Rochester Acoustical Corp.

TO: ALL EMPLOYEES

Our Goal is to maintain a safe, accident free work place. We will make every effort to provide a good, safe working environment. Your interest, commitment and cooperation are essential to the success of our safety effort. We hope that your employment will be pleasant, safe and productive.

Your superintendents and foreman will be responsible for implementing the safety program on the job site, including ensuring equipment and methods are safe, that you are given safety instructions and that our safety policies, procedures and requirements are followed.

All of you have your part to play in this major effort of accident prevention and you personally have the most to gain. We solicit and expect your help in being constantly alert to the safety hazards you face each day at work. Follow your foreman's instructions and avoid a "thoughtless act" or "risky behavior" that might involve you or your fellow worker in an accident. Do not hesitate to bring your safety suggestions to your foreman. We cannot solve every accident problem, but we can do it with your help! Everyone benefits when we work Accident Free.

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Jason W. Milliman
President

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James P. Gray
Vice President

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Safety Director

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INTRODUCTION

We would like to take this opportunity to welcome you as an employee of Rochester Acoustical Corporation (RAC). We at RAC firmly believe that safety, productivity, and quality are equally important to the success of our company. Commitment to this belief extends from the company president to the employee in the field. During this orientation, you will be learning a little about our safety program, reading important safety information and filling out some paperwork. Some of the material used in the orientation may be familiar, but please pay attention; it is provided for your safety. This is not an all-inclusive list of rules and regulations. If something isn't covered, you desire additional information, you don't understand something or just have a question, please do not hesitate to ask. RAC is absolutely committed to your safety and we expect all employees to have the same level of commitment.

SAFETY POLICY

At Rochester Acoustical Corporation, we strive for excellence in all aspects of our organization. It is our job to conduct operations as near to "accident free" as possible. All accidents result in a company loss such as job disruption, schedule delays, as well as personal injury and often property and material damage. These losses can significantly affect the overall bottom line and our ability to compete in the industry.

We realize the greatest assets this company has are the men and women who make up our work force. To ensure a safe and healthful work environment, it is our intention to comply with the occupational safety and health act (OSHA) of 1970.

The leadership necessary to implement and guide our program must come from the enthusiastic support of managers and supervisors at all levels. With planning and commitment, safety can be integrated in all phases of operation, while still maintaining the productivity and quality of our work.

Every one of our employees shares the responsibility for safety. The goal of an "accident free" workplace can be attained if we all work together by following established safety rules, use good common sense and actively support this safety program.

Employee Responsibility

1. Each employee has a responsibility for his or her own safety. The responsibility to work safely is important to your family, fellow workers and to the company.

2. Each employee shall comply with OSHA rules and regulations, as well as company safety rules and policies applicable to their own actions and conduct.

3. Employees are encouraged to actively participate in safety meetings by asking questions, relaying personal experiences, making suggestions and pointing out hazards probably being overlooked.

4. Watch out for fellow employees by making safety contacts to encourage safe work practices.

5. Report any accidents, injuries or "near miss" incidents to your supervisor as soon as possible after they occur.

6. Use appropriate or required personal protective equipment.

7. Be certain that guards are in place for machinery, tools and equipment and follow the warnings and instructions of any safety signs, caution tape, barricades or restricted areas.

8. Report all unsafe conditions or defective equipment/tools to your supervisor.

Accidents & Injuries

All accidents, injuries and accidents reported for information, regardless of the severity, **MUST** be reported to the job supervisor or foreman immediately, but no longer than one working day. This will help relieve any questions regarding "on the job" relationship to injury, enable us to meet the worker's compensation reporting requirements and most of all allow us to develop a data base of "accident causes" which will help prevent future accidents. You must notify your supervisor prior to leaving the job site because of injury or illness, whether personal or work related.

Reporting Hazards – Safety Suggestions

As an employee in the field, you are in the best possible position to find a dangerous situation. Always be as familiar as possible and alert at all times to conditions and work processes in surrounding areas, to enable you to foresee and avoid possible dangers. If you observe any unsafe conditions, job site hazards, or come across any defective equipment, report it to your supervisor as soon as possible. Your ideas are important to us. If you have any suggestions where we can improve or enhance our safety program, on the job site, we would like to hear them. Talk to you supervisor about your ideas.

A Word of Caution

This booklet is not intended to be an all-inclusive list of rules and regulations. It represents only the basic safety and health rules and regulations, but does not cover all situations. If there is ever any question or doubt about safety, contact your supervisor, superintendent or company safety director and find out the **Safe way before acting.**

GENERAL SAFETY RULES

1. Comply with all company and OSHA safety standards, rules, policies and procedures; these are in place for your safety.

2. Report any unsafe and hazardous conditions to your supervisor. Do not put yourself in danger.

3. The use, possession or sale of alcohol or illegal drugs is prohibited. Working under the influence of intoxicants or non-prescribed drugs is not permitted and will result in termination.

4. If asbestos, lead or other potentially hazardous materials are encountered during operations, stop work immediately and notify your supervisor.

5. Be aware of the emergency response plan for the location that you are working. Know the alarm signals, evacuations routes and location of emergency numbers. Do not block evacuation routes.

6. All accidents and injuries, no matter how minor, must be immediately reported to your foreman or superintendent. Do not delay in reporting.

7. Do not enter barricaded areas. Roped-off areas are considered potential danger zones and shall be respected as such. Passing through such areas is prohibited except to those employees specifically designated to work within the area. Obey all danger and warning signs.

8. Always be familiar and alert at all times to job site conditions, tools, equipment and work processes in surrounding areas, so that you are able to foresee and avoid possible danger.

9. Get permission from your foreman before bringing personal tools or equipment on the job site to use. It is important that any tools or equipment used on the site are inspected and found in good condition and free from damage or defects.

10. Never leave a roof, floor or wall opening unprotected or uncovered. If such conditions are encountered, stay clear and report it immediately to your supervisor.

11. Proper clothing shall be worn at all times. Proper clothing includes full-length pants and shirts that cover the front, back and shoulders with at least 4-inch sleeves.

12. "No smoking" rule must be obeyed in posted areas and whenever prohibited by the law or regulations.

13. Good housekeeping must be maintained at all times. Work areas must be cleaned at the end of the work shift.

14. All work in "confined spaces" must conform to the confined space entry procedures. Do not enter confined spaces until you have been cleared to do so.

15. Whenever hazardous chemicals are used, appropriate personal protective equipment and clothing shall be used. See your supervisor if you are not certain which PPE is required.

16. Read and follow the Material Safety Data sheets for products or chemicals you have been assigned to work with.

17. All employees are required to have a copy of the company safety handbook. If your copy is lost or damaged, request a new one.

18. Do not stand beside or pass under suspended loads.

19. Radios or earphones of any type are prohibited at all times.

20. Horseplay of any kind is forbidden.

21. Firearms or weapons are prohibited from being brought onto company premises or jobsites.

22. Walk, don't run, except in case of emergency.

FIRST AID AND EMERGENCY PROCEDURES

1. Know the location of emergency phone numbers and the means to call in an emergency.

2. Know where the first aid kit and emergency eyewash are located on-site.

3. If you have a physical condition that may require medical attention or prohibit you from performing any of your normal duties, notify your supervisor.

4. Anytime you are assigned to work inside a building or structure, become aware of the emergency procedures, alarm signals, evacuation routes and marshalling area. If not certain, ask your supervisor.

5. If an emergency occurs, stay calm and follow the established emergency procedures. If an evacuation is necessary, leave the areas by walking – do not run. Do not leave the marshalling area until a head count is taken.

6. NEVER move a person who appears to be seriously injured or ill, especially for injuries of the head, neck and back or if there is a potential of a fracture, unless life threatening conditions exist (e.g. fire, hazardous material spill, etc.)

7. Only qualified persons are allowed to administer first aid and CPR.

8. Protective gloves must be used when administering first aid.

DRUGS AND ALCOHOL

1. A worker under the influence of an intoxicating substance presents a real danger of injury to him or herself and others.

2. The possession, use or "under the influence" of alcohol, illegal drugs or controlled substances by employees during work hours is strictly forbidden.

3. Employees found violating this rule will be subject to immediate dismissal. (See Disciplinary Policy)

DISCIPLINARY POLICY

Rochester Acoustical Corp. expects every employee to follow all safety rules, regulations, policies and procedures of the company and OSHA. If it becomes apparent that an employee is continuing to violate the rules and policies of the company and reinforcement of company procedures has not been effective, the following Disciplinary Policy shall be instituted.

1. Verbal Warning – verbal warnings will be given when there has been an observed or reported violation(s).

2. First Written Warning – a written warning will be given to any employee who ignores verbal warnings or performs a flagrant violation that puts him or herself or others in serious danger.

3. Second Written Warning – An employee who continues to violate the safety rules, policies or procedures will be given three (3) days off without pay.

4. Cease Employment – when it becomes obvious that the previous disciplinary measures have not corrected the employees' behavior, the employee will be dismissed.

5. Should a facility owner or owner's representative request an immediate dismissal of an employee and no other position is available, step no. 4 will be implemented.

6. Immediate Dismissal – an employee may be immediately dismissed for the following:
    a. Reporting to work under the influence of illegal drugs, controlled substances or alcohol.
    b. Disobeying a supervisor's request to utilize personal protective equipment, or following instructions on a safety requirement.
    c. Stealing – an unauthorized removal, or attempted removal of property belonging to someone else or the company.
    d. Horseplay of any form.
    e. A willful safety violation or willful disregard for the safety of one's self or others.
    f. Sleeping during work hours.
    g. Fighting or provoking a fight.

At any time, an employee may plead his or her case in front of the safety committee to have a violation removed from their record.

OSHA

It is the policy of Rochester Acoustical to fully cooperate with an OSHA Compliance Safety and Health Officer (CSHO) by allowing entry into the jobsite and accompanying him or her during an inspection. When it is learned that OSHA is on site for an inspection, the foreman shall contract the office with out delay. The office will in turn contact the superintendent and/or safety director. One or both of them will proceed to

the site. In the absence of the superintendent or safety director, the foreman will be the designated representative of the company. The foreman will attend the "opening conference" and accompany the CSHO during an inspection until the superintendent or safety director arrives.

1. Opening Conference:
   The CSHO will explain the nature of the visit and the scope of the inspection. A copy of an employee complaint, if one exists, may be provided.

2. Inspection Tour:
   The superintendent or safety director will accompany the compliance officer during the inspection. Discussions with a compliance officer are to be courteous and factual. It is not necessary to expand beyond what is asked by the compliance officer or make assumptions if facts are unknown. The CSHO will talk with workers and try to minimize work disruptions. The OSHA rules prohibit any discrimination against employees as result of what they say or show the compliance officer. In some cases it may not be necessary for any representative of the company to accompany the CSHO during the inspection, depending on the type or scope of inspection.

3. Closing Conference:
   The compliance officer reviews any apparent violations with those employers who may be cited. Possible methods and time periods necessary for correction will be discussed.

HAZARD COMMUNICATION

As an employee of Rochester Acoustical, you have the right to know about the hazardous chemicals and products that you work with. This section will summarize our Hazardous Communication Program.

General

1. Be aware of hazardous chemicals being used on site. If you are not certain of the hazards and protective measures of a chemical or product, see your supervisor and obtain the Material Safety Data Sheets.

2. Know where the hazard communication program, hazardous materials list and MSDS are maintained on site.

3. Upon reporting to a work site for the first time, see the foreman who will show you the location of the Hazcom Program and MSDS's. You will be asked to sign-off that you are aware of the location of these documents.

4. Do not work with a hazardous material until you have been informed of the hazards. When working with hazardous chemicals become knowledgeable of appropriate safe work practices, emergency procedures and personal protective equipment. If you need assistance interpreting the information from a MSDS, see your supervisor for help.

5. Employees should be willing to share their knowledge of the Hazard Communication Program and of the materials they work with to other employees and officials.

6. Notify your supervisor if you bring hazardous material on site.

7. All personnel should maintain the integrity of hazard labels on the worksite.

Material Safety Data Sheets (MSDS)

MSDS have been secured for hazardous products that you may use during the course of your employment. You may obtain a copy of your Hazard Communications Program and/or MSDS by completing a requisition form. Forms are available from your supervisor. The MSDS and our written Hazard Communication Program are on file for each project site as follows:

- Main Office — 120 Northern Drive
Rochester, New York 14623
(585) 464-9392
Attn: MSDS Coordinator

- Job Sites — >Site office
>Designated gang box
>If unable to find, call the Main Office

Container Labeling

As required by the OSHA HazCom standard, all containers of hazardous products must be clearly labeled by the manufacturer. Read and follow all instructions and warnings found on the label. If containers of any products you have been assigned to work with are found to have labels missing or are illegible, report it to your supervisor. From time to time, you may be required to transfer product from the original container to a secondary container. The secondary container must be labeled. Contact your supervisor for secondary container labels.

Training

Hazard communication training is an on-going training program that will be accomplished by this safety orientation and subsequent safety meetings. During your employment, more specific information relative to the hazardous products you are assigned to work with will be periodically covered at toolbox safety meetings. Should you not understand, or have any questions about the hazards, protective measures and first aid procedures of a product or chemical you have been assigned to work with, contact your supervisor.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is considered a secondary form of protection against a hazard. Our primary defense against workplace hazards is elimination of the hazard. However, there are many times when this is not possible or feasible. In those cases, PPE becomes necessary. The following rules concerning the use of PPE will apply:

1. All employees are required to wear safety glasses with side shields that are ANSI Z87.1 approved at all times during their work shift.

2. Hard hats are required at all times on construction sites if area is designated as a "Hard Hat Area."

3. Hearing protectors are required when using power tools and equipment, working in the vicinity of any "high noise" equipment or activities, or in a designated "High Noise Area."

4. Personal fall protection equipment (safety harness and lanyard) is required when working in elevated locations 6 ft. and above, unless proper guardrails or other fall protection systems are in place.

5. Leather construction grade boots/shoes in good condition are required on construction sites.

6. Work gloves, in good condition and suitable for the task to be performed, should be worn when handling materials that could be sharp, abrasive, heavy, or pose a chemical or skin hazard.

7. Additional eye and face protection such as face shields and goggles must be worn while performing high hazard tasks including grinding, chipping, overhead drilling or sawing, using a chop saw and working with hazardous materials or chemicals.

8. Respirators may be required in certain areas and while performing certain types of work. The type of respirator selected should be based on the requirements of the task at hand and applicable MSDS. Before using a respirator, you must be medically cleared and fit tested – see your supervisor if a respirator is necessary.

9. Employees involved in welding or cutting operations shall wear appropriate eye, face and skin protection (see the section on Welding and Cutting).

PLEASE READ BEFORE USING A DUST MASK

The following contains information concerning your safety when wearing respirators. **This applies to VOLUNTARY USE of dust masks**. The OSHA Respiratory Protection standard now considers **dust masks to be respirators** and their use is covered by this standard. Heed the advice contained here and if you are not sure about a respiratory exposure or you have difficulty when wearing the dust mask, report to your supervisor. If the task you are doing requires a respirator, then you must be medically cleared and fit tested before we can allow it to be used.

Information for Employees Using Respirators When Not Required Under the OSHA Standards

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard. You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

HOUSEKEEPING AND WASTE DISPOSAL

Good housekeeping prevents accidents. Housekeeping is a continuous process that must be done on a regular basis throughout the day. Double handling of material and a cluttered site are costly and increase the risk of accidents.

1. Keep aisles, passageways, stairways and the base of ladders unobstructed and free of materials and debris.

2. Never block emergency equipment such as fire extinguishers, fire alarms or power disconnects.

3. Never block an escape route, exit point or doorway.

4. Store materials in a stable manner to avoid sliding, tipping, or falling over.

5. Keep toolboxes, storage areas and work vehicles in a neat orderly manner.

6. Workbenches and fabrication areas are to be kept free of debris and scrap materials. Maintain a receptacle or proper container to keep these materials.

7. Do not allow incompatible materials to come in contact with each other.

8. Dispose of oily or solvent soaked rags in metal safety receptacles.

9. Whenever trash or debris is dropped more than 20 ft. on the exterior of a building, an enclosed chute must be used. Place barricades around dumpsters or areas where trash and debris are dropped.

10. Properly route extension cords and welding cables to avoid creating trip hazards in aisles, walkways, stairs and work areas.

11. Report spills. Spills of oils or other liquids are to be cleaned up immediately and the waste disposed of properly. Disposal of hazardous materials shall be done in accordance with environmental regulations.

12. Job sites are to be left broom-clean with all excess material and waste removed at the end of each working day.

13. Protruding nails must be removed from boards and wood materials.

FIRE PROTECTION AND PREVENTION

General

1. Smoke in designated outdoor areas only. Obey "No Smoking" and "No Open Flame" signs.

2. Learn the locations of fire extinguishers, fire exits and fire alarms. Keep fire exits and passageways clear.

3. Use only approved, properly labeled safety cans or portable tanks for the storage and handling of flammable and combustible liquids.

4. One 2 A rated fire extinguisher should be present for every 3000 square feet of protected building area. Travel distance to the nearest extinguisher must not exceed 100'.

5. Keep fire-fighting equipment ready for immediate use.

6. Do not store material or equipment in front of fire extinguishers. Access to fire fighting equipment must be maintained at all times.

7. Fire extinguishers shall be inspected on a yearly basis.

8. No more than 25 gallons of flammable or combustible liquids can be stored in a room outside of an approved storage cabinet. No more than 60 gallons of flammable or 120 gallons of combustible liquids can be stored in any one storage cabinet.

9. Keep flammable liquids in closed containers when not in use. Use only approved solvents for cleaning and degreasing.

10. Conspicuous and legible signs prohibiting smoking and indicating flammable liquid should be posted in service and refueling areas.

11. Shut off engines before refueling. This applies to vehicles, equipment and all internal combustion engines.

12. Do not weld or cut on a tank or any container that has contained gasoline or other flammable gas or liquid.

13. Oily, greasy, flammable or paint soaked rags shall be kept in approved metal containers until removed from the worksite.

14. Outdoor portable tanks have to be at least 20 feet away from any building. Maintain a 12 ft. wide access way for movement of fire-fighting equipment.

15. Keep areas free of weeds, debris and other combustible materials not necessary for storage.

16. Report fire hazards to your supervisor immediately.

Using a Fire Extinguisher

1. **P** – Pull the Pin.
2. **A** – Aim extinguishers nozzle at the base of the flames.
3. **S** – Squeeze trigger while holding the extinguisher upright.
4. **S** – Sweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.

REMEMBER – LEAVE THE AREA IMMEDIATELY IF:

- your path of escape is threatened
- the extinguisher runs out of agent
- the extinguisher is ineffective
- you no longer are able to safely fight the fire

WELDING AND CUTTING

General

1. Only qualified employees with proper training are allowed to use welding equipment.

2. If required by facility or location, obtain a "hot work" or "open flame" permit before performing such tasks.

3. Always clean the area beneath cutting or welding areas. Objects to be welded, cut or heated should be moved to a designated safe location when practical to do so. If this is not possible, remove all combustible materials in the vicinity to a safe place, or contain and protect materials with non-combustible barriers such as welding blankets and shields.

4. Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fire. Use a fire watch.

5. All employees engaged in welding and burning operations must use a welding hood, face shield or burning goggles with lenses having the proper color density and appropriate welding jacket and welding gloves. In addition, earplugs should be worn when performing overhead hot work.

6. No arc or flame welding operation is permitted in areas where the application of flammable paints is taking place or where combustible dust or flammable liquids are used or stored.

7. A suitable fire extinguisher must be located in hot work areas available for immediate use at all times.

Oxyacetylene Torches

1. All connections shall be clean and free from grease and oil.

2. Hoses should not be laid across traffic areas or placed where they could be subject to damage or create a trip hazard.

3. Use a friction lighter to light the torch. **Do Not** light torches by using matches, butane lighters or fluid lights.

4. Where a special wrench is required to operate the acetylene cylinder valve, the wrench should be kept in position on the valve to allow for emergency shutoff.

5. Do not tighten a leaky connection between the cylinder and the regulator without first closing the cylinder valve.

6. For quick closing, valves on fuel gas cylinders should not be opened more than one and a half turns.

7. Check valves and flash arrestors should be located at the torch.

Electric Arc Welders

1. When electrode holders are left unattended, the electrodes should be removed and the holders placed or protected so that they cannot make contact with each other, conductive objects or people.

2. Shield arc welding and cutting with noncombustible or flame-resistant screens to protect other persons from direct arc rays.

3. All welding cable should be insulated completely. Any splices or repairs must have insulation with a resistance equal to or greater than the original insulation. No repairs are permitted within 10 feet of the electrode holder.

4. Insulated boot covers or other suitable protection must be provided to protect terminals.

Compressed Gas Cylinders

1. Valve protection caps must be in place when compressed gas cylinders are transported, moved, stored or not in use.

2. Compressed gas cylinders must be stored in an upright position at all times, except if necessary for short periods of time when cylinders are actually being moved or carried.

3. Cylinders must be kept at a safe distance or shielded from welding and cutting operations. Cylinders should be placed where they cannot become part of an electrical circuit.

4. Gas cylinders shall be secured in an upright position during use or in storage. When in storage, separate oxygen cylinders from fuel-gas cylinders by twenty (20) feet or more. In lieu of separation, a fire rated barrier may be used between oxygen and fuel-gas cylinders (fire rated barrier: a wall at least 5 feet tall with a half-hour fire resistance).

5. Open gas cylinder valves slowly to avoid valve damage. Always close cylinder valves when work is finished or when leaving the operation for extended periods.

6. Cylinder must not be lifted by a crane or hoist unless they are in a cradle or substantial stand and have protective caps in place. Cylinder should never be lifted by the cap.

7. When a cylinder is empty, close the valve, replace the cap, mark the cylinder "MT" (empty) and return it to its rack.

Liquefied Petroleum Gas (LPG)

1. Containers should be placed upright on firm foundations and secured to prevent displacement.

2. Storage of LPG within buildings is prohibited.

3. Storage locations should have at least one approved portable fire extinguisher, rated not less than 20-B:C.

4. LPG containers must be separated from oxygen cylinders a minimum distance of 20 feet or by a noncombustible barrier at least five feet high having a fire-resistance of at least one half hour.

5. LPG containers stored next to roads or in the areas where vehicles and heavy equipment are in use should be barricaded or otherwise protected from damage.

6. Storage of LPG outside of buildings:
   Propane tanks should be located away from the building in accordance with the following:

Quantity of LPG Stored	Distance (feet) away from building
500 lbs. Or less	0
501 to 6,000 lbs.	10
6,001 to 10,000 lbs.	20
Over 10,001 lbs.	25

TOOLS

Tools are only as good as the condition they are in. Inspect all tools before use. If you find any tool that is damaged, defective, or otherwise unsafe to use, tag it and turn it into your supervisor.

Hand Tools

1. Every tool is designated for a certain job and should only be used for that purpose. Do not modify a tool.

2. Keep tools in peak condition. Worn and/or damaged tools are dangerous. Do not use tools with cracked, broken or loose handles.

3. Do not use impact tools such as drift pins, wedges and chisels, if they have mushroomed heads.

4. Do not force tools beyond their capacity or use cheaters to increase leverage.

Power Tools

1. Do not use power tools unless you are completely familiar with them. Contact your supervisor if you are not certain how to operate a tool.

2. Before using a power tool, examine it for damaged parts, missing guards, frayed or cut electrical cords. Tag and remove defective tools from service and notify your supervisor.

3. Do no attempt to bypass or remove manufacturers installed safety devices. Do not use tools with improper or damaged guards or with guards removed.

4. Keep tools and accessories clean and sharp for best performance.

5. Provide adequate ventilation for tools and equipment powered by combustion engines.

Power Actuated Tools

1. Only trained and qualified people may use power-actuated tools. You must have documented training for each model of tool used, see your foreman if you need training.

2. Tools must remain unloaded until ready for use. Do not leave loaded tool unattended.

3. Do not drive fastener into hard or brittle material or into material the fastener will not penetrate through.

4. Do not discard used loads on the floor or ground. Dispose in proper receptacles.

5. Follow manufacturers recommended procedure for misfires.

Lasers

1. Only qualified and trained employees shall be assigned to install, adjust and operate laser equipment.

2. Proof of qualification of the laser operator shall be available and in the possession of the operator at all times.

3. Laser warning signs will be posted in areas where lasers are in use.

4. When the laser is not required or left for a substantial period of time it shall be turned off or the beam capped.

5. The laser shall never be directed at employees or other workers.

6. Lasers shall bear a label to indicate maximum output.

7. A laser unit in operation should be set up above the heads of employees whenever possible.

8. Employees with a potential exposure to direct or reflecting laser light greater then 5 mil watts, shall be provided with anti-laser eye protection.

ELECTRICAL SAFETY

1. Ground fault circuit interrupters (GFCI) shall be used for electrical tools and equipment. Place GFCI at receptacle for extension cord and tool protection.

2. Examine all cords prior to use. Cords which are broken, frayed, worn, contain exposed conductors or have missing ground terminals shall not be used; remove from service immediately.

3. All cords should be of the three-wire type and designed for hard or extra-hard usage. Flat extension cords and Romex extension cords are prohibited.

4. All live electrical installations, such as receptacles, switches and panel boxes, shall be protected by a faceplate or cover.

5. Protective cage guards shall cover bulbs used for temporary lighting.

6. Cords should be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard. Do not fasten extension cords with staples, nails or wire.

7. Protect cords from foot and vehicle traffic and sharp corners and edges.

8. All electric equipment and materials should be of an approved type and installed in accordance with NEC and OSHA.

9. Only qualified persons shall be allowed to perform any type of electrical work.

10. Missing knockouts inside panel boxes, on receptacle boxes and on all other equipment containing live parts should be covered or otherwise protected.

11. Report to your foreman any damaged or defective electrical equipment or other electrical hazards found on the jobsite.

Lock-out Tag-out

1. A lock-out/tag-out procedure shall be used to prevent accidental start-up or release of hazardous energy. This is especially important when servicing or repairing equipment or processes. The lock-out/tag-out procedure is contained in our Accident Prevention Manual Section 9.

2. Locks and tags must be used to lock-out and identify isolation devices.

3. Never attempt to operate any locked or tagged-out piece of equipment.

4. Do not remove someone else's lock and/or tag.

MATERIAL HANDLING AND STORAGE

Manual handling of equipment and materials is a major cause of accidents and injury in construction. Understanding the limitations of one's body is critical. Injuries sustained can include strains, sprains, lacerations and abrasions to back, shoulders, arms, legs, hands and wrists. **Protect your body!**

General

1. All material must be properly stacked and secured to prevent sliding, falling or collapsing.

2. Aisles, stairs, and passageways must be kept clear to provide for safe movement of employees and equipment and to provide access for emergencies.

3. Disposal of construction debris and unused materials shall be in approved dumpsters or containers.

4. Disposal of hazardous wastes shall be in accordance with applicable laws and regulations.

Manual Material Handling

1. Stretch and warm up daily before starting work. Cold muscles are easily injured.

2. Plan a route that is free from tripping and slipping hazards.

3. Examine the object, determine its weight and look for sharp edges.

4. Use proper lifting practices:
   - STAND as close to the load as possible, feet spread apart.
   - BEND at the knees, keeping your back straight and stomach tucked in.
   - GRASP the load firmly. Use gloves if object has sharp or jagged edges.
   - LIFT smoothly with your legs. Do not twist your body or jerk the load.
   - HOLD the load close to the center of your body. Keep your head up.

5. Keep lifts within shoulder-to-knuckle lifting range whenever possible.

6. Pushing is always preferred to pulling when moving an object.

7. When performing repetitive manual handling tasks take "micro" breaks (1 to 2 min.) and use stretching techniques to reduce stress to muscles and tendons.

8. Rotate lifting activities and muscle groups throughout the day to allow sufficient recovery time for muscles.

9. Use mechanical lift devices whenever possible.

Storage

1. Store materials without blocking exits, aisles, passageways and access to fire extinguishers and electrical panels.

2. Materials stored in tiers should be secured to prevent sliding, falling and collapse.

3. Maximum safe load limits of floor within building or structures shall not be exceeded for storage of equipment and materials.

4. Materials stored should not be placed within 6 feet of any hoistway, roof edge or exterior wall, which does not exceed above the materials stored.

5. Maintain proper clearance between incompatible materials.

Rigging and Mechanical Lifting

1. Slings, cables, come-alongs, chain falls, and other lifting devices must be inspected before use.

2. Rigging equipment and lifting devices must be removed from service if damaged or defective.

3. Rigging equipment must not be used with knots, bolts, or other makeshift devices or connectors.

4. Know the weight of loads to be lifted. Rigging equipment must not be loaded beyond their rated capacity, according to the manufacturer's instructions. Ask if you are not sure of its capacity.

5. Never allow anyone to pass under a load being lifted or suspended.

STAIRWAYS & LADDERS

A stairway or ladder must be provided at all points of access where there is a change in elevation of 19 inches or more and no ramp, runway, sloped embankment or personal hoist is provided. Stepping off elevation changes greater than 19 inches without proper access is a frequent cause of injury.

Stairways

1. Slippery conditions on stairways and landings must be eliminated before the stairways are used.

2. Stairways greater than 30" high or with four or more risers must be equipped with a handrail and a stair rail on unprotected sides or edges.

3. Handrails should be between 36 and 37 inches high in line with the face of the riser at the forward edge of the tread and be capable of withstanding a 200 lb. load, applied in a downward and outward direction, with a minimum of deflection.

4. A platform must be provided wherever a door opens directly into a stairway. The platform should extend 20" beyond the swing of the door and be protected by a standard guardrail system. This includes doors to field offices and storage trailers.

5. During construction, pan treads, stairs, and landings must be filled with wood or other solid materials for the full width and depth of the stairs until the stairway is complete.

Ladders

1. **Inspect ladders before use**. Ladders with broken, cracked or missing rungs, cleats or steps; broken or split rails; corroded or broken parts, loose nails, bolts

or screws or is loose and wobbly must be reported to your foreman, tagged out and removed from the jobsite immediately.

2. Ladders used to access an upper floor platform must extend 3 ft. above the upper landing surface.

3. When in position, a straight ladder must be securely tied at the top to prevent slipping or accidental movement. If the ladder is to be used for access onto an elevated surface the bottom must be tied off also.

4. Ladders must be erected with a 4:1 ratio: For every four feet of working length of the ladder, the base will be placed back one foot from vertical.

5. Make certain the floor or other supporting surface onto which the ladder is placed is solid, secure and level. If placing a ladder on a floor cover check to make certain the cover is capable of supporting the load without failure or movement.

6. **The area at the top and bottom of ladders must be kept clear at all times. DO NOT throw or discard materials, tools or debris at the base of ladders.**

7. Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all times (example: two feet and one hand).

8. Make sure ladders and your shoes are free from ice, snow, mud, oil or other slippery materials before use.

9. Ladders should be used only for the purpose of which they were designed. Ladder rungs should not be used for platforms or to support the ends of planks or other similar work platforms.

10. Do not use stepladders in the folded position as a straight ladder would be used. Open the legs and secure the locking mechanism before using the ladder.

11. **NEVER** stand on the top two steps of a stepladder or an extension ladder.

12. Never leave any tools or materials on a ladder when not being used.

13. Metal ladders are prohibited.

SCAFFOLDING

General

1. All scaffolding must be erected, disassembled, repaired or altered under the supervision of a competent person. If you have any questions regarding the scaffold see you foreman.

2. The competent person should decide the feasibility of using fall protection during the erection and dismantling of scaffolds. The issue is whether the use of fall protection is feasible and/or creates a greater hazard.

3. No work should occur on any scaffold until the competent person has certified that the scaffold installation is complete and then turned over to the production crews.

4. Standard guardrails and toe boards are required on all open sides of scaffolds 10 ft. or greater in height from the lower levels. Whenever it is feasible provide guardrails on scaffolds 6 ft. or greater in height.

5. The front edge of all platforms should not be more than 14" from the face of the work unless a guardrail system is erected, unless the front edge of personal fall arrest systems are used.

6. Screen or panels should be installed where tools or materials are stacked above the toe board and workers are required to pass below scaffold. (i.e. to access building).

7. A ladder, stairway, ramp, integral ladder access frames or other safe means must be used to access scaffold platforms more than 24" above or below the point of access. Climbing on cross braces is prohibited.

8. Scaffold planks should overhang and supports no less than 6" and no more than 12" unless cleated or otherwise secured in place. The 12" overhang may be exceeded where guardrails block the cantilevered position of the platform.

9. Any scaffolding component damaged or weakened by any cause must be brought to the attention of the competent person who will determine if it can be braced, repaired or removed from service.

10. All scaffold platforms must be fully planked between the front uprights and the guardrail supports. Platforms should be decked so that no space between the planks of scaffold supports, exceed 1 inch.

11. All planking shall be scaffold grade or equivalent. Cracked or split planks must be immediately replaced.

12. Unstable objects must not be used to support a scaffold or as working platforms.

13. Know the related capacity of the scaffold – Do not overload the scaffold. Loads imposed on the scaffold include the weight of the employees, equipment, tools and materials.

14. Eliminate any slippery conditions (e.g. – ice, snow, oil, liquid, fine materials) before any work begins.

Supported Scaffolds (i.e.; Frame Scaffold)

1. Scaffold legs must be set on base plates and on mud-sills or a firm foundation adequate to support 4 times the maximum rated load.

2. Where uplift may occur, connections must be locked together by pins or other equivalent means.

3. Cross-braces, diagonal braces, or both, must be used to square, align and brace scaffolds.

4. Freestanding scaffolds must not exceed 4 times the minimum base dimension. If this height is exceeded, the scaffold must be tied off.

5. When securing scaffolds, the tie-off must be at the closest horizontal scaffold member at the 4:1 (H:W) ratio, then repeated every 26 ft. vertically. Horizontal tie-offs should be located at each end of a scaffold and at 30 ft. intervals.

Mobile Scaffolds

1. The height of mobile scaffolds must not exceed four (4) times their minimum base dimension, unless outriggers are added to increase base dimension.

2. Scaffolds should be cross braced, horizontally and diagonally to prevent racking or collapse and to automatically square and align the vertical members.

3. An access ladder should be affixed to the scaffold in a location where its usage will not have a tendency to tip the scaffold.

4. When in use, casters or wheels should be locked to prevent movement. Only in rare instances are employees allowed to ride mobile scaffolds. See OSHA 1926.452 (w).

Suspension Scaffolds – Contact the Safety Director when the use of suspension scaffold is anticipated.

Ramps and Walkways

1. Ramps and walkways 6' or more above a lower level should be equipped with a standard guardrail system.

2. No ramp or walkway should be sloped greater than 1 vertical to 3 horizontal.

3. If the slope of the ramp or walkway is steeper than 1:8, cleats should be securely fastened to the walkway spaced no further than 14" apart to provide footing.

Aerial Lift Platforms: (boom lift and scissors lift)

1. Only properly trained personnel may operate an aerial lift. See you supervisor if you need training.

2. Read and obey operating instructions, warnings and cautions for the lift.

3. Test the controls prior to operating the lift to ensure that they are working properly.

4. Wear a safety harness with a lanyard attached to the anchor point inside the boom basket when working from a "boom" type aerial lift. (Never anchor your lanyard to an adjacent pole, structure or equipment outside the basket while YOU are inside the basket.)

5. Keep oil, grease and other slippery substances cleaned from your footwear and from platform desks.

6. Never drive an aerial lift with the outriggers extended.

7. Inspect the floor or ground surfaces traveling or operating a lift. Do not travel or operate a lift on soft or uneven surfaces or areas where floor openings are not covered. DO NOT travel over a hole cover unless you are certain it will support the weight of the lift.

8. Always level and stabilize the lift by extending outriggers prior to operating the platform.

9. Check all clearances thoroughly before positioning the platform.

10. Keep ground personnel away from areas under and near raised platforms.

11. Never exceed manufacturers rated capacity for the aerial lift platform.

12. Never place ladders, steps or similar items on a lift to provide additional reach for any purpose.

Drywall Benches

1. Inspect the bench before each use. Look to make certain the bench is not damaged or defective. Check to see that it is structurally sound, free of cracked or broken components, that the mechanism for the legs locks properly and the anti-slip feet are in good condition.

2. Before setting up the bench, clear the area of materials, debris and slippery surfaces. Check your shoes for slippery substances.

3. MAKE CERTAIN THE LEGS ARE PROPERLY LOCKED WITH THE SAFETY COLLAR IN PLACE BEFORE STEPPING ONTO OR STANDING ON THE BENCH.

Stilts

1. Training is required for all employees who will be using stilts. If you have not been trained in the use of stilts, do not use them – see your foreman.

2. Inspect the stilts thoroughly before each use. Make sure that the structure is free of any sign of damage, that there is no excessive wear or cracks, all bolts are tight and that the straps are in good condition. Do not use damaged or defective stilts – report them to your foreman.

3. Before using stilts, make sure they are adjusted properly. Never tighten adjusters more than 1/5 of the way down, or approximately 15 turns, as it will limit the stilt action and impose stress on the components.

4. Inspect the work area before using stilts. The floor must be free from materials, debris, slippery surfaces, holes, severe drop-offs and weak floor covers. Do not throw or discard materials or debris on the floor in the work area.

5. When mounting or dismounting the stilts, select a clear and level area away from doors, stairwells, windows, guardrails, etc. With the help of a co-worker, mount or dismount the stilts. In the absence of a co-worker, a short bench or stack of drywall may be used.

FALL PROTECTION

Falls are a serious hazard and are the cause of one third of all fatalities each year in the construction industry. When planning an operation or task, efforts should be made to eliminate or minimize a fall hazard.

General

1. Employees on walking or working surfaces 6 ft. or more above lower levels must be protected from failing by a fall protection system meeting the requirements of OSHA subpart M.

2. The most common methods of fall protection for our work are guardrail systems, personal fall arrest systems, positioning devices systems and covers.

3. Floor or roof holes 2 inches or greater in diameter must be protected to prevent falls or falling objects. Methods of protection are guardrail systems, personal fall arrest systems or covers.

4. Unless they are easily visible, excavations must be protected by guardrail systems, fences or barricades. Wells, shafts, pits and similar small diameter excavations must be protected by guardrail systems, fences, barricades or covers.

5. Ramps, runways, and other walkways must be protected by guardrail systems.

6. A wall opening whose inside bottom edge height is 39" must be protected by guardrail systems or personal fall arrest systems.

7. Never leave a roof or floor opening unprotected or uncovered. If such conditions are encountered report it to your supervisor immediately.

8. When working on low-sloped roofs (4:12 pitch or less) employees must be protected from falls. For protection, install a warning line no closer than 6 ft. from the edge. If working closer than 6 ft. to the edge, use a personal fall arrest system or guardrail system.

Fall Protection Systems

1. Guardrail Systems:
    - Top-rails must be installed at 42 inches with a tolerance of +/ – 3 inches. Mid-rails are required halfway between the top-rail and the walking/working surface.

- A top-rail must be capable of withstanding a down and outward force of 200 pounds without causing a deflection below 39 inches or causing failure of the rail.
- Cable top-rails and mid-rails should be at least ¼" diameter. If wire rope is used as top rails, it should be flagged every 6 feet with highly visible materials.
- Lumber used in the construction of guardrails should be sound and should not contain large or loose knots. All nails should be driven in completely.
- Off-set guardrails are required at ladder access points to protect the opening.

2. Covers:
    - Covers must be capable of withstanding two (2) times the weight of any object or employee which may pass over it and be color-coded or marked "hole" or "cover."
    - Covers must be secured in place to prevent accidental displacement.

3. Personal Fall Arrest Systems:
    - Fall arrest anchorage points should be able to withstand 5000 lbs. Per employee or should be designed as a system that maintains a safety factor of at least 2.
    - Fall protection systems should be erected under the supervision of a competent person**. Any employee who is unsure whether an anchorage point is appropriate should ask their supervisor.**
    - Safety harnesses must be used for fall arrest. Safety belts are no longer allowed. A shock-absorbing lanyard is to be used with a safety harness for fall arrest. Limit arresting force to below 900 lbs.
    - Safety harnesses, lanyards and other fall protection equipment are not to be used for any purpose other than employee fall protection.
    - Lanyard and safety line length should not allow a free fall greater than 6 feet. Additionally, care should be given when using the system to ensure that an employee will not strike lower levels or be subject to a swing fall prior to, or during, the activation of the fall arrest system.
    - Positioning devices cannot allow for a free fall of greater than 2 feet.
    - Inspect all personal fall protection equipment prior to use.

MOTOR VEHICLES AND MECHANIZED EQUIPMENT

General

1. Inspect all vehicles and equipment at the beginning of each shift to ensure that they are in safe operating condition.

2. Seat belts shall be worn at all times by employees operating or riding in motor vehicles or machinery. (Exception: equipment designed for stand-up operation.)

3. Vehicles used to transport employees should have seats firmly secured and adequate for the number of employees to be carried. Employees shall not ride on fenders, running boards of equipment, or the bed of a pickup truck.

4. Horns and warning devices must be in working order on all bi-directional machinery.

5. Motor vehicles and mechanized equipment with an obstructed view to the rear should not be operated unless the vehicle has a reverse signal audible above the surrounding sound or the vehicle is backed up with the assistance of an observer.

6. Operators of all motor vehicle equipment are responsible for the safe operation of their vehicle at all times.

7. Operators of all motor vehicles shall strictly obey posted limits and maintain appropriate distance from vehicles in front.

8. Be sure the parking brakes are set when vehicles or mobile equipment are stopped or parked. Equipment on inclines shall have wheels locked and parking brakes set.

Forklift Operation

1. Employees must be trained before being permitted to operate a forklift.

2. Only the driver is permitted to ride on forklift trucks.

3. Do not exceed the rated capacity of the forklift.

4. Keep forks down. Operate with forks just high enough to clear obstructions.

5. Operate the truck in reverse if the load is too high or too wide to see around.

6. Keep personnel clear of travel areas and lift zones.

7. Park with the forks down and the parking brake set.

8. Forklifts shall not be used to raise employees unless it is equipped with a personnel basket designed by the manufacturer.

9. **DANGER** – When manually adjusting the forks, keep hands and fingers clear of pinch points especially between the forks and the carriage.

CRANES

1. Crane operation and usage shall comply with the manufacturer's specifications and limitations. Rated load capacities, recommended operating speeds and special hazard warnings must be conspicuously posted on all equipment.

2. Crane operators shall be licensed and are responsible for the safe operation of the equipment.

3. A competent person must inspect equipment before each use and as often as necessary. Deficiencies shall be corrected before the equipment is used. Cranes must be inspected in accordance with federal and state requirements.

4. Accessible areas within the swing radius of the crane superstructure shall be barricaded.

5. No one is permitted to ride crane loads. No one is permitted to ride on the equipment outside of a proper seat.

6. The minimum clearance for the crane or any part of the load shall be 10 ft. from power lines rated 50kV or below. Clearance for power lines rated above 50kV, refer to the OSHA standard.

7. Tag lines shall be used to control all loads hoisted above head level.

8. The operator shall avoid swinging loads over workers and bystanders.

9. ANSI standard hand signals or two-way radio shall be used to communicate with the operator. Only one person should be permitted to give signals to the operator.

DEMOLITION

Demolition work requires pre-planning regardless if it is a minor removal or a major demolition project. A qualified person needs to determine the sequence of removal, whether any hazardous material is present and to analyze the structural impact of removals to avoid unplanned collapses. Determinations must be made to check if energy sources or utility services are present or could be affected.

1. Be certain removals will not compromise the structural integrity of the structure.

2. If demolition will affect utility lines they shall be shut-off, capped or otherwise controlled. Any utility company that is involved shall be notified in advance.

3. During demolition operations the structural integrity of floors or roofs must be established before employee are allowed to walk on those surfaces.

4. If you suspect asbestos or lead are contained in the material to be removed, STOP do not remove; contact your supervisor.

5. All floor and wall openings shall be immediately protected to eliminate a fall hazard.

6. If debris is dropped through a floor opening without a chute, the drop area shall be completely barricaded 6 ft. back from the projected edge of the opening above. Signs, warning of a falling material hazard, shall be posted at each level.

7. Whenever materials or debris are dropped more than 20ft. to any point below an enclosed chute shall be used. The area surrounding the discharge end of the chute shall be completely barricaded off.

8. Removals in the lower areas shall not be permitted until debris handling above has ceased. A substantial gate shall be installed at each chute opening and controlled by a competent person.

9. A 42-inch high guardrail shall be placed across any chute opening to protect the fall hazard. If materials are dumped into the chute a 4 by 6 inch bumper rail shall be installed.

VENTILATION

Mechanical ventilation is one of our primary methods of controlling respiratory hazards. If tasks or operations are producing atmospheric contaminates (e.g. dust, mists, vapors, smoke, fibers, etc.) ventilation will reduce the concentration and may eliminate the need for respirators.

1. When welding, burning and cutting is performed in confined spaces, enclosed spaces or areas where ambient ventilation is low, general mechanical or local exhaust is required.

2. When operating internal combustion engines indoors or inside enclosed spaces and the exhaust cannot be piped to outside air, general mechanical ventilation is required.

3. General mechanical ventilation must come from a clean source. Do not set up fans where he fresh air has a possibility of being contaminated such as near other ventilation exhaust points, in locations where internal combustion engines are running, or from areas where hazardous materials are used or stored.

ILLUMINATION

1. Lighting must be adequate in all work areas.

2. If temporary lighting is not functioning or is inadequate, additional work area lighting shall be provided.

NOTES

ROCHESTER ACOUSTICAL CORPORATION

EMPLOYEE SAFETY HANDBOOK – RECEIPT PAGE

Rochester Acoustical Corporation is providing you with the Employee Safety Handbook so that you will know what we expect from you regarding safety and health. This handbook does not cover every conceivable safety and health rule and practice, nor does it cover all the safety and health regulations and standards mandated by Federal and State governments. This publication describes the safety and health rules and practices, which if observed, will help protect you and your coworkers from the most common hazards in construction.

You are expected to read this handbook and ask your supervisor about any part of it that you do not understand. You are expected to comply with each and every safety and health rule and practice described in this handbook.

Your signature below acknowledges your receipt of this handbook and your concurrence with the expectations of this company as described above.

Name:_____

Craft:_____Local #:_____

Date:_____

Signature:_____

Witness Signature:_____