



Building Safe Relationships





SAFETY POLICY

The safety, health, and well-being of all employees and subcontractors is a major concern of David E. Looper & Company. Accident prevention is of primary importance and safety will always take precedence over schedule deadlines and construction techniques.

The management of the company will take all practical steps to provide a safe and healthy workplace. In its efforts to provide a safe workplace, management has established the safety procedures outlined in the following pages. It is the responsibility of all employees and subcontractors to comply with these procedures. Delco expects that every employee and subcontractor will work together to achieve the common goal of accident prevention. Failure to comply will subject the subcontractor to disciplinary action up to and including termination.

David E. Looper & Company reserves the right to make changes to these policies without prior notice. These changes will be at least as stringent as Federal, State, and Local Law requires.



C. Roger Young, Jr.

President



Statement to Subcontractors

If you are selected to work on this project, you and your safety representative will attend a pre-construction meeting to review the material in this manual and discuss any questions your company may have.

Before subcontractors starting work on a project: Your company is required to train your employees on all safety requirements in this manual and those required by OSHA, as well as all other federal, state or local regulations unless documentation is submitted to the Delco Safety Coordinator two weeks before the start of the project and approved as an acceptable alternative.

Safety must be a proactive process, not reactive. Delco has invested in this orientation process to ensure Delco's Safety expectations are communicated to all employees and subcontractors so they can perform their jobs in the safest way possible and recognize unsafe conditions.

For a safety program to be effective, it must be implemented and managed on site. Delco requests you share in the commitment to provide a safe workplace for all employees.

If YOU See it, YOU Own it. If YOU Pass it, YOU CONDONE IT!

Thank you in advance for your commitment to Safety.

Marc J Tipton

Safety Coordinator

David E. Looper & Company, Inc.

General Contractors



TOPICS COVERED

- Drug/Alcohol Policy
- PPE/Dress Code
- Injuries/Incidents/Near Misses
- Weekly Safety Meeting
- Competent Person
- HAZ COM
- Power Tools/Extension Cords



TOPICS COVERED

- Daily Job Site Inspections
- Operator's Qualification Records
- Floor/Wall Openings
- Stairways
- Fall Protection
- Aerial/Scissor Lifts
- Ladders



TOPICS COVERED

- Scaffolding
- Excavation
- Lock Out/Tag Out
- Silica



SUBCONTRACTOR SAFETY AND HEALTH

The use of drugs and alcohol on DELCO sites is prohibited. Being on a DELCO site while under the influence of either drugs or alcohol will result in immediate removal from the site.



INJURIES/INCIDENTS/NEAR MISSES

- All injuries, property damages, and near misses must be reported, regardless of severity. Notification of an incident must be delivered to Delco Superintendent within **30 minutes** of occurrence. In the case of minor physical injury, Delco should be notified before the injured employee leaves the site. A complete investigation report with witness statements and photographs is to be completed and delivered to Delco within **24 hours** of the incident. Required incidents must be reported to the applicable regulatory agency(s) within **8 hours** of their discovery. Incidents must also be reported to the client as soon as possible, or promptly (**within 24 hours of the incident**).



WEEKLY SAFETY MEETINGS

- Each subcontractor shall have their appointed representative at any and all of DELCO's safety meetings and must have at least weekly safety meetings with their employees.
- Safety meetings are an important part of the overall Safety Program. It is through these meetings that specific safety issues may be discussed and potential safety problems identified. Each job site superintendent will hold weekly safety meetings.



DESIGNATION OF A COMPETENT PERSON

- All Contractors and Subcontractors will designate a “Competent Person” as described by OSHA 29 CFR 1926 Safety Standards for Construction. A “Competent Person” is defined as One who is capable of identifying existing hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to him or herself as well as other employees. The Competent Person has the authority to take prompt corrective measures to eliminate those conditions. The onsite superintendent will know this designated person at all times.
- Competent Person knowledge will include, but not be limited to the following areas: Fall Protection, Scaffolding, Cranes/Rigging, Ladders, Electrical, Confined Space Entry, Trenching/Excavating, Steel Erection, and



HAZARD COMMUNICATION PROGRAM FOR SUBCONTRACTORS

- A copy of the subcontractor's Hazard Communication Program must be submitted to Delco before beginning work. The Hazard Communication Program must also be maintained on site along with all Safety Data Sheets for chemicals present or in use on the project. The subcontractor must train its employees in its policy.
- Subcontractors shall submit to the Delco Safety Coordinator all HAZCOM manuals, along with SDS for all chemicals that will be on site. A copy of all HAZCOM programs and SDS will be centrally located on each project site.
- Subcontractors using hazardous materials on site must alert other subcontractors of potential hazards associated with the materials they are using.





ELECTRICAL TOOLS AND EXTENSION CORDS

- Extension cords used with portable electrical tools and appliances shall be of the three-wire type. Cords with the ground prong removed or rendered ineffective shall be removed from the job.
- Electrical cords shall be covered and elevated to keep cords from creating a tripping hazard to employees or other persons in the area or causing damage to the cords.
- Ground Fault Circuit Interrupters (GFCI) shall be tested before use.
- Employees shall not operate electrical tools while standing in water.
- Electrical tools shall not be hoisted or carried by their power cords.
- Extension cords shall be free of repair or splices, kept clear of traffic aisles, and not subject to vehicular traffic.
- Only cords 12 gauge or better may be used on site.
- All cords must be rated for hard or extra-hard usage.



ELECTRICAL TOOLS AND EXTENSION CORDS

A monthly color code inspection is required for all electrical cords and corded tools. For extension cords, both ends of the cord shall be marked. The color codes for each month are as follows:

January - Red

April- Green

July- Red

October - Green

February - White

May- Yellow

August- White

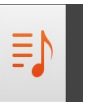
November -Yellow

March - Blue

June- Black

September- Blue

December - Black





GFCI PROGRAM

- Ground Fault Circuit Interrupters (GFCIs) will be used 100% of the time. The GFCI may be located at the service, the outlet, or a GFCI whip may be used.





HEAD PROTECTION

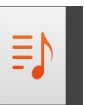
- Hard Hats shall meet the specifications contained in ANSI Z89.1-1969. Hard Hats are **required** to be worn by all personnel and subcontractors on Delco sites at **ALL TIMES**. Exception: The Delco Superintendent can allow Hard Hats not to be worn after **ALL** wall and ceilings have been covered with the final coverings, or the project has passed overhead inspection (No Overhead Work Being Performed).
- Hard Hats for the protection of employees exposed to high voltage electrical shock and burns shall meet the specifications in ANSI Z89.2-1971. Metal hard hats shall **NOT** be worn. Hard hats shall be worn with the visor facing forward at all times.





DRESS CODE

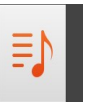
- Shirts must have a minimum of 3-inch sleeves (**No Cut Off Shirts, Shorts or Tennis Shoes Allowed**), long pants, and leather boots are required.
- Clothes must be in good condition. Loose or ragged clothing, which may become a hazard around moving equipment or catch fire easily is prohibited.
- Work boots are to be constructed of leather or other strong, durable material and be in good condition. Canvas shoes, sandals or open-toed shoes are prohibited. Waterproof rubber boots may be worn when conditions require them.
- High visibility clothing is required at all Delco sites. At a minimum, employees are required to wear bright green or orange shirts. There are circumstances where a greater class of high visibility clothing is required such as roadwork.





EYE AND FACE PROTECTION

- Eye and face protection equipment shall meet the requirements specified in ANSI Z87.1-1968. For some tasks, safety glasses will not provide adequate protection. Subcontractors will evaluate potential hazards associated with the specific task and use the appropriate protection for that task being performed.
- Safety glasses shall be worn at **ALL** times on Delco sites when performing task such as cutting, nailing, drilling or any task that could cause a potential eye injury. Glasses must have the appropriate tint for the work area and ANSI compliant.





HAND PROTECTION

- Gloves should be worn while performing any construction activity. Gloves shall be ANSI compliant for the task being performed.





HEARING PROTECTION

- Approved hearing protection should be worn when employees are continuously exposed to loud noise that they cannot move a safe distance away from.





DAILY JOB SITE INSPECTION

- Daily inspection of the work area is the responsibility of each subcontractor's Competent Person or Safety Representative as well as Delco's job Superintendent. Any potential unsafe issues identified by the subcontractors must be brought to the attention of the job site Superintendent.





OPERATOR'S QUALIFICATION RECORD

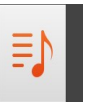
- Operators of any equipment shall be qualified. Equipment specific documentation of each operator's qualification must be turned in to Delco's Safety Coordinator before beginning work. Operators shall inspect vehicles and equipment for defects at the beginning of each day or shift whichever applies to the job.





FLOOR AND WALL OPENINGS

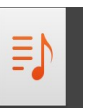
- When employees are exposed to overhead hazards, subcontractors shall ensure the area is properly barricaded to restrict traffic in and out of the area. Toe boards, screens, or guardrail systems shall be erected to prevent objects and materials from falling onto lower levels. A hole is a gap or void two inches or more in its least dimension, in a floor, roof, or other walking/working surface. All covers shall meet the elements outlined in OSHA 29 CFR 1926.502(i). An “opening” is a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition through which employees can fall to a lower level. OSHA 29 CFR 1926.501





STAIRWAYS

- Except during stairway construction, foot traffic is prohibited on stairways with pan stairs unless the pans are filled with wood or other solid material to at least the top of the pan. “Treads” must be in place on wooden stringers before anyone is allowed to use the stairs. Stairways will be kept clear of debris and allow for easy egress.





FALL PROTECTION

- Delco has developed and implemented the following requirements regarding Fall Protection. Subcontractors shall ensure 100% COMPLIANCE with ALL FALL PROTECTION regulations. Delco enforces a 6 foot trigger height for all work. Subcontractors are responsible for ensuring their employees are made aware of and for enforcing these policies. There will be zero tolerance for violations of Delco's Fall Protection Policies. Subcontractors found in violation of fall protection policies may be removed from the site.





FALL PROTECTION

- Subcontractors shall submit their Fall Protection Policy as long as it follows OSHA Fall Protection 29 CFR 1926.500 – 502 to Delco's Safety Coordinator before the work is started.
- All fall protection components are to be inspected daily/ before every use. **DO NOT USE DAMAGED** or **WORN OUT COMPONENTS**. The fall protection plan shall be prepared by a qualified person for the specified work site.
- Anchorage points must be rated for 5,000LBS. All fall protection equipment shall be properly used based on OSHA and manufacturer guidelines.





FALL PROTECTION

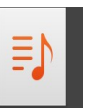
- When a subcontractor believes their work falls outside of standard fall protection practices, the subcontractor may submit a written alternate fall protection plan to the Delco Safety Coordinator for review.
- No work that deviates from standard fall protection practices may be conducted until a meeting has been held with Delco Safety Coordinator.





AERIAL LIFTS/SCISSOR LIFTS

- Subcontractors shall perform daily inspections of all lifts. According to OSHA 29 CFR 1926.552-554, only authorized and properly trained personnel may operate aerial lifts and scissor lifts.
- Employees using lifts must wear approved fall protection equipment and attach the lanyard to the engineered anchorage point at all times.
- Fall protection can be omitted when using scissor lifts.
- Employees shall perform all work from lifts with both feet on the floor of the basket.
- No employees shall be permitted to perform work from the toe board, mid rail, or top rail of the lift.





AERIAL/SCISSOR LIFTS

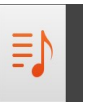
- On-site modifications to lifts are prohibited. All attachments must be engineered and designed for the type of lift it is to be attached to.





LADDERS

- Ladders shall be inspected before use.
- Employees should not carry tools, material, or objects while climbing ladders.
- Ladders shall be placed at least 3 rungs above the landing being ascended to and securely tied off at the top.
- There may be specific work scenarios where employees will be required to wear personal fall protection systems while working from a ladder.
- Step Ladders: Employees shall not work from the top two rungs of stepladders. Stepladders shall only be used in the open and locked position.
- “Walking” a Ladder is prohibited.





SCAFFOLDING

- Scaffold systems shall be erected and maintained based on the regulations outlined in OSHA 29 CFR 1926 Subpart L as well as the manufacturer's guidelines.
- Subcontractors shall provide a Competent Person whenever scaffolds are being utilized.
- Any employee working on a scaffold 6 feet or greater shall be protected against falls by guardrails or a personal fall arrest system.





EXCAVATION PROTECTION

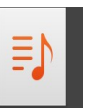
- All Contractors performing Excavating/Trenching activities on site shall provide a Competent Person.
- The Competent Person shall be responsible for ensuring that employees are protected.
- Subcontractors shall also ensure that excavations and trenches are inspected daily by the designated Competent Person.
- All excavations deeper than 5 feet must be sloped, benched or shored.
- The designated Competent Person shall inspect all excavations shallower than 5 feet before employees enter the excavation.





EXCAVATION PROTECTION

- Any excavation deeper than 6 feet that is not sloped or benched must be guarded to prevent falls.
- All excavations, regardless of depth, that do not have a hard-guard must be identified with an elevated, visual barrier, to include but not limited to, cones, barrels, snow fence, and danger/caution tape.
- Spoil dirt and equipment shall be kept at least 2 feet from the edge of the excavations.
- A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth to require no more than 25 feet of lateral travel for employees.





LOCK OUT/TAG OUT

- The lockout device will consist of a lock, shackle or chain, and tag.
- Any employee who is required to perform set-up, electrical or mechanical repairs, or general maintenance (such as, but not limited to, greasing and oiling), will be assigned one lockout device.
- A secondary supply of lockout devices will also be maintained on site.





LOCK OUT/TAG OUT

- The power source of any machine to be repaired, serviced or set up, shall be locked out by each employee or crew performing the work.
- In addition to disconnecting the power source, it is also required that all residual pressures be relieved prior to performing the task.
- A lockout device may be removed only by the employee who installed the device or by the employee's supervisor.
- No other supervisor may instruct or order the removal of a lockout device without obtaining approval/authorization from the supervisor of the employee that initially installed the lockout device.

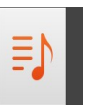




LOCK OUT/TAG OUT

RESTORING EQUIPMENT TO SERVICE

- When the job is completed and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
- Inspect the work area to ensure that non-essential items have been removed and to ensure that the machine or equipment components are operationally intact.
- When equipment is all clear, all locks shall be removed and affected employees shall be notified that the locks have been removed.
- The energy isolating devices may now be opened to restore energy to the equipment.



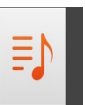


LOCK OUT/TAG OUT

TAGS

The lockout is the preferred method to assure against injury. The use of tags in the de-energization process and in preventing the unauthorized start-up of machines and equipment is therefore limited to:

- Machinery and equipment with the energy isolating devices that are not capable of being locked out.
- Special and temporary situations where the use of a Tag out system will provide full employee protection.





LOCK OUT/TAG OUT

Each tag contains a warning against hazardous conditions if the machine or equipment should be energized. They contain words such as:

- **DO NOT START**
- **DO NOT OPEN**
- **DO NOT CLOSE**
- **DO NOT ENERGIZE**
- **DO NOT OPERATE**





LOCK OUT/TAG OUT

- Any person who knows of the use of any tag that does not satisfy these requirements must immediately report that fact to his supervisor. That supervisor shall take immediate steps to ensure that the tag in question satisfies the above or that a suitable replacement tag is provided.

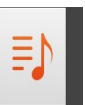




SILICA EXPOSURE CONTROL PROGRAM

This Plan describes the hazards associated with projects involving potential exposure to airborne concentrations of silica and the issues to be addressed during these projects. These activities include, but are not limited to:

- Use of stationary masonry saws
- Handheld power saws used to cut concrete
- Walk-behind saws used to cut concrete or asphalt
- Jackhammers and handheld powered chipping tools
- Handheld grinders or cut-off wheels
- Walk-behind milling machines or bead blasters
- All housekeeping operations associated with these activities





SILICA EXPOSURE CONTROL PROGRAM

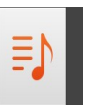
- Subcontractors shall identify a Competent Person to inspect and oversee all activities with potential airborne silica exposure.
- This person shall have a working knowledge of the OSHA 29 CFR 1926.1153 standards.
- All employees will be provided with access to a copy of OSHA 29 CFR 1910.1153 and be trained on the contents of OSHA 29 CFR 1926.1153.
- Engineering and work practice controls, including administrative controls, shall be implemented to reduce and maintain employee exposure to silica at or below the Permissible Exposure Limits (PEL).





SILICA EXPOSURE CONTROL PROGRAM

- Never use compressed air to remove silica from any surface unless it is used in conjunction with a ventilation system designed to capture the airborne dust created while using the compressed air.
- Employees shall not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in any areas where exposure to silica is above the PEL (in other words, regulated areas).
- Employees are required to wash their hands and face at the end of the work shift and before eating or entering eating facilities, drinking, smoking.





SILICA EXPOSURE CONTROL PROGRAM

If required, respiratory protection must be used for the following conditions:

- During periods when employee exposure to airborne silica exceeds the PEL
- For work operations where engineering and work-place controls are not sufficient to reduce employee exposure to or below the PEL
- During periods when an employee requests a respirator
- During periods when respirators are required to provide interim protection while conducting initial exposure assessments
- Powered air-purifying respirators (PAPR) shall be provided to employees who request such a respirator to use where it will provide adequate protection.





SILICA EXPOSURE CONTROL PROGRAM

- All subcontractors who may be subject to the OSHA silica standard requirements must submit a silica exposure control before commencing work.
- The plan must address silica dust controls and how the restricted access areas will be marked and maintained.





CONTACT INFORMATION

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