soil piles are to be kept back from the edges of an excavation by at least two (2) feet. Retaining devices can also be used to contain materials and soil piles from falling into the excavation.
13. No personnel are to be under loads being lifted from or into an excavation.
14. No personnel are allowed to work inside an excavation with accumulated water.
15. While working in/around excavations, if you observe an accumulation of water, bulging sides, cracks forming, or other signs of excavation collapse, cease work activities and immediately remove yourself and all others from the excavation. Contact your supervisor immediately once everyone is safe.
16. Ladders used in excavations are to be constructed and used in accordance with the Ladder section of this handbook.

Fall Protection

1. There are two fall potential distance limits depending on the type of work you do. The distance limit for construction work is six (6) feet. The distance limit for service, shop, warehouse and office work is four (4) feet. Falling distances can be from above grade (to a surface from a work height) or to below grade (from one work surface to another).
2. When these distances are met and/or exceeded, fall protection systems are required to be in use to perform your work.
3. Examples of conventional fall protection systems include: guardrails, covers for holes/openings, body repositioning/restraining, personal fall arrest (harness/lanyard) and safety nets.
4. Examples of less conventional fall protection systems used in the majority of Bryant Group worksites include: Controlled Access Zones, Warning Lines, and Safety Monitors. This method requires the development of a detailed written plan. The plan must include the identification of worksite fall hazards, and the alternative methods utilized to provide employees with protection from fall hazards. All personnel working in/with such systems are to follow the requirements of this plan.
5. Fall protection training will be provided to all personnel who have possible exposure to falls from heights. All personnel working in/with such systems are to follow the requirements of applicable fall protection systems used in your work area.
6. Contact your supervisor immediately if you or any other Bryant Group personnel are exposed to these height limits and have not received Fall Protection training or applicable equipment for fall protection system in use in your work area.

Fall Protection (continued)

Conventional Fall Protection

7. Guardrails are used to protect (and warn of) the edges of areas that would expose anyone to falls. They can be found in many areas of your work area. Guardrail systems are only required to withstand small amounts of weight (200 lbs.), so you are not to use guardrails for climbing or allowing materials to be stored against them.
8. Guardrail systems usually have a top rail around 42 inches from the floor, with a mid rail. Toe boards are used when materials are in the area that could be kicked off onto others below. Contact your supervisor immediately if a guardrail system appears to be in disrepair or is outright missing.
9. Covers (for protection from tripping, falls (personnel) and falling objects through) are used, secured and marked as holes/openings in the floor. These covers are required to support at least twice the expected weight that may cross over it. Plywood is a common 'cover' material and must be at least $\frac{3}{4}$ inch thick. Contact your supervisor immediately if floor holes/opening appears to be inadequately protected.
10. Restraining/positioning systems can be used where personnel are in a full body harness being restrained/kept from proximity to a fall.
11. The fall protection system most commonly used for individual protection is the personal fall arrest system (body harness/lanyard/attachment device). All applicable fall protection requirements shall be followed when using these systems.
12. You are required to inspect your personal fall arrest system BEFORE use. Your training in Fall Protection will cover this inspection process.

Fall Protection (continued)

Contact your supervisor immediately if there is a problem with any of your system's equipment.

13. You are required to use sufficient anchorage points with personal fall arrest systems. Contact your supervisor if you cannot find an adequate anchorage point, based on the training provided.
14. Safety nets are sometimes used to protect personnel from falls as well as the surrounding work area from falling objects. Contact your supervisor immediately if you observe a problem with an installed safety net system.

Specific Fall Hazard Procedures

15. Personnel utilizing personnel lifts (like scissor lifts, genie lifts, cherry-pickers, boom lifts, etc.) are required to use personal fall arrest system.
16. Personnel working on ladders with a potential fall distance exposure greater than 4 ft. – 6 ft. **and who have to lean outside of the edge of the ladder rails to perform work** should be protected with a personal fall arrest system.
17. Personnel working near a leading edge (within 6') with a potential fall distance exposure greater than 6 feet will be protected **ONLY** with conventional fall protection systems.
18. Fall protection system requirements for roof work will be covered, as applicable, within fall protection training.
19. Personnel working near all openings (including chutes) with potential fall distances equal to or greater than those referenced in item 1 will be protected with guardrail, restraint/positioning or personal fall arrest systems.
20. All personnel involved with a fall are required to receive an immediate medical evaluation. All components of a personal fall arrest system (involved with a fall) will be immediately and completely replaced.

Fire Protection

1. Every work place will have a written fire protection and prevention plan.
2. This plan will identify the following: Major site fire hazards; potential ignition sources and the means to control them; procedures related to smoking; welding/cutting (hot work) processes; procedures for explosives (if applicable); a listing of fire extinguisher quantities and types with inspection requirements; names/numbers for local fire departments; indication of expected incipient fire response by Bryant Group personnel; outline of training to be conducted; and plans for any inspections and fire alarm systems.
3. All personnel are to follow the requirements of each site's plan.
4. Besides the requirements of the written plan, there are other general fire protection measures that personnel are to ensure including:
 - a. Separating flammables from combustibles
 - b. Properly handling flammable materials
 - c. Maintain good housekeeping, especially with combustible materials
 - d. Preventing the release of electrical hazards caused by electrical arcing, damaged electrical cords/wires and overloaded electrical circuits.
 - e. When welding/cutting, refer to the Bryant Group Hot Work procedures. (see Welding and Cutting section of this handbook)
 - f. Knowing how to operate a fire extinguisher (if responding to incipient fires is part of your site's fire plan)

Forklifts

1. Forklift means a mobile, power-propelled 'truck' used to carry, push, pull, lift, and stack or tier materials. Common names include: forklift, pallet trucks, rider trucks, fork trucks or lift trucks.
2. Only trained and authorized personnel are permitted to operate a forklift. Training will be provided to the authorized personnel BEFORE being permitted to operate a forklift. Contact your supervisor immediately if you need to operate a forklift and you have not been trained.
3. Each forklift operator is required to inspect the forklift equipment at the start of each shift. Information on these inspections is covered within the training.
4. Forklifts that are found to be in need of repair or are unsafe are to be immediately taken out of service and 'tagged' as 'Danger-Do Not Operate'.
5. Only qualified personnel are permitted to perform maintenance and/or repairs to forklifts. Being trained as a forklift operator does not mean that you are qualified to perform maintenance and/or repairs.
6. Forklift operators are to follow refueling and battery changing/charging procedures.
7. Safe operation policies and procedures for forklift operators will be provided during their training.
8. Non-operator personnel are to stay clear of forklifts while they are being operated.

General Safety (and other)

1. Smoking is permitted in designated areas only. All other areas of a site are to be considered non-smoking.
2. All forms of horseplay are not permitted.
3. The use of compressed air to “blow off” dust, debris, etc. from one’s person is not permitted.
4. All personnel are required to remain in their assigned work areas, unless directed by their immediate supervisor. Evacuation procedures will already be in place in the unlikely event of an emergency (see the Emergency Preparedness section of this handbook).
5. Personnel are required to wear clothing appropriate for their department/job function.
6. Dangling earrings, exposed necklaces and loose clothing are not permitted, except while in office and locker areas.
7. Long hair and/or beards are to be groomed or covered to protect against being caught in nips, gears, chains, rollers, etc.
8. Warning barricades will be put into place when particular hazards are in open areas.
9. Yellow/black (caution) tape used with barricades will allow personnel to proceed through that area with care.
10. Red/black (danger) tape used with barricades cannot be crossed unless personnel are authorized.
11. Actual signs or tags used with caution or danger tape will provide personnel with the applicable warning.
12. Personnel are to obtain assistance with lifting heavy or bulky items and when the lifted object will block their vision while walking. Contact your supervisor immediately when assistance is necessary.

Hazard Communication

1. All personnel will be trained to understand your site's Hazard Communication/Right-to-Know Program.
2. A written Hazard Communication Program is in place at all locations covering following aspects of the standard:
 - a. Identification of the local Hazard Communication Coordinator
 - b. A location master list of all hazardous chemicals
 - c. Location container labeling and warning requirements
 - d. Material Safety Data Sheets (MSDSs) and their location(s)
 - e. Training requirements
 - f. Procedures to be used at other owner, contractor and/or multi-employer work sites
 - g. Procedures for non-routine tasks
3. Personnel are to follow and comply with all of the requirements of the written Hazard Communication Program.
4. Personnel are to read and follow all container label directions and associated warnings referenced in the product's MSDS.
5. Employees are to report the use of new chemicals and concerns about chemicals immediately to their supervisor.

Housekeeping & Sanitation

1. All personnel are to keep their work sites, business-related vehicles, shops, warehouses, material lay-down areas, offices and parking lot areas clean and orderly.
2. Keep applicable tools clean and well maintained.
3. Keep walkways, stairways and roadways clear for the safe movement of other personnel, material and/or equipment.
4. Adequate trash receptacles and processes will be made available. Scrap materials are to be stacked or stored for disposal or recycling in a neat and orderly manner that does not interfere with anyone's work processes.
5. Cords, hoses, ropes, conduit, pipe and other similar hazards are not to be placed in walkways, stairways and work areas in such a manner as to create tripping hazards.
6. Inspections of overall housekeeping efforts are to be performed (at least) monthly.
7. Emergency exit doors/doorways and evacuation routes are to be kept clear at all times. These exit doors are to be kept unlocked from the inside.
8. Arrangements for potable water, water containers/drinking cups, and other sanitation control processes will be provided as required.

Industrial Hygiene

1. Periodic industrial hygiene evaluations of work sites may occur depending on the degree of risk arising from exposures to chemical, physical or biological issues.
2. Work environments will be evaluated for unsafe/unhealthy conditions. Contact your supervisor immediately regarding any environmental issues within your work area.

Ladders

1. Only ANSI-type IAA and IA rated ladders of a fiberglass/nonconductive material are to be used on construction, service, shop and/or warehouse work sites. This rating will be marked on the ladder. Contact your supervisor immediately if you cannot determine the rating.
2. The rating of these ladders includes your weight, the weight of tools/equipment, and the weight of materials to be installed. At no time is the rating for your ladder to exceed the noted weight limit. Contact your supervisor immediately if your work activities appear to have the potential to exceed the rating.
3. 'Job -made' ladders are discouraged, but if necessary, do require construction by a 'competent person' designated by your safety department.
4. All personnel who may use ladders will receive training. All trained personnel are required to follow the procedures covered in that training.
5. All personnel are to inspect their ladders before use. Instructions on ladder inspections will be covered in the training.
6. Ladders are to be chosen on the basis of the task needs (height, rating, etc.).
7. Employees are to solicit help from coworkers in carrying ladders when the ladder length or area of use prohibits its' safe movement.
8. Ladders (step/straight/extension etc.) 20 feet or less in length should be carried from the center of the ladder and to your side.
9. Ladders stored on/in vehicles are to be secured from movement at both ends. Inspect such securing devices before use.

Ladders (continued)

10. All ladders sticking out more than three (3) feet from the vehicle body are to be marked with a red 'flag'.
11. All ladders are to be placed on a firm, level and stable footing. Contact your supervisor immediately if this cannot occur.
12. When using ladders around doorways, always lock that door or barricade (see General Safety section of this handbook), so that no one will knock you from your ladder or be struck by falling objects.
13. All personnel are to keep ladders at least ten (10) feet away from power lines.
14. Generally, work should not be performed below personnel that are on ladders. Contact your supervisor immediately if this is occurring.
15. Specific safe work procedures for the setup and use of portable step, portable straight, portable extension and fixed ladders will be provided during training.
16. General safe work procedures for all ladders include:
 - a. Only use ladders for their designed purpose
 - b. Never jump from or onto any ladder
 - c. Never slide down a ladder
 - d. Before using, remove any ice, snow, mud or other slippery substance from the rungs/steps
 - e. Always use the 3-point rule when climbing up or down, that is, at least two hands and one foot, or two feet and one hand are to be in contact with the ladder at all times.

Ladders (continued)

- f. Never move ladders while personnel are on them
- g. Tools/equipment/materials are to be carried in a tool belt or (once at your work height on the ladder) pulled up with a rope. The reverse is required before descending the ladder
- h. Never store tools or materials on the tops of ladders
- i. Never lean out from a ladder in any direction. Re-position the ladder instead. Contact your supervisor immediately if this cannot be done.
- j. Clean work boot soles are necessary when working on ladders
- k. Never use/stand on the top two steps of a stepladder. Obtain a larger ladder if more height is necessary
- l. Never use/stand on the top four rungs of other ladders. Again, obtain a larger ladder if more height is necessary
- m. Never join two short ladders to make a longer one.

Personal Protective Equipment (PPE)

1. The use of Personal Protective Equipment (PPE) is necessary when exposures to injury cannot be feasibly engineered out or administratively controlled. All personnel are required to utilize PPE, as designated for their work site and task.
2. A hazard assessment of your work site and/or task will be completed that will indicate the PPE to be used. Even with this assessment, some work sites will have mandatory (used at all times) usage requirements while at that site. These requirements will be communicated.

Personal Protective Equipment (PPE) (continued)

3. Hardhats approved by your safety department are mandatory (to be worn at all times) **while in all general construction, service and other designated areas**. Decals for hardhats have to be approved by your safety department.
4. Safety glasses (non-prescription or prescription) approved by your safety department are mandatory (to be worn at all times) **while in all general construction, service and other designated areas**. Other rules for prescription safety glasses will be communicated to applicable personnel as necessary.
5. Safety glasses or goggles approved by your safety department are mandatory (to be worn at all times) **whenever using face shields**.
6. Hardhats, safety glasses and safety-toe work boots approved by your safety department are mandatory (to be used at all times) **while working in/with excavations**. When vehicular traffic is present near an excavation, reflective vests/garments are mandatory (to be used at all times).
7. Safety goggles, face shields and hearing protection approved by your safety department are mandatory (to be used at all times) **when using powder-actuated tools**. Hearing protection approved by your safety department is mandatory (to be used at all times) **for all other Bryant Group employees in the immediate work area of powder-actuated tool use**.
8. Personnel who will be using PPE will be trained. All trained personnel are to follow the requirements covered within the training.
9. For PPE used with fall protection, see points related to personal fall arrest systems in the Fall Protection section of this handbook.
10. For PPE used with respiratory protection, see the Respiratory Protection section of this handbook.

Personal Protective Equipment (PPE) (continued)

11. Other types of PPE (like clothing, hearing protection, foot protection, etc.) will be determined and issued as necessary based on the hazard assessment of your work site.
-

Respiratory Protection

1. There may be conditions from time to time that require the use of respirators during work activities. Your supervisor is responsible for ensuring use where respirators are required.
2. Personnel may request the use of a respirator, when it is not required. Such voluntary use will be documented and such personnel will be required to read, comply with and sign the Bryant Group Voluntary Respirator Use Form.
3. Personnel required to use respirators will be required to complete a medical evaluation and training/fit testing **BEFORE** being allowed to use any respirator. All trained personnel are to follow the requirements covered within the training.
4. Personnel who are required to use respirators will have to maintain a clean-shaven face where the applicable respirator seal meets the face and to check the respirator fit after each donning, as instructed during the fit testing and/or training.
5. The choice of respirator and applicable cartridges or air supply is critical. Contact your supervisor immediately **BEFORE** use, if there is any doubt. For example, there are specific types of respirator cartridges for specific types of gases, vapors and particulates. Generally, they are color-coded.

Respirator Protection (continued)

6. If the respirator ever begins to fail to provide proper protection go to “clean air” immediately and contact your supervisor at once. Report respirator malfunctions to the person responsible for respirator maintenance.
-

Scaffolding

1. There may be times when work activities require the use of scaffolding. Personnel required to work from/on scaffolding will be trained and designated as Scaffold Users. All trained personnel are to follow the requirements covered within the training.
2. Personnel who are involved with the erecting, modifying and/or dismantling of scaffolding will be trained (as a ‘competent person’ for these tasks) and designated as Scaffold Builders. All trained personnel are to follow the requirements covered within the training.
3. After the scaffold has been erected, a competent person trained for inspecting scaffolding will verify the condition of the assembly.
4. Daily inspections of scaffolding will occur BEFORE use. Only competent persons trained for this activity will perform these inspections.
5. Scaffolding inspection tags will be used to indicate the current condition of the scaffolding. The color system will be:
 - a. Green tags indicate that a scaffold is complete and ready for use.
 - b. Yellow tags indicate that a scaffold is not complete.
 - c. Red tags indicate that the scaffold is not safe to use.

Scaffolding (continued)

- d. Scaffold Users are not to use scaffolds that have a yellow or red tag. Contact your supervisor immediately if either of these tags is present.

- 6. Scaffold Users are not to exceed the maximum intended load or rated capacity (whichever is less) of any scaffold. This includes the combined weight of personnel, tools, equipment, materials, etc. present on the applicable scaffolding at any one time.

- 7. Scaffold Users are to ensure that barricades around scaffolding remain in place at all times.

- 8. No personnel are to be permitted to work on scaffolding when snow, ice or other slippery conditions are present on the scaffolding. Only personnel designated for the removal of such (slip causing) material s will be allowed on it. When the potential for slippery scaffolding conditions may reoccur during a work period, your supervisor may require slip-resistant footwear and/or other precautions.

- 9. No personnel are to be permitted to work on scaffolding when electrical storms are visible and in near proximity. Contact your supervisor immediately if such weather conditions are observed.

- 10. No personnel are to be permitted to work on scaffolding during other types of weather storms or high winds unless a competent person has determined that it is safe and personnel are utilizing personal fall arrest systems. Contact your supervisor immediately if such weather conditions are observed.

- 11. Windscreens will not be allowed on scaffolding unless it is designed to withstand wind loads and the load of the windscreen itself.

Scaffolding (continued)

12. No personnel are to be on scaffolding while they are being moved horizontally, except when designed by a registered engineer to specifically move like that or provisions for mobile scaffolding regulations are followed. Contact your supervisor immediately, if there is any doubt about horizontal scaffolding movement.
13. Debris is not allowed to accumulate on scaffolding work platforms. Processes for safe debris removal are to be established by Scaffold Users and/or their supervisor.
14. Ladders will not be allowed on scaffolding. Contact your supervisor immediately, if ladder use appears to be necessary.
15. All personnel are to treat all overhead electrical lines as if they are 'live'. The clearances for overhead clearances (for qualified and nonqualified personnel) are found in the Electrical Work section of this handbook.

These minimum clearances are to only be disregarded when the utility operator or electrical system operator has de-energized the system, relocated the lines, or installed adequate protective covering. Even in such cases, all personnel are to receive pre-approval from their immediate supervisor to disregard these minimum clearances.

Tools

1. All personnel are required to use applicable Personal Protective Equipment (PPE) when working with tools.
2. Personnel required to work with tools will receive applicable and appropriate training. All trained personnel are to follow the requirements covered within the training.
3. Electrically-powered tools are not to be carried, toted, hoisted, lowered or handled by their electrical cords.
4. All 120-volt (AC) tools are to be used in conjunction with a Ground Fault Interrupter (GFI) (see the Electrical Work section of this handbook for more details on GFIs).
5. All electrically powered tools are to be double insulated or protected by GFI or by other grounding/bonding means.
6. Following a power failure, when automatic restarting electrically powered tools would create a hazard, measures are to be taken to prevent injury (for example, placing a controlling device on the tool/equipment before re-connecting power).
7. Where practical/feasible, tools are to be used to hold chisels, stakes and other implements driven or struck with a hammer/mallet. Hands are to be kept clear of such impact tools.
8. Guards are NEVER to be removed from tools.
9. Tools that cannot be safely carried in a tool belt when working with ladders are to be transported by rope (once personnel are safely in position) or other means.

Tools (continued)

10. All tools are to be visually inspected BEFORE use. Only authorized personnel are allowed to repair tools. Contact your supervisor immediately if there is a concern with any of your tools. Formal quarterly (at a minimum) tool inspections will be conducted by authorized personnel.
11. Defective tools will be stored where they cannot be used and tagged as “DO Not Use”. No one is allowed to operate tools/equipment marked with this tag.
12. Tools are not to be intentionally dropped or tossed from person to person.
13. Tools are ONLY to be used according to design.
14. Tools are not to be left on scaffolding or elevated work surfaces, if not in use.
15. ONLY non-sparking tools are to be used in work areas where sources of unintentional ignition may be present.
16. Tools/equipment designed for a fixed location is to be securely anchored.
17. Loose/frayed clothing, long hair, dangling ties, finger rings, etc. are not to be worn around moving tool/equipment parts or other sources of entanglement.

Air Hoses

18. Air hoses are not to be disconnected at the compressor/source until the pressure in the hose has been ‘bled’ off.
19. All air hoses are to be operated within the manufacturer’s safe operating limits and as designed.
20. Compressed air is not to be used for cleaning debris from employees or their clothing. Compressed air nozzles, when used for cleaning equipment, must be equipped with a safety nozzle that will relieve the pressure to below 30 psi in the event the nozzle tip is dead ended (thus preventing blow-back/bounce-back).

Tools (continued)

21. Air hoses are not to be used for hoisting or lowering tools, equipment and/or materials.
22. Air hoses are to be maintained in such a manner as to NOT create a tripping hazard.
23. Air hoses are not to be exposed to vehicular or other similar traffic.

Drill Presses

24. Materials being drilled are to be held tightly in a vise or clamp.
25. BEFORE beginning drilling, check the spindle speed and set-up to ensure safe operations.
26. NEVER leave the chuck key in the chuck.
27. Eye protection is required with Drill Presses.

Fuel Powered Tools

28. All fuel-powered tools are to be shut off while being refueled or serviced.
29. Fuel is to be properly and safely transported, handled and stored as appropriate for the fuel.
30. When fuel-powered tools are used in enclosed areas, adequate ventilation or other protective measures (possibly respirators) will be utilized. Contact your supervisor immediately if there is a concern.

Grinders (all)

31. Abrasive wheels are to be closely inspected for cracks or other defects and immediately replaced when found.

Tools (continued)

32. Always position grinding activities so as to prevent sparks and debris from striking other persons or combustible/flammable materials.
33. Abrasive wheels are ONLY to be used form intended surfaces.
34. Grinding is NEVER to occur by using the side of the wheel.
35. Abrasive wheel pores are to be cleared (when clogged) and kept free of large chips and grooves.
36. PPE use is required for work with all Grinders.
37. All safety guards designed form grinders are to remain in place at all times. Contact your supervisor immediately if you feel a safety guard needs to be moved or adjusted out of its intended position.

Grinders (bench and floor stand)

38. Tool/material rests are to always be maintained within 1/8 inch from the wheel.
39. The nose guard is to always be maintained with ¼ inch from the wheel.
40. Use of opened-wheeled bench and floor stand grinders is not permitted. Safety guards covering the spindle ends, not and flange are to be in place to protect against the effects of a bursting wheel.

Hand Tools (general)

41. Sharp tools (chisels, screwdrivers, knives and pointed objects) are not to be carried in pockets. When carrying such objects by hand, ALWAYS keep the sharp or pointed ends facing away from your body and from others.
42. Lengths of pipe (or other similar materials/tools) are NOT to be used as an extension of a tool to increase torque.

Tools (continued)

- 43. Hammers are NOT to be used on wrenches, unless the wrench is designed for this purpose.
- 44. Screwdrivers are NOT to be used as chisels.
- 45. Files are NOT to be used to punch or pry and are to be equipped with handles.
- 46. Wrenches are NOT to be used when the jaws are 'sprung' to the point that slippage occurs.
- 47. All wooden handles are to be kept tight and free of splinters and cracks.
- 48. Impact hand tools (drift pins, wedges, chisels, etc.) are to be kept free of 'mushroomed heads'.
- 49. Generally, the actions required with all hand tools will require the use of applicable PPE.

Hydraulic-Powered Tools (general)

- 50. Safe manufacturer-recommended operating pressures for hoses, valves, pipes, filters and fittings are NOT to be exceeded.
- 51. Hydraulic fluid is to be an approved and appropriate fire-resistant fluid. Fluid levels are to be checked on a regular basis, and never less frequently than as recommended by the manufacturer.
- 52. Stationary press guards that contain flying particles are to ALWAYS remain in place.
- 53. Generally, the actions required with all hydraulic-powered tools will require the use of applicable PPE.

Jacks (ratchet, screw, and hydraulic)

- 54. Jacks are to always be marked with the manufacture's rated capacity and have a positive stop to prevent 'over-travel'.
- 55. Jacks are NEVER to be used in excess of the manufacturer's rated capacity.

Tools (continued)

56. Jacks are only to be used on stable/firm footing and cribbed/blocked (for example, with a jack stand or solid wood block) to prevent settlement or dislodgement.
57. When there is a possibility of 'slippage' on the jack cap (like when metal to metal) a wood block is to be used in between.
58. Never use jack stands or other cribbing/blocking materials that cannot support the load if accidentally released.
59. Jacks are to be inspected, at a minimum, in the following frequencies:
 - a. Once every six (six) months if jacks are used constantly or intermittently
 - b. When jacks are sent out for service and upon their return
 - c. Before and after use for jacks that experience a heavy or sudden load
 - d. Repair and/or replacement parts are to be individually inspected after any application
60. Hydraulic jacks exposed to freezing temperatures can ONLY be used when adequate antifreeze liquid has been added.

Pneumatic Tools (general)

61. Pneumatic power tools are to ONLY be used when the hose is secured in a positive manner to prevent accidental disconnection.
62. Generally, the actions required with all pneumatic tools will require the use of applicable PPE.

Pneumatic Nail Guns

63. Pneumatic nail guns are to ONLY be used for their designated purpose.

Tools (continued)

64. When holding openly, NEVER pull the trigger or depress the contact arm while connected to the air supply.
65. ALWAYS keep the contract arm pointed down and away from other personnel.
66. Disconnect the air supply whenever reloading or servicing.
67. Powder-actuated tools require special training and certification to become an 'authorized operator'. Cards will be provided to all authorized operators and must remain in their possession at all times of powder-actuated tool use. Only authorized operators are permitted to use powder-actuated tools and are to follow the requirements covered in the training.
68. Safety goggles, face shields and hearing protection approved by your safety department are mandatory (to be used at all times) **when using powder-actuated tools**. Hearing protection approved by your safety department is mandatory (to be used at all times) **for all other employees in the immediate work area of powder-actuated tool use**.
69. NEVER use powder-actuated tools in explosive or flammable areas.
70. NEVER use powder charges, studs or fasteners not specified by the manufacturer for the applicable tool being used.
71. ALWAYS remain aware of the strength and thickness of materials for which this tool is being used on. Operators of this tool are to check for personnel on the opposite side of soft/thin materials and ensure that they are not present before resuming operation.
72. NEVER load these tools until just before use.
73. NEVER leave this tool loaded.

Tools (continued)

- 74. NEVER point this tool (loaded or unloaded) at anyone.
- 75. Authorized operators are to test (according to manufacture's recommendations) the tool each day before loading to ensure a safe working condition.
- 76. High-velocity tools are ONLY to be used when low-velocity tools are not adequate.

Saws

- 77. Bench-type circular saws are to be maintained with spreaders, anti-kickback devices and guards that enclose the exposed cutting edges.
- 78. Radial-arm saws are to be maintained with limit stops, hoods/guards and automatic brakes or automatic return devices.
- 79. These tools are NEVER to be left running when unattended.
- 80. 'Push sticks' or other devices are to be used to guide materials.
- 81. These tools are to be maintained with enclosed-type sawdust collectors.
- 82. The blade of a table saw is to be maintained at a setting no higher than 1/16th inch above the material being cut.
- 83. Generally, the actions required with all saws will require the use of applicable PPE.

Washing and Steam Units (high pressure)

- 84. Personnel using these types of tools are to follow the manufacturer's safe work procedures.
- 85. Personnel required to work with these tools will receive applicable and appropriate training. Only personnel receiving this training are allowed to operate these tools. All trained personnel are to follow the requirements covered within the training.

Tools (continued)

86. At a minimum, protective/slip-resistant equipment for feet, face and hands is mandatory (at all times) for use with this type of tool.

Winches and Hoists (hand-powered)

87. Personnel using these types of tools are to follow the manufacturer's safe work procedures and NEVER exceed the rating capacity. The capacity is to be marked and maintained on the actual tool.

88. These tools are NOT to be used if not equipped with self-locking 'dogs' or worm-gear type hand wheels (without projecting spokes or knobs).

Vehicles

1. Personnel who operate motor vehicles (cars, trucks, vans, personnel transport units, semi's, etc.) on company business are to follow the requirements of Bryant Group Vehicle safety rules, all applicable traffic laws, ordinances, regulations and use defensive driving practices at all times.
2. All such personnel are to always maintain a valid driver's license from their state of legal residence.
3. All such personnel are to inform your supervisor immediately of any current suspension, revocation or court action that nullifies the possessed state driver's license. Not doing so will result in a loss of Bryant Group driving privileges for six (6) months past when driving privileges are restored with the applicable state authorities.
4. All such personnel and vehicle occupants are to utilize seat belts at all times, unless the motor vehicle is not required to be so equipped.

Vehicles (continued)

5. Bryant Group owned/leased vehicles are to be used ONLY for official company business and used as designed. Personal use of Bryant Group owned/leased vehicles is NOT permitted, unless specifically part of a written employment/compensation agreement.
6. Unauthorized persons are NOT allowed to operate Bryant Group owned/leased vehicles. NEVER pick up hitchhikers. Loaning a Bryant Group owned/leased vehicle to an unauthorized person will result in your driving privileges being suspended.
7. When using cell phones or two-way radios, it is recommended to pull safely off the road BEFORE trying to use while driving. However, be aware that local ordinances may prohibit such use.
8. It is safer to park by backing into the spot. Backing into parking spots at general work sites is required. When parking at other areas, it is only recommended.
9. ALWAYS clean snow, ice and dew off the vehicle BEFORE operating.
10. Bryant Group is not responsible for fines and applicable handling fees of traffic violations or parking tickets associated with a person's vehicle use, whether using a personal vehicle or company-owned/leased vehicle.
11. Operate your vehicle at speeds appropriate for road conditions and posted speed limits.
12. Headlights are to be on whenever windshield wipers are in use.
13. Secure all equipment, tools, materials, etc. before moving the vehicle.
14. Take at least a 10-minute break (in a safe area) whenever traveling in any three (3) hour stretch.

Vehicles (continued)

15. Lock all doors, completely raise all windows, remove (and take) keys, engage the parking brake (if on an incline/decline) and secure/lock external equipment (like a toolbox) whenever leaving your vehicle, even briefly.
16. When leaving the vehicle, NEVER leave anything of value within plain sight.
17. ALWAYS maintain the applicable current insurance card, vehicle plates and any required inspection stickers.
18. NEVER place an unauthorized sticker on any Bryant Group owned/leased vehicle.
19. In the event of an accident while on company-business perform the following:
 - a. Immediately contact your supervisor to report the incident
 - b. Do NOT admit guilt
 - c. Call local law enforcement. Do NOT leave the scene until law enforcement has completed their investigation. If law enforcement does not respond, be sure to obtain all necessary contact and insurance information to everyone involved, including witness information. Obtain a copy of any personal citations (if applicable) and notify your supervisor immediately if cited.
 - d. Complete the Incident/Accident Report contained in the provided accident report kit.
20. Inspect your vehicle daily. NEVER operate any vehicle if the safety of that vehicle is felt to be compromised.
21. Bryant Group owned/leased vehicles will have an inspection schedule established by your safety department.
22. All applicable personnel will have their Motor Vehicle Report (MVR) checked upon hire, annually, and after any business related at-fault accident.

Vehicles (continued)

23. The Bryant Group point system for vehicles is not tied to state point systems and is set up on a rolling three-year calendar period. Points will be assessed based on MVR results and other infractions outlined in the point system.
24. Ten (10) or more Bryant Group points will mean an immediate suspension of driving privileges and mandatory attendance at an approved driving safety course/session. Such personnel cannot regain their Bryant Group driving privileges until the Bryant Group points are less than ten (10).
25. Four (4) to through nine (9) Bryant Group points will mean mandatory attendance at an approved driving safety course/session within 30 days of the event. Your Bryant Group driving privileges are still valid, unless your point total equals ten (10) or more points.
26. Twelve (12) consecutive months of no Bryant Group point infractions will result in your points being automatically reduced by two (2), for each twelve months. However, Bryant Group points cannot go below zero (0).
27. Completion of any approved driver safety training course/session with any given twelve (12) month period will result in your points being automatically reduced by two (2), for each twelve months. Again, Bryant Group points cannot go below zero (0).
28. Except Bryant Group provided driver training, employees required to attend driver improvement course (due to an excessive Bryant Group point total) shall complete it on their own time and at their own expense.

Vehicles (continued)

29. The following tables completely display the Bryant Group point system:

Bryant Group Violations/Prohibited Actions	Point Value
Manslaughter while under the influence	Permanent
Driving while impaired/intoxicated/ under the influence	Suspended, 36 months From incident
Manslaughter	Suspended, 36 months from incident
Death by vehicle	Suspended, 36 months from incident
Highway racing or lending a vehicle for such purpose	Suspended, 36 months from incident
Willful refusal to submit to a blood or breath test	Suspended, 36 months from incident
Getting a license or learner's permit under false pretence	Suspended, 36 months from incident
Driving after a driver's license has been suspended/revoked	Suspended, 36 months from incident
Open Container	Suspended, 36 months from incident
Passing a stopped school bus loading or unloading children	8
At fault vehicle accident	4
Vehicle damage caused by intentional acts including horseplay or acts of violence	4
Reckless driving	4
Hit and run, property damage only	4
Following too closely	4
Driving on wrong side of road	4

Vehicles (continued)

Illegal passing	4
Running through stop sign or red light	4
Failure to stop for emergency vehicle	4
Speeding	4
Failure to report accident on the day of the accident to the Business Unit	3
Failure to yield right of way	4
Valid complaints from the public concerning driving practices	2
Failure to report citations within 3 days to the Business Unit	2
Unauthorized personal use of a company vehicle	2
All other moving violations	2
Vehicle damage caused by inattention such as improper loading, unloading, or improper securing of a load	2
Failure to report mechanical defects or need for servicing of vehicle	2
Discourtesy to other drivers or pedestrians i.e. Drivers Alert calls.	2
An observation of erratic or dangerous behavior i.e. Drivers Alert	2
Observed or ticketed not using seat belts	2
12 months of clear driving	-2
Completion of any Bryant Group approved driver-training course (minimum 4 hours) within any given 12-month period	-2

Vehicles (continued)

30. The following table represents actions that are required based on point accumulation:

Point Value Reference	Action To Be Taken	To Become an Approved Driver
4-9 points	Attend company authorized 4-hour safe driver course.	N/A
10 or more	Driving privileges will be suspended. Attend company approved 4-hour safe driver course.	Bryant Group points <u>are reduced</u> below 10.
Suspension	Driving privileges will be suspended.	Bryant Group points <u>are</u> below 10.
Permanent	Driving privileges will be permanently suspended.	N/A

Soldering, Braising, Welding and Cutting

1. Some work activities will require soldering, welding, cutting, brazing, metals grinding and other types of 'hot work'.
2. All Bryant Group personnel authorized to perform open flame work shall complete the required annual training and certification program and carry their certification card.
3. Authorized Free-burn Areas (where no sources of combustion are present) will be designated as necessary.
4. The Bryant Group soldering and braising procedures shall be followed in all situations where authorized "Free Burn" areas are not available and open flame work is necessary.
5. Appropriate fire protection methods/equipment and fire watches may be necessary depending on the duration and area.
6. Hot Work in Confined Spaces is to be in accordance with requirements of Confined Spaces (see that section of this handbook).
7. Where systems must be shut down for this type of work, the requirements for Energy Control (lockout) are to be fulfilled first (see that section of this handbook).
8. Fire Protection methods/equipment is to be in accordance with the Bryant Group soldering and braising procedures.
9. Adequate ventilation will be provided for this type of activity. Contact your supervisor immediately if you have ventilation concerns while performing this type of activity.

Soldering, Braising, Welding and Cutting (continued)

Protective Equipment

10. All outer clothing is to be free of oil, grease or other flammables.
11. Synthetic or plastic clothing is not allowed to be worn.
12. Any required respirators will be provided in accordance with the Respiratory Protection requirements (see that section of this handbook).
13. Welding helmets containing an appropriate face shield approved by your safety department is mandatory (to be used at all times) with applicable types of work.
14. Shirt sleeves and collars are to be kept buttoned while performing this type of activity.
15. All pockets are to be emptied (beforehand) of flammable or readily combustible materials.
16. Pants with cuffs are NOT allowed. Turning up the end of pant legs is also NOT allowed.
17. Fire-resistant screens, curtains or blankets are to be used to protect passers-by and other heat-sensitive equipment (for example, sprinkler heads).
18. Empty cylinders are to be labeled as 'Empty' or 'E' and kept separate from full or semi-full cylinders.
19. Cylinders are to be kept in the upright position, particularly those containing liquefied gas or acetylene.
20. While transporting cylinders, the cylinder shall be secured, kept upright and gauges removed.
21. All cylinders are to be kept from being knocked over with a non-combustible restraint (like a chain) and stored in low traffic areas.

Soldering, Braising, Welding and Cutting (continued)

22. Oxygen cylinders (in storage) are to be separated from fuel-gas cylinders and combustible materials by twenty (20) feet or by a non-combustible barrier that is at least five (5) feet in height and is rated to be fire-resistant of ½ hour.
23. The metal cylinder cap shall ALWAYS be in place when the cylinder is not in use.
24. Open cylinder valves SLOWLY. ALWAYS 'crack' the valve for an instant to clear the opening. However, NEVER 'crack' a cylinder near other welding work, sparks, open flames, or other sources of ignition.
25. Do NOT use a cylinder without a pressure-releasing regulator, unless attached to a manifold that contains one.
26. NEVER force a regulator onto the threads of a cylinder. Contact your supervisor immediately if you are having problems with the fitting.
27. Gauges are to be turned off and hoses 'bled' when the equipment is not in use.

Incidents

1. All incidents arising out of Bryant Group operations will be properly investigated, reported and managed. All personnel involved are to follow instructions and participate fully. Only the senior company official (or a designee) is allowed to speak with any media representation. Contact your supervisor immediately if the media arrives after an incident.
2. Personnel are to report all inquiries, illnesses and other work-related incidents immediately to your supervisor.
3. Each site will have medical treatment processes established (see the Emergency Preparedness section of this handbook). All personnel are to inform their supervisor **BEFORE** seeking any initial medical treatment for work-related incidents, even after normal work hours.
4. Your supervisor or another company representative will accompany you to (or meet you at) any initial medical treatment facility.
5. If medical attention was sought without your supervisor or other company representative being present, you are to immediately contact your supervisor to inform of your medical status and to make arrangements to provide any applicable paperwork received through the initial treatment process.
6. If medically able, modified duty will be provided for all personnel returning from a confirmed work-related incident.
7. Personnel working with such restrictions are to follow the medical guidance of their treating physician and instructions provided by the designee of the company responsible for your activities while on modified duty (including showing up to work at the times and locations of instruction).

Handbook Receipt & Reading

I have received a copy of the Bryant Group, Inc. Employee Safety Handbook.

I have read, understand and will fully comply with the rules outlined in this handbook.

I will actively participate in providing and maintaining a safe work environment for myself, other Bryant Group personnel and anyone working in and/or passing through my work area(s).

My signature below certifies compliance and support of all of the above statements.

(Signature)

(Print your name)

(Date)

NOTES

NOTES