

The logo for SKYE Building Services features a large, stylized 'S' in blue with a gradient and a 3D effect. To its right, the word 'SKYE' is written in a bold, black, sans-serif font with a 3D effect. Below the 'S' and 'SKYE' is the text 'Building Services' in a bold, black, sans-serif font.

SKYE
Building Services

Contract No.

Project Title

Permit No.

SAFETY MANUAL

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A. SAFETY PROGRAM STATEMENT OF POLICY, GOALS AND COMPLIANCE

1. MISSION STATEMENT

Among Skye Building Services chief concerns is to return each employee home safely, unharmed, and able to enjoy their family and loved ones to the fullest extent. This is achieved through thoughtful policy, practical training and a culture that moves beyond following instructions, to behavior of fellow concern and forethought to the tasks at hand. There is no accomplishment, profit, time savings or otherwise that is more important than life. It is with these intentions that Skye and its principle managers encourage the readers to take to heart these crucial guidelines and regulations. As we make practical application of this guide, we return home safe every day.

2. POLICY

- (a) The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important asset and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees.
- (b) To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, minimize the risk of accidents, and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).

3. GOALS

Our goals are to reduce employee injury, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the attainment of these goals, our company will remain competitive and viable in our industry. It is our aspirational standard to achieve ZERO incidents, near misses, accidents, injury, or death for each project.

4. COMPLIANCE

- (a) Management will procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors, and employees accountable for meeting their safety responsibilities.
- (b) SKYE Building Services will uphold the highest safety standards in strict compliance with the currently effective and applicable OSHA standards, 29 CFR part 1926 and 1910, SKYE Safety rules and Regulations, Airport Operations Area Regulations, and all applicable Federal and State regulations.
- (c) All employees will become familiar with the safety program and adhere to the guidelines contained within each section. Subcontractors will be made aware of the SKYE safety program and, as a minimum, will adhere to the guidelines contained within Section E, of this Safety Manual, which combined is called The Safety Program.

B. EMERGENCY CONTACT INFORMATION

Telephone numbers to be used in the case of an emergency. These numbers shall be posted on the jobsite and made job specific.

JOB SPECIFIC EMERGENCY CONTACT: (In order of Chain of Command)

Superintendent:	James Sutherland <i>Name</i>	214-770-2046 <i>Phone No.</i>	james@skyebuild.com <i>Email</i>
Project Manager:	James Sutherland <i>Name</i>	214-770-2046 <i>Phone No.</i>	james@skyebuild.com <i>Email</i>
Safety Manager:	James Sutherland <i>Name</i>	214-770-2046 <i>Phone No.</i>	james@skyebuild.com <i>Email</i>
QC Manager:	James Sutherland <i>Name</i>	214-770-2046 <i>Phone No.</i>	james@skyebuild.com <i>Email</i>

911

WHEN DIALING 911 AT DFW INTERNATIONAL AIRPORT PLEASE INFORM DISPATCH THAT YOU ARE CALLING FROM THE PROPERTY OF DFW AIRPORT TO BE ROUTED TO THE APPROPRIATE EMERGENCY SERVICES.

GENERAL CONTACT INFORMATION

Skye Building Services LLC
2415 Fruitland Avenue
Farmers Branch, TX 75234
Bus: (469)-372-0231
Fax: (469)-372-0232
www.skyebuild.com

DFW Fire Department
911

Grapevine Fire Department
911
(817) 410-8100

Grapevine Police Department
911
(817) 410-8127

Care Now in Grapevine
911
(972) 539-6330

Texas SERC
(512) 465-2454

EPA/Poison Hot Line
1-800-424-8802

C. COMPETENT PERSONNEL RESPONSIBILITIES

1. POLICY

- (a) Each competent person identified in their role shall be clearly defined, the minimum requirements thereof, given the tools to carry out Skye's mission for safety and be given unilateral decision making power to control or stop work on any project where safety is compromised in their opinion.

2. SAFETY OFFICER RESPONSIBILITIES

- (a) Development, implementation, and compliance enforcement of this Safety Manual, OSHA Regulations, Airport or Municipal Regulations, DPS, Life Safety and Emergency Services for Skye Building Service and its Subcontractors on every project performed from start to finish.
- (b) Update this manual to confirm with changes in applicable laws and regulations. All changes to be notified and reviewed with each competent person on each active and procured project.
- (c) Monitor and provide advice to the Project Manager and Superintendent for each project.
- (d) Develop training materials, training sessions and on-going training for Skye personnel.
- (e) Monitor documentation from Superintendent, ensure contents are relevant and appropriate. Respond to any recorded incident.
- (f) Investigate and develop report for any incident, accident injury or fatality.
- (g) Full Authority to close job site activity when deemed unsafe, dangerous or compromises security for workers, employees, or the public. This authority is irrevocable by any authority or by Skye Building Services Management.

3. PROJECT MANAGER RESPONSIBILITIES

- (a) Eliminate potential hazards by providing appropriate safeguards, personal protective equipment, and safe work tasks.
- (b) Provide necessary personal protective equipment and enforce its use and care.
- (c) Be familiar and comply with applicable OSHA standards.
- (d) Review, consider for approval, and execute appropriate action on safety policies.
- (e) Include appropriate Airport Operations Area (AOA) and DPS mandatory regulations to be implemented with strict compliance.
- (f) Ensure a high level of productivity and safety performance and hold project management staff accountable.
- (g) Ensure that worksites have designated competent person(s) with the authority to enforce the safety program and take corrective actions.
- (h) Full Authority to close job site activity when deemed unsafe, dangerous or compromises security for workers, employees, or the public. This authority is irrevocable by any authority or by Skye Building Services Management.

4. QUALITY CONTROL MANAGER RESPONSIBILITIES

- (a) Review individual scopes of work and identify potential hazards. Review with appropriate persons for preventive action or awareness.
- (b) In conjunction with routine quality control duties, inspect and record all safety related matters. Report these findings with the competent person for the task.
- (c) Full Authority to close job site activity when deemed unsafe, dangerous or compromises security for workers, employees, or the public. This authority is irrevocable by any authority or by Skye Building Services Management.

5. SUPERINTENDENT/FOREMAN RESPONSIBILITIES

- (a) Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
- (b) Prevent unsafe work habits and behavior from developing. You are responsible to make daily observations of employees to ensure that they perform their work safely and continue this observation regularly once safe working habits are established.

- (c) Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove employees until conditions are safe.
- (d) Documentation of weekly safety toolbox safety topics, job hazard analysis (JHA), safety inspections, and any recordable safety incident.
- (e) Manage compliance of Tool Inventory Management for Skye Building Services and its Subcontractors.
- (f) All reporting and notification be made available daily, or immediately depending on event, to the Safety Manager and Project Manager.
- (g) Full Authority to close job site activity when deemed unsafe, dangerous or compromises security for workers, employees, the public or anyone. This authority is irrevocable by any authority or by Skye Building Services Management.

6. SUBCONTRACTORS

- (a) The management of each subcontractor working on a SKYE project site shall identify and designate a competent person from their own company. No changes to this role shall take place without the written consent of Skye Building Services.
- (b) Each subcontractor Competent Person shall monitor their area of responsibility and shall be held accountable for the safety performance of their company employees, tier-subcontractors, and vendors.
- (c) Being present at the site at all times when work is ongoing by employees, tier-subcontractor personnel or vendors.
- (d) Adhere to the Subcontractor Basic Safety Rules in Section E of this manual.
- (e) Ensure and supply all Personal Protective Equipment for their employees, subcontractors, and vendors.
- (f) Never allow safety regulations to be circumvented, ignored, or violated by anyone whether the infraction occurs by their own personnel or not. Each Competent Person is tasked with the responsibility to take immediate action to correct any life-threatening situation and/or to report any such infraction immediately to SKYE's Superintendent, Safety Manager or Project Manager immediately.
- (g) Observe personnel work habits and take corrective action when unsafe habits are noticed.
- (h) Ensure that proper personnel are trained and used for the proper task.
- (i) Hold own safety meetings as required to train their own personnel in job specific hazard avoidance.
- (j) Review, document implement daily planning through a work specific Job Hazard Analysis (JHA) and file with Skye Building Services.
- (k) Attend and have all personnel attend regular safety meetings facilitated by SKYE Building Services, or designated subcontractor, with their own company personnel.
- (l) Immediately report any injuries to the SKYE Superintendent or Project Manager reporting conditions and equipment used.

7. VISITORS

- (a) This section includes all persons not directly related to the performance of the work. Architects, Engineers, Owner Representatives, Inspectors, Third Party Vendors, Delivery Staff, News Media, Politicians or otherwise are considered visitors.
- (b) Must check in with the Superintendent before entering jobsite or site facility. Prior notification is preferred if possible as time and circumstances allow.
- (c) Shall review all restrictions or job specific conditions requiring attention to Safety and Security.
- (d) Shall comply will all with the currently effective and applicable OSHA standards, 29 CFR part 1926 and 1910, SKYE Safety rules and Regulations, Airport Operations Area Regulations, and all applicable Federal and State regulations.
- (e) Shall come present with all appropriate Personal Protective Equipment.

D. TRAINING

1. POLICY

(a) Training is the first step to responsibility and leads to action. Skye Building Service makes the commitment to train its staff immediately upon hire, maintains the standards and is always looking for the best improvements to facilitate the realization of our shared mission statement. This training is at no cost to our employees.

2. NEW HIRE TRAINING

(a) Every new hire with Skye Building Services must be trained with this safety manual by the Safety Manager or another appropriately appointed manager, demonstrate sufficient understanding and acknowledge this training before engaging in any work with the company.

3. SUBCONTRACTOR TRAINING

(a) Any subcontractor that engages in work with Skye Building Service must demonstrate and prove that a similar safety program is in place with their respective company and employees or adopt Skye's Safety Program before work starts.

4. PROJECT TRAINING

(a) Each project shall have its own independent safety orientation covering the basic safety rules and site-specific safety plan.

5. RETRAINING

(a) When Skye Building Services Frontline Supervision has reason to believe that an employee lacks the skill or understanding needed for working safely, management shall ensure that such employee is retrained so that the prerequisite proficiency is regained. Retraining is required in at least the following situations:

- (i) Where changes at the jobsite present a hazard about which an employee has not been previously trained; or
- (ii) Where inadequacies in an affected employee's knowledge or skills indicate that the employee has not retained the requisite proficiency.
- (iii) Where an incident, near miss, accident or occurs.

6. CERTIFICATIONS

These Skye employees shall possess and maintain OSHA 30 Safety Certification:

- (a) Safety Managers
- (b) Safety Inspectors
- (c) Superintendents
- (d) Quality Control Managers
- (e) The cost and time shall be Skye Building Services to bear. Required employees shall keep their certifications current and make time out of their regular work to schedule the necessary classes to maintain these certifications. These shall immediate alert Skye to potential or actual lapses in coverage.

E. BASIC SAFETY RULES AND REGULATIONS

1. POLICY

This list of critical safety items that occur most commonly to each project is not be understood as a comprehensive list but the minimum requirements for understanding safety, controls, and prevention. All employees and subcontract must be thoroughly familiar with the content and to put to good use these immediate before setting foot on a Skye project.

2. DRUGS, ALCOHOL AND FIREARMS

- (a) ABSOLUTELY NO Drugs, Alcohol, or Firearms are allowed on any SKYE project site. Any employee who violates this policy shall be subject to disciplinary action including possible termination. All employees will have a mandatory pre-employment drug screening. All employees are subject to random drug and alcohol screening. All employees who are injured or involved in accidents are subject to drug and alcohol screening.
- (b) Random drug testing is done on an annual basis.

3. PERSONAL PROTECTIVE EQUIPMENT

The listed equipment items are to be worn and used as a minimum at all times on all Skye jobsites:

- (a) HARD HATS: OSHA approved, non-conductive hard-hats will be worn by personnel in the construction site or any other designated areas. No metal hard-hats or "Cowboy" hats are allowed.
- (b) EYE PROTECTION: shall be worn when machines and operations present potential eye injury. 100% use of eye protection at all times is recommended but is not mandated. 100% use will be reviewed and enforced on a project case by case basis.
- (c) OCCUPATIONAL FOOT PROTECTION: Sturdy leather footwear with rigid, slip resistant soles and safety-toe protection are required at all times while on the construction site and in other designated areas. The footwear must provide adequate protection and support to feet and ankles. Sneakers, sandals, and other light weight footwear is prohibited. Steel toes are recommended. But not mandated.
- (d) TRAFFIC VESTS: High visibility vests will be required by personnel such as flagmen, fire watches, airport operations and personnel working in close proximity to traffic and worn at all times.

4. DRESS AND CONDUCT CODE

- (a) All personnel are required to wear full length pants, shirts with at least a 4" sleeve and all must be fully hemmed with no frayed edges. No tank tops or cutaway shirts shall be allowed. No offensive Logos or statements are allowed on any clothing.
- (b) All personnel shall refrain from any illicit, profane or action that lacks decorum. This includes graffiti, discrimination, intimidation, pranks, "cat-calling" or behavior that cause offense.
- (c) Skye Employees or Subcontractor shall not engage in, promote, or facilitate civil unrest while at a project site or engaging in work for Skye Building Services.

5. HEARING PROTECTION

- (a) All employees are required to use ear plugs and/or ear protection when exposed to high noise level work areas, or while using noisy tools or equipment.

6. RESPIRATORY PROTECTION

- (a) Respiratory protection must be worn when exposed to harmful dusts, fogs, fumes, gases, smokes, sprays, vapors, chemicals or when required to complete any activity safely.

7. HAND PROTECTION

- (a) Work gloves shall be worn by all employees who are handling materials, shoveling, cleaning, etc.
- (b) Rubber or neoprene gloves shall be worn by all employees who are working with concrete or chemicals, fuels, etc.
- (c) Leather gloves shall be worn by employees who are welding or Oxy / Acetylene cutting.
- (d) Other specialty gloves may be required for special jobs.

8. SAFE WORK PRACTICES

- (a) Employees must be aware that there are four leading causes of death on construction projects. They are: Falls, being 'struck by', being caught 'in between', and electrocution.

9. STAIRWAYS

- (a) A stairway or ladder should be provided at all points of access where there is a change in elevation of 19 inch or more and no ramp, runway, sloped embankment, or personal hoist is provided.
- (b) Stairways should be kept free of hazardous projections such as nails and screws.
- (c) Slippery conditions on stairways should be eliminated before the stairways are used.
- (d) Stairways greater than 30 inches high or with four or more risers should be equipped with at least one handrail, and one stair rail system along each unprotected side or edge.

10. LADDERS

- (a) Metal or Wood Ladder are prohibited.
- (b) Inspect ladders before use. Ladders with broken or missing rungs, cleats or steps, broken or split rails, or corroded parts should be tagged out and removed from the jobsite immediately. Use the ladder inspection checklist (Appendix B).
- (c) Ladders used to access an upper floor or platform should extend three feet above the upper landing surface.
- (d) When in position, a ladder should be securely tied at the top to prevent slipping or secured at the base by a fellow employee.
- (e) Ladders should be erected exercising the 4:1 ratio: for every four feet of working length off the ladder, the base will be placed one foot from vertical.
- (f) The area at the top and bottom of ladders should always be kept clear.
- (g) Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder (e.g., two feet and one hand).
- (h) Make sure ladders are free from ice, snow, mud, or other slippery materials before use.
- (i) Never use a ladder in a horizontal position as a platform or scaffold.
- (j) A double cleated ladder or two or more separate ladders should be provided if ladders are the only means of access/exit from a working area of 25 employees, or the ladder serves simultaneously two-way traffic.
- (k) Ladders should be used only for the purpose for which they were designed. Ladder rungs should not be used to support the ends of planks or other similar work platforms.

11. STEP LADDERS

- (a) Do not use ladders in the folded position as a straight ladder would be used. Open the legs and secure the locking mechanism.
- (b) Do not stand on the top two steps of a step ladder.

12. FALL PROTECTION

- (a) All employees who are exposed to a fall of 6 feet (6') or more shall have safety fall protection in compliance with OSHA Guidelines. Typically, this consists of wearing a safety harness with a lanyard tied off above the working platform area. Consult with SKYE's Safety Manager where tying off is not practical.
- (b) All employees shall be trained in the use of the harness prior to its use.
- (c) The lanyard shall be secured at all times while the employee is aloft.
- (d) All stairways shall be equipped with handrails.
- (e) All areas that have an elevation change of 19 inches (19") or more shall be provided with stairway or other safe access.
- (f) Handrails must have a top edge minimum height of 42", be able to support 200 lbs. with less than 3 inches (3") deflection in any direction.
- (g) Excavations more than four feet (4') deep must have solid barricades around the excavation that meet the above standard.

- (h) All floor and wall openings shall be barricaded on all sides to ensure that employees are protected. Floor holes shall be covered with a secure cover and clearly marked. A hole is defined as a gap or void 2" or more in its least direction.
- (i) The cover for floor openings shall be sufficient to hold the intended weight but shall never be below 3/4" plywood.

13. LOCKOUT/TAGOUT

- (a) Hazardous energy sources may include electrical, hydraulic, pneumatic or others. All hazardous energy sources must be locked out of service prior to employees working in the areas. The employee must lock the source out of service and attach his own lock and tag to the device prior to beginning the work.
- (b) All equipment that is to be worked on shall be tagged out of service with a "Do Not Operate" tag at the operator's station prior to beginning work.
- (c) All equipment and maintenance on elevated parts must have those parts secured from movement by blocking or other means that will prevent movement.
- (d) All lock out shall be verified by attempting to operate the device from all operating stations to ensure the device will not operate.

14. TOOLS

- (a) The two most important aspects of safe tool use are: Inspect your tool before use and always use the right tool for the right job.
- (b) All tools shall be kept in good condition and free from defects.
- (c) All tool handles shall be inspected prior to each use for cracks and shall be removed from service immediately if found to be defective.
- (d) All tools must be in good working condition. Defective tools must not be used. Examples are: Chisels with mushroom heads, hammers with loose or split handles, guards missing on powered equipment. Defective tools must be reported to a Supervisor, marked "Do Not Use" and disposed of.
- (e) Worn or frayed electrical cords shall be removed from service immediately. Cords shall be cut up, labeled "Do Not Use" and disposed of.
- (f) Tools with ground pin missing shall be removed from service immediately.
- (g) All tools with guards such as grinders, circular saws, etc. shall have the guard in place. Moving guards such as the guard on a circular saw shall be unobstructed and shall move freely.
- (h) All pneumatic hoses are required to be secured at the crow's foot connection to prevent the hose from disconnecting and whipping

15. HOUSEKEEPING

- (a) Housekeeping is an integral part of any job. Supervisors and employees are responsible for keeping their work areas clean and hazard free. Cleanup is required at the end of the day, or sooner when conditions warrant.
- (b) If this requirement is not maintained in sufficient manner, composite crews will be enforced.

16. ELECTRICAL

- (a) All electrical tools and cords shall be inspected prior to each use by the user. Any tool or cord that is found to be defective such as cut or broken insulation or any other damage to the tools shall be removed from service immediately.
- (b) All electrical tools and cords shall be connected to a Ground Fault Circuit Interrupter (GFCI).

17. COMPRESSED GAS CYLINDERS

- (a) All compressed gas cylinders shall be used, stored, and transported in the vertical position.
- (b) Type II gas cylinders shall have the regulators removed and the caps in place while not in use.
- (c) Flammable gasses shall not be stored closer than twenty feet (20') from other gasses unless they are separated by an approved thirty (30) minute burn barrier.

18. WELDING / CUTTING

- (a) All welding and cutting operations shall be inspected prior to starting to ensure that all flammable and combustible materials have been removed from the area or protected from heat and sparks. Face shield in conjunction with safety glasses shall be worn when cutting. A welding hood and heavy leather gloves shall be worn for welding. Welding and Cutting operations are considered "Hot Work" and require a "Hot Work" Permit. The permit is obtained through DFW Fire Department.
- (b) All welding and cutting operations shall have fire extinguishers in the immediate area (within 25') before they begin.
- (c) All Oxy / Acetylene cutting equipment shall be inspected prior to each use for defects and removed from service if found to be defective.
- (d) Every Oxy / Acetylene cutting rig shall be equipped with flash-back arrestors at the torch end of the hose.
- (e) At the conclusion of the "Hot Work" a fire watch of no less than 30 mins shall commence.

19. EXCAVATIONS

- (a) No excavation work shall be started until the supervisor has a completed excavation permit in hand which indicates that all utilities have been located and marked by the proper authorities. The equipment operators shall be given instructions by the supervisor as to the location of the utilities and the plan to be used to excavate the area.
- (b) All excavations in excess of four (4) feet in depth shall be shored, sloped or protected by trench boxes to prevent cave-ins. No employee shall be allowed to enter the excavation until the excavation is inspected by the competent person on site and approved for entry.
- (c) Ladders shall be used to allow safe access and egress to and from excavations. The ladders must be placed within twenty-five feet (25') off lateral travel of every employee in the excavation. Fall protection rules apply to open excavations.
- (d) All tools, equipment, materials and spoils shall be stored or used at a minimum of two feet (2') from the edge of the excavation.

20. SCAFFOLDING

- (a) All scaffolds must be built in compliance with applicable regulations.
- (b) All scaffolds shall be assembled, moved, modified and/or disassembled under the supervision of a competent person in scaffold erection.
- (c) All materials used to erect the scaffold such as scaffold boards etc. shall be scaffold grade materials.
- (d) All scaffolds shall be inspected on a daily basis by the Superintendent responsible for personnel who may be utilizing it.

21. REBAR EXPOSURE

- (a) All vertical protruding rebar and line pins shall be covered or bent to protect employees and the public from impalement. Mushroom cups are not acceptable.

22. FIRE EXTINGUISHERS

- (a) Fire extinguishers shall be located in all construction trailers, every superintendent vehicle, every 3,000 sf on site, placed in every 100' of travel and placed adjacent to stairways in multistory buildings. Employees shall know the location of the fire equipment in their work areas.
- (b) All fire extinguishers shall have an annual state inspection that is indicated by a sticker or tag on the cylinder.
- (c) Any use of a fire extinguisher is to be reported to a supervisor immediately.

23. SIGNS

- (a) All employees are required to obey the warning signs at all times to their fullest extent. Warnings may be in the form of signs, barricades, tags or other communication device.
- (b) YELLOW CAUTION TAPE – WARNING, ENTER only after permission granted.
- (c) RED CAUTION TAPE – DO NOT ENTER under any circumstance

24. CONFINED SPACES

- (a) Only those persons who have been trained in confined space entry, including the person to enter the space and the attendant shall be allowed to conduct confined space entry operations. No such entry shall take place without first consulting the SKYE Safety Manager.
- (b) Entry into any tank, tunnel, manhole, vessel, vault or other 'confined space' shall be in full compliance with OSHA guidelines. No employee shall be allowed to work or enter any tank, tunnel, manhole, vessel or vault without first acquiring a Confined Space Entry Permit where required by OSHA.

25. AIR HOSE CONNECTIONS

- (a) Compressed air shall not be used to dust off face, hands, body, or clothing.
- (b) Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi.
- (c) Connections on air hoses shall be wired together and whip checked if possible, to prevent accidental disconnection.

26. MATERIAL HANDLING

- (a) BACK INJURY PREVENTION - Back injuries are the number one cause of job-related disabling injuries. Always use proper lifting techniques which include:
- (b) Proper sizing of the load. • Keeping the back straight. • Bending at the knees. • Lifting with the legs. • Avoiding twisting motions. • Buddy lifting as needed • Ensure a safe path of travel.

27. STORAGE

- (a) Any on site storage must be coordinated with Skye and approved before delivery.
- (b) Store materials so as not to block exits, aisles and passageway, and access to fire extinguishers and electrical panels.
- (c) Materials stored in tiers should be secured to prevent sliding, falling and collapse.
- (d) Materials stored inside should not be placed within 6 feet of any hoist way or inside storage area, or within 10 feet of an exterior wall which does not extend above the materials stored.
- (e) Brick stacks should not be more than 7 feet in height. Loose brick stacks should be tapered back 2 feet every foot above 4 feet level.
- (f) When masonry blocks are stacked higher than 6 feet, the stacks should be tapered back one half block for each tier higher than 6 feet. No double stacks.
- (g) Lumber should not be stacked more than 16 feet high if it is handled manually; 20 feet is the maximum stacking height if a forklift is used.
- (h) Bags and bundles should be stacked in interlocking rows to remain secure. Bagged material should be stacked by stepping back the layers and cross keying the bags at least every 10 feet.
- (i) Drums, barrels, and kegs should be stacked symmetrically stored on their sides; the bottom tiers should be blocked to keep them from rolling. If stored on end, put planks, sheets of plywood, or pallets between each tier to make a firm, flat, stacking surface.

28. RIGGING

- (a) Rigging shall only be performed by qualified and trained personnel.
- (b) Load shall not be carried over path where exposers occurs.
- (c) Never walk underneath a load.
- (d) Always have adequate in numbers and train ground spotters.
- (e) Slings should be inspected before use.
- (f) Slings and other rigging equipment should be removed from service if damage or defects are visible.
- (g) Slings should not be shortened with knots, bolts, or other makeshift devices.
- (h) Slings should not be loaded beyond their rated capacity, according to the manufacturer's instructions. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments should not be used.

- (i) When U-bolts are used for eye splices, the U-bolt should be applied so that the "U" section is in contact with the dead end of the rope.
- (j) Use proper dunnage for support loads on the ground.

29. MOTOR VEHICLE SAFETY

- (a) Seat belts should be worn at all times by employees operating or riding on motor vehicles or machinery. (Exceptions: equipment designed for stand-up operation.)
- (b) Vehicles used to transport employees should have seats firmly secured and adequate for the number of employees to be carried. Employees should not ride on fenders or running boards, or any other piece of equipment not meant for human occupancy.
- (c) Horns should be in working order on all bi-directional machinery.
- (d) Motor vehicle 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 only when an observer signals that it is safe to do so.
- (e) Operators of all motor vehicle equipment are responsible for the safe operation of their vehicle at all times.
- (f) All vehicle driving on the AOA must be tagged, insured and drivers have obtain the driving endorsement from DFW International Airport Operations.

30. FORKLIFTS

- (a) Operator must have the appropriate training certification available.
- (b) Only the driver is permitted to ride on forklift trucks.
- (c) Seat belts must be worn at all times.
- (d) Do not exceed the rated capacity of the forklift.
- (e) Keep forks down. Operate with forks just high enough to clear obstructions.
- (f) Operate the truck in reverse if the load is too high or too wide to see around.
- (g) Park with the forks down and the parking brake set.

31. SCISSOR LIFTS

- (a) Employees shall not operate scissor lifts unless properly trained, certified and authorized by a competent person.
- (b) Operators shall coordinate pathways, protect adjacent work and facility before use.
- (c) When required by governing authority, operator must use fall protection.
- (d) Operator must keep lift properly charged with sufficient charge to move in an emergency.

32. CRANES

- (a) Cranes shall be operated by others.
- (b) Cranes should only be inspected by a competent person, engaged by the crane supplier. Inspections are required once per year and records are to be retained by subcontractor.
- (c) All rigging used shall be the closed hook variety which uses spring loaded keepers or throat latches.
- (d) All wire ropes and slings shall be inspected prior to use each day and shall be removed from service if found to be defective. Each wire rope and sling shall be inspected each month by a competent person.
- (e) The outriggers of all cranes shall be fully extended for each lift unless the manufacturer provides a load chart for lifts off of the outriggers and on the tires.
- (f) The support surface for the outrigger shall be inspected for the ability to hold the weight of the crane and the load prior to the lift. Outrigger support pads shall be placed under the outriggers to distribute the weight on all lifts.
- (g) Cranes shall not operate within 10' of a power line.
- (h) Accessible areas within the swing radius or the rear of the rotating superstructure of the crane shall be barricaded to prevent any personnel being struck or crushed by the crane.

33. HEAVY EQUIPMENT OPERATION

- (a) Heavy equipment such as back hoes and dump trucks will only be operated by authorized personnel.

- (b) Unauthorized persons are not permitted to ride in the cabs of heavy equipment.
- (c) Lower any movable buckets when you stop the vehicle.
- (d) Always block any movable bucket if it is being inspected or having maintenance.
- (e) Report all operating malfunctions immediately.
- (f) If the operator's compartment is designated a high noise level area, hearing protection should be worn.
- (g) Maintenance or repairs should not be done with the engine running.

34. HAZARD COMMUNICATION

- (a) Employees shall be aware of the hazards of the products that they are working with.
- (b) All employees shall be aware that SDS are located at the project field office or Superintendent vehicle for their review.
- (c) All employees shall be trained and be aware of the requirements of the Hazard Communication Program which is also located at the project field office or Superintendent vehicle for their review.
- (d) Employees shall be required to protect themselves from those hazards by limiting exposures and by use of personal protective equipment where required.
- (e) Only approved containers shall be used to store flammable products.

35. ENVIRONMENTAL

- (a) All drums shall be stored on pallets off the ground within a secondary containment area.
- (b) All drums shall be clearly marked with contents, name of Owner (Subcontractor) and date observed. Only that named material may be stored in the container.
- (c) Any spills of materials and chemicals shall be reported immediately to the SKYE project superintendent or project manager. Telephone numbers for notification of major spills is attached.
- (d) Never mix waste materials of any kind.
- (e) Lids or tops of all containers must be kept in place when the material is not in use.

36. INDUSTRIAL HYGIENE

- (a) Environmental conditions that could lead to heat or cold stress shall be considered when performing any task. Employees are to take precautions to prevent this injury by taking frequent breaks, consuming adequate drinking water, or any such action that is required to prevent distress or injury. Know the sign of heat exhaustion and heat stroke.
- (b) Drinking water shall be provided to all employees on the site. Drinking water stations shall have single service cups and trash cans to place them in.
- (c) Employees must have adequate supply of drinking water. Ensure that subcontractors are supplying an adequate supply, with clean drinking cups for their employees.
- (d) Sanitary facilities must be provided and include washing facilities and toilet facilities.
- (e) Access to hand washing facilities must be provided on site.

37. PANDEMIC RESPONSE PLAN

- (a) When a pandemic of disease occurs as define by the CDC, all precaution shall be taken as recommended by the CDC, State, Federal or Local Authority.
- (b) Stay at Home shall be adhered to or any legal reporting shall be performed by Skye or Subcontractors.

F. FRONT LINE SUPERVISION

1. POLICY

- (a) Front Line Supervisors shall be provided with the tools to monitor, administer, and enforce the Safety Program on the Project Site. A Front-Line Supervisor is defined as the Safety Manager, the Superintendent, the Quality Control, and the Project Manager. Front Line Supervisors are responsible for ensuring that employees are knowledgeable in all SKYE safety policies and that these policies are adhered to. Subcontractors Competent Person is vital to the implementation and success the safety plan. He or she must cooperate in every aspect of the frontline supervisor's direction.

2. SAFETY ORIENTATION

- (a) NEW HIRE TRAINING – Every new hire with Skye Building Services must be trained with this safety manual by the Safety Manager or another appropriately appointed manager, demonstrate sufficient understanding and acknowledge this training before engaging in any work with the company.
- (b) SUBCONTRACTOR TRAINING – Any subcontractor that engages in work with Skye Building Service must demonstrate and prove that a similar safety program is in place with their respective company and employees or adopt Skye's Safety Program before work starts.
- (c) PROJECT TRAINING – Each project shall have its own independent safety orientation covering the basic safety rules and site-specific safety plan.
- (d) RETRAINING - When Skye Building Services Frontline Supervision has reason to believe that an employee lacks the skill or understanding needed for working safely, management shall ensure that such employee is retrained so that the prerequisite proficiency is regained. Retraining is required in at least the following situations:
 - (e) Where changes at the jobsite present a hazard about which an employee has not been previously trained; or
 - (f) Where inadequacies in an affected employee's knowledge or skills indicate that the employee has not retained the requisite proficiency.
 - (g) Where an incident, near miss, accident or occurs.

3. INSPECTIONS

- (a) While it is expected that all personnel shall do their best to conduct a successful program there must be measures and controls to ensure and to grade the amount of success that the program has achieved. For this reason, there will be a system of inspections. These tools provide documented proof of the amount of effort being put forth by individuals, crews, crafts and the jobsite. They are detailed as follows.

4. DAILY SAFETY INSPECTIONS

- (a) The superintendent or project manager shall conduct routine inspections throughout the jobsite on a daily basis. Observations shall be documented and communicated back to the Safety Manager.

5. DAILY / MONTHLY / QUARTERLY / ANNUAL INSPECTIONS

- (a) It is recognized that certain equipment that is of a critical nature must be inspected on a regular basis to ensure that it is in good working order.
- (b) Documented safety inspections shall be conducted by Competent Persons. The following lists the equipment to be inspected by frequency of inspection, and type of equipment. Subcontractor Competent Persons are responsible for the inspections.
- (c) DAILY VISUAL INSPECTIONS: Scaffolding, Extension Cords, Ladders, Power Tools, Personal Tools, Rigging Equipment, Welding Equipment and Full Body Harness/Lanyards.
- (d) MONTHLY INSPECTIONS: Slings/Chokers/Shackles, Back Hoes, Bobcats, Manlifts and Forklifts.
- (e) QUARTERLY INSPECTIONS: Electrical Tools and Come -a -Longs.
- (f) ANNUAL INSPECTIONS: Fixed Electrical Equipment and Fire Extinguishers

6. SAFETY MEETINGS

- (a) These critical meetings shall be conducted by the Superintendent and shall be at a minimum weekly. The purpose of these meeting is to review appropriate material to the specific needs of the project. These weekly meetings will include the minimum:
- (b) TOOLBOX TOPIC: Choose topics relevant to the project and current circumstances.
- (c) PROGRESS SCHEDULE: Review the project schedule, the three weeks look ahead, and the current days activities.
- (d) JOB HAZZARD ANALYSIS: Make sure a JHA is filled out for before the work is started each day, review for those who need help, and check on the progress of filing. This is the appropriate period for speaking on site specific safety.
- (e) TOOL MANAGEMENT PLAN: Review the status, requirements, and compliance for all airport projects.
- (f) EMEGENCY MANAGEMENT: Review the chain of command for reporting any incident, accident, or fatality.

7. JOBSITE SIGN AND INFORMATION

- (a) All required signage is to be controlled and maintained throughout the project.
- (b) Project Name, Permit, Emergency Instruction and Emergency Contact message board.
- (c) Wayfinding Signage.
- (d) Muster Point.
- (e) Maintain barriers, fencing or barricades.

G. SAFETY INSPECTIONS

1. POLICY

- (a) Inspection shall be incorporated in the regular routine of the competent persons. These inspections are required to be reported as indicated by their designation. The Superintendent is responsible for the performance of this requirement even if delegated to another competent person.

2. SAFETY START-UP CHECKLIST

- (a) Guidelines on the mandatory items that must be included on all start-up projects. Each superintendent is to ensure that all boxes are checked representing that all items are either posted or in place at the start of every new project. When a new project is mobilized, the following safety documents, posters, basic equipment, and actions are required at each project site. Where no construction trailer is available, supervisor is to make all SKYE employees aware that information is posted at Home Office. Where applicable, posters and manuals should be retained in supervisor's vehicle for easy access. Check off boxes for each project: Hazard Communication Program with SDS or MSDS sheets

- First Aid Kit.
- Fire Extinguisher(s).
- Emergency Spill Kit.
- Emergency Evacuation Plan.
- OSHA Standards for the Construction Industry CFR 1926.
- Emergency Contacts and 911 Airport Protocol Posted.

- (b) Include this checklist with the first daily construction report.

3. CONSTRUCTION JOB CHECKLIST (Page 18)

- (a) Checklist to be used on at least a weekly basis to review the project site for safety conformance. Each superintendent is to forward to the home office at the end of each week and retain one for file.

4. OSHA QUICK REFERENCE 'NUMBER' GUIDE (Page 20)

- (a) A guide to numbers, heights, distances, etc. for items of everyday use. All units are taken from the OSHA Standards for the Construction Industry. The 'Standards' must be read to understand the specific requirements where there is ambiguity.

5. SAFETY OPPORTUNITIES

- (a) Aside from the regular weekly safety meetings and inspections, the Superintendent should look for ways to continually tie the safety message to the workers' day-to-day activities. One example would be to review the basics covered in a recent safety meeting by pointing out how they were followed, or ignored, recently on the project site. e.g. reference to a task that was witnessed as being carried out in a safe manner, or in an unsafe manner. It is important to look at safety as a positive and to get the workers to see it that way too.

CONSTRUCTION JOB CHECKLIST		<i>Supervisor is to conduct job checklist review on a weekly basis as a <u>minimum</u> and more often as the situation dictates. A check in the "NO" column indicates non-conformance to an OSHA general policy or safety standard and user should refer to the published OSHA standard for specific detail for compliance.</i>			
Project Name:					
Reviewed By:					
Date of Review:					
		YES	NO	N/A	VIOLATIONS CORRECTED
GENERAL					
Preconstruction safety meeting held with new subcontractor(s)					
Weekly Tool Box Safety Meeting held					
Minutes of Safety Meetings recorded and kept at jobsite					
Emergency Phone Numbers posted					
SKYE Safety Manual at jobsite					
Written Hazard Com Program at jobsite					
Written spill response program at jobsite					
Material Safety Data sheets on jobsite					
Permits posted					
HOUSEKEEPING AND SANITATION					
General neatness of working area acceptable					
Regular disposal of waste and trash					
Passageways and walkways clear					
Adequate lighting					
Protruding nails removed and bent					
Waste containers provided and used					
Sanitary facilities adequate for amount of workers					
Adequate supply of drinking water and disposable cups					
FLOOR EDGES AND OPENINGS					
Are floor openings adequately covered and secured from displacement					
Are floor opening being covered with standard guardrail protection					
Are floor edges guarded					
Are guardrails properly constructed 42" top, 21" mid, 4" toeboard					
Are guardrails properly maintained					
FIRE PREVENTION					
Adequate fire instruction to workers					
Fire extinguishers identified, checked, and installed on jobsite					
"No Smoking" signs posted as required					
ELECTRIC INSTALLATIONS					
Are electrical boxes and panels equipped with required covers					
Is temporary wiring installed to code.					
Are cover guards on light bulbs and maintained					
Is there GFI protection and instruction to workers on correct application					
POWER TOOLS					
Tools and cords in good condition and properly grounded					

Has each person been instructed in the use of individual tool				
All mechanical safeguards in proper use and neatly stored				
POWDER -ACTUATED TOOLS				
All operators qualified				
Tools and charges protected from unauthorized use				
Safety goggles and or face shield and hearing protection in use				
Correct tools for correct materials				
	YES	NO	N/A	VIOLATIONS CORRECTED
HAND TOOLS				
Proper tool used for each job with specific instruction on use of tool				
Neat storage and safe carrying				
Employees' tools inspected and defective items replaced immediately				
LADDERS				
Ladders inspected daily and defective ladders replaced				
Use of correct height ladders so as not to use top two steps				
Step ladders fully open while in use				
Side rails extend 36' above top of landing				
Metal ladders not used around electrical hazards				
CONCRETE CONSTRUCTION				
Forms properly installed and braced				
Forms remain in place until concrete dry				
WELDING ,CUTTING ,AND SOLDERING				
Welding screens and shields for arc welding being used				
Proper eye protection and proper attire for welding				
Welding cables protected and in good shape				
Inspection of fire hazards and fire watches with correct fire extinguishers				
All gages and regulators in good repair				
PERSONAL PROTECTIVE EQUIPMENT				
Hard hats, respirators and masks being used				
100% Eye Protection being used				
Long trousers, four inch sleeves, correct footwear in use				
Adequate ventilation				
HAZARDOUS MATERIALS				
All containers labeled as to their content				
All material safety data sheets available for all materials				

Item	OSHA QUICK REFERENCE	Distance/	OSHA
No.	Description as Referenced by OSHA 29 CFR PART 1926	Area	Ref.
Fall Protection			
1	Fall Protection is required above:	6'	1926.501(b)(i)
2	Lanyards and Lifelines shall have a minimum breaking strain of:	5000 lbs	1926.502(d)(9)
Safety Rails			
3	Top Rail supports must withstand a force of :	200 lbs	1926.502(b)(3)
4	The height of the Top Rail supports must be :	42", +/-3"	1926.502(b)(1)
5	For wood railings, the Top Rail support must be minimum dimension of :	2" x 4"	App. B to Subpart M
6	Mid Rail supports must withstand a force of :	150 lbs	1926.502(b)(5)
7	For wood railings, the Mid Rail support must be minimum dimension of :	1" x 6"	App. B to Subpart M
8	Toe Boards must be used above 10', be at least 3 1/2" high and support :	50 lbs	1926.451(h)(2)
9	Wood guardrails require spacing of Uprights Supports no more than :	8'	App. B to Subpart M
10	Wire rope guardrails must be Flagged at least every :	6'	1926.502(b)(9)
11	No. of stairs requiring handrails either side (3 stairs or < 30" height not mandated)	4 stairs or 30" rise	1926.1052(c)(1)
Ladders			
12	Ladders are required for Changes in Elevation at or above :	19"	1926.1050(a)
13	A double-cleated or 2 Ladders needed when Only means of Access for more than :	25 employees	1926.1051(a)(2)
14	Ladder Rungs to be spaced uniformly between :	10" to 14"	1926.1053(a)(3)(i)
15	Minimum length of portable Ladder Extension above landing surface :	36"	1926.1053(b)(1)
16	Extension ladders must be used at an angle equal to 'd' the working length of the ladder :	'd' = 1/4 length	1926.1053(b)(5)(i)
Scaffold			
17	Height of platform above lower level, when guardrail, is required is :	10'	1926.451(g)
18	Scaffold must be Capable of Supporting own weight plus 4 times max. intended load	4 x load	1926.451(a)(i)
19	Scaffold platform and walkway Width shall be at least :	18" wide	1926.451(b)(2)
20	Ladder jacks, top plate, roof bracket, and pump jack scaffolds shall have a minimum width of :	12"	1926.451(b)(2)(i)
21	Maximum distance from Face of Scaffold to Face of Work :	14"	1926.451(b)(3)
22	Maximum distance from Edge of outriggers to Face of Work :	3"	1926.451(b)(3)(i)
23	Exception - Max. distance from face of work for Plastering and Lathing operations :	18"	1926.451(b)(3)(II)
24	Scaffold planks shall extend over center line of its support by minimum of :	6"	1926.451(b)(4)
25	Scaffold planks 10' or less shall not extend over center line of its support by more than :	12"	1926.451(b)(5)(i)
26	Scaffold planks longer than 10' shall not extend over center line of its support by more than :	18"	1926.451(b)(5)(ii)
27	Overlap of scaffold platforms must not be on supports with overlap a minimum of :	12"	1926.451(b)(7)
28	Scaffold must be Secured if height to base width ratio is more than :	4:1	1926.451(c)
29	Additional scaffold Ties required at 26' vertically and 30' horizontally	26' Vert, 30' Horiz	1926.451(c)(1)(ii)
Cranes & Hoists			
30	Remove wire rope chokers when number of broken wires is 10% in any length of 8 diameters	10%	1926.251(c)(4)(iv)
31	Minimum distance for cranes to operate adjacent to power lines up to 50 kV is :	10'	1926.550(a)(15)(i)
32	Disposal chutes must be enclosed when dropping more than :	20"	1926.252(a)
Material Storage			
33	Material storage inside building not closer than 6' from hoist way :	6'	1926.250(b)

34	Material storage inside building not within 10' of an exterior wall not extending above material	10'	1926.250(b)
35	Masonry blocks can be stacked no more than:	6' high	1926.250(b)(7)
Gas Welding/Cutting			
36	Separation distance for gas cylinders in storage from fuel cylinders/combustible materials is :	20'	1926.350(a)(10)
37	Weld cable to be free from repair minimum 10' from electrode holder	10'	1926.351(b)(2)
Electrical			
38	Minimum gauge for all electrical cords on construction sites is :	14 ga.	1926.405(a)(2)(ii)(l)
39	Minimum gauge of cable that can be repaired with splice is :	12 ga	1926.405(g)(2)(iii)
40	Working space in front of electrical equipment to be minimum of :	3'	1926.403(i)(1)(iv)
41	Working space width in front of electrical equipment to be minimum of :	30"	1926.403(i)(1)(i)
Fire Extinguishers			
42	Provide Fire extinguisher every :	3,000 sq ft	1926.150(c)
43	One fire extinguisher to be placed every 100 ft of travel :	100'	1926.150(c)
44	One fire extinguisher to be placed adjacent to stairway in multistory buildings.	1 extinguisher	1926.150(c)(1)(iv)
Excavation			
45	Ladder (or other egress) required in trenches and excavations deeper than :	4'	1926.651(c)(2)
46	Maximum length of travel from ladder to trench egress :	25'	1926.651(c)(2)
47	Keep all materials a distance of 2' back from edge of any excavation :	2'	1926.651(j)(2)
48	Provide protective system except when excavation is entirely in stable rock or less than :	5' deep	1926.652(a)(1)
49	Sloping or benching greater than 20' shall be designed by a Professional Engineer	20'	1926.652 Table B-1, Note 3
Masonry			
50	Masonry walls shall be adequately braced when over :	8'	1926.706(b)
51	Limited access zone to be height of wall plus :	+ 4'	1926.706(a)(2)
Steelwork			
52	Structural members to remain on hoisting until a minimum of 2 bolts per connection installed :	2 per	1926.756(a)
53	Controlled decking zone must be 6' from leading edge, maximum 90' depth and width.	6'	1926.756, App.D(1)(i)
54	Unsecured decking in a CDZ must not exceed :	3000 sq ft	1926.7(c)(5)
55	Connectors must use fall protection above 2 story height or :	30'	1926.760(b)(1)
56	Other than connectors, Ironworkers must use fall protection at :	15'	1926.760(a)
Toilets			
57	Number of toilets for employees 20 or less	1 toilet	1926.51(c)
58	Number of toilets for employees 20 or more to be 1 toilet seat and 1 urinal per 40 workers	see across	1926.51(c)
59	Number of toilets for employees 200 or more to be 1 toilet seat and 1 urinal per 50 workers	see across	1926.51(c)

H. EMERGENCY EVACUATION PLAN

1. POLICY

(a) The policy of the Emergency Evacuation Plan is to establish the general procedures in the event of an emergency such as fire, explosion, tornado, spill with toxic vapor, terrorist threat, etc. This policy is job specific and is to be followed by ALL SKYE personnel and their subcontractors.

2. NOTIFICATION OF EMERGENCY SERVICES

(a) When an emergency is verified, SKYE Project Management will notify the proper emergency services. They will also survey the scene to obtain status of the situation, utilizing mobile telephones as communication.

3. NOTIFICATION OF SITE PERSONNEL

(a) Upon verification by the Jobsite Management that an emergency exists, the SKYE employees shall immediately report to the SKYE site office or superintendent vehicle to initiate the emergency evacuation plan and obtain signaling devices. The signaling devices shall be utilized in and around the building. NOTE: The devices to be used will be the compressed hand-held help cylinder "air horns". The method of notification that an emergency exists will be utilized the one-two-three blast-stop and again one-two-three blast-stop. This method will be repeated as many times as necessary until verification that building has been emptied.

4. HEARING THE SIGNAL

(a) Upon hearing the signal, ALL employees must exit the building(s) in an orderly manner through the nearest exit to a designated assembly point for a head count. Employees shall not leave the assembly point until authorized by SKYE project management. In a weather-related emergency All employees are to proceed to the designated area inside the building for a head count. Employees shall not leave the assembly point authorized by the SKYE management.

5. DESIGNATE ASSEMBLY AREA

(a) For emergencies inside where an evacuation is needed, all employees must exit the buildings in an orderly manner through the nearest exit to a designated assembly point, Skye Site Superintendent's truck, for a head count. In a weather-related emergency all employees are to proceed to the stairwell inside the building for a head count. Employees are not to leave the assembly point until authorized by the SKYE Site Superintendent. Each trade superintendent or representative shall physically make a head count making sure that all employees are present. When it has been determined that all is accounted for, SKYE project management will direct employees to return to work or go home. Employees shall not leave the assembly point until authorized by SKYE Site Superintendent.

6. FIRE ALERT

(a) In an event that a fire breaks out, the person who notices the fire shall have to make a judgment call regarding whether they can put the fire out with an extinguisher close by or if they must seek help. If they feel that they must seek help call the Skye Superintendent to report the fire. SKYE Superintendent shall then be responsible for ensuring that the fire department is called. No vehicular traffic is allowed to proceed along thoroughfares or other established traffic routes during a fire alarm.

7. MEDICAL ALERT

(a) For normal First Aid occurrences there is a first aid kit available in Site Superintendent's truck, however if there is an event that requires the services of paramedic, call the 911 and after informing 911 and are released from the call, call the Skye Superintendent. After the injured employee has been treated, the Accident / Incident form shall be filled out and turned in to Skye Main office.

8. TRAINING

(a) This plan shall be distributed by SKYE project management to all, field trade supervisors. All field trade supervisors are responsible for training their workers to recognize an emergency and remain aware of all exits. New employees indoctrinated into all aspects of this plan at orientation.

I. HAZARD COMMUNICATION PROGRAM

1. POLICY

- (a) The purpose of the HAZARD COMMUNICATION PROGRAM (HAZCOM) is to ensure that the hazards of all chemicals produced or imported are evaluated, and that the information concerning their hazards is transmitted to employees through the form of a written Hazard Communication Program. This transmittal of information is to be accomplished by the means of comprehensive hazard communication programs, which are to review container labeling and other forms of warning, Safety Data Sheets and employee training.
- (b) The hazard communication program will allow employees to participate in and support the protective measures instituted on the project and to be in compliance with OSHA Hazard Communication Standard, Title 29 Code of the Federal Regulations 1910.1200.
- (c) It is the policy of SKYE Building Services to enforce this Hazard Communication Program on all of its projects without exception. Information concerning the hazards of all chemicals used and or handled on any SKYE project is provided to all employees who may be exposed to each respective chemical. All SKYE employees must be trained in this program. All subcontractors must have their own HAZCOM program, train their own employees and keep their own program updated at all times throughout the project.

2. OBJECTIVE

- (a) The objective of the Hazard Communication Program is to:
- (b) Identify every hazardous chemical that will be used on the jobsite
- (c) Train all respective personnel (employees and subcontractors) who may come in contact with the hazardous chemical
- (d) Alert all personnel to the required protective measures to take while dealing with any hazardous chemical.
- (e) Workers will review emergency data (Safety Data Sheets or SDS) available in the event that an emergency situation arises and be able to respond to an emergency on a SKYE Building Services jobsite.
- (f) Information provided by the chemical manufacturers on the hazard evaluation for their product will be the source of hazard determination for the chemicals used.

3. DEFINITIONS

- (a) "Hazardous Chemical" is defined as any chemical which is a physical or a health hazard and falls in the following categories:

HEALTH HAZARD	
Corrosive	Toxic
Irritant	Chemicals affecting Specific organs
Sensitizer	
Water-reactive	

PHYSICAL HAZARD	
Combustible or flammable liquid	Oxidizer
Compressed Gas	Pyrophoric
Explosive	Unstable
Organic Peroxide	

4. COMPLIANCE REQUIREMENTS (SDS or MSDS Sheets)

- (a) Safety Data Sheets (SDS's) will be obtained for each hazardous chemical to be used and or handled by SKYE project personnel. Both SKYE supervisors and all Subcontractors will be responsible for procurement of SDS's for chemicals they may use.
- (b) Once received by SKYE, copies of SDS's will be available for employee review at the SKYE project office, or in the case of site employees and subcontractors, in their respective offices or in site vehicles.
- (c) As SDS become a available, the MSDS will be removed and updated. MSDS's are available at www.msdsonline.com if there are any difficulties in obtaining copies.
- (d) If the SDS is not received at the time of the first shipment of a hazardous chemical, the

- supplier/manufacturer (or client in the case of client supplied chemicals) will be notified as soon as possible. No hazardous chemical will be used or placed on the jobsite for use until an SDS is available for reference. It is the responsibility of the party receiving the chemical to procure the SDS.
- (e) Information in the SDS should be presented using the following 16 headings in the order given below:
 - (1) Identification & Hazard(s) identification
 - (2) Composition/information on ingredients
 - (3) First-aid measures
 - (4) Fire-fighting measures
 - (5) Accidental release measures
 - (6) Handling and Storage
 - (7) Exposure control/personal protection

- (8) Physical and chemical properties
- (9) Stability and reactivity
- (10) Toxicological information
- (11) Ecological information

- (12) Disposal Considerations
- (13) Transport information
- (14) Regulatory information
- (15) Other information

5. SUBCONTRACTORS

- (a) Contractors and subcontractors will be required to maintain SDS's for hazardous chemical that they bring onto the project site. The SDS's will be made available to SKYE upon request.

6. HAZARDOUS MATERIAL LIST

- (a) The list of all hazardous materials used and or handled on the project by SKYE will be updated as necessary on an ongoing basis. A sample log is attached. The Superintendent or Project Manager is responsible for updating this log and incorporating a copy of the new SDS when a new chemical is introduced. The Superintendent or Project Manager is responsible for training SKYE employees on this new chemical and forwarding copies to SKYE's home office to the Safety Manager.
- (b) Subcontractors shall develop and maintain their own lists.

7. EMPLOYEE INFORMATION AND TRAINING

- (a) The Safety Manager is responsible for the training of all SKYE employees on the hazard communication program. Specifically, this training will include:
- (b) An overview of the requirements contained in the Hazard Communication Regulations, as referenced in the OSHA Communication standards, including their rights under the Hazard Regulation.
- (c) Inform employees of any operation in their work area where hazardous chemicals are present.
- (d) The location and availability of the written Hazard Communication Program, list of hazardous chemicals, and Material Safety Data Sheets.
- (e) The methods and observations they may use to detect the presence or release of a hazardous chemical in their work area.
- (f) The physical and health hazards of the chemicals in the work area.
- (g) How to lessen or prevent exposure to these hazardous substances through use of engineering controls, work practices, and the use of personal protective equipment.
- (h) The detail of this Hazard Communication Program and the nomenclature used in the project's labeling system and SDS's.
- (i) Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s)
- (j) How to read labels and review SDS to obtain appropriate hazard information
- (k) Have each employee trained in the above, sign the Employee Acknowledgement Form
- (l) Employees will be trained at the time of their initial assignment and whenever a new hazard is introduced to their working area.

8. LABELS AND OTHER FORMS OF WARNING

- (a) Materials received at the jobsite shall be properly labeled. If labels are not provided, contact the supplier for the specific label. Containers of incoming hazardous chemicals must have the manufacturers label, tag or mark affixed to include:
- (b) The identity of the hazardous chemicals.
- (c) Appropriate hazard warnings.
- (d) List name, address and telephone number of the chemical manufacturer or other responsible party.
- (e) Target organs affected by the chemical.
- (f) Labels on incoming containers shall not be removed or defaced.
- (g) Portable containers into which hazardous chemicals are transferred will be labeled unless the following conditions are met:
- (h) The contents of the portable container are for immediate use by the person making the transfer.
- (i) The container is used only by, and remains under the control of, the person making the transfer.
- (j) The unlabeled portable container is used only within the work shift during which it was originally filled.
- (k) The individuals responsible for ensuring labeling of on-site containers and vessels are:
- (l) SKYE superintendent or project manager for individuals using the containers.
- (m) Subcontractor management for their employees.

I. ELECTRICAL GROUNDING PROGRAM

1. POLICY

(a) The purpose of the Electrical Grounding Program is to ensure that all electrical equipment is free from recognized hazards that are likely to cause death or physical harm. Safety of all electrical equipment, with the exception of power tools, lies with the Electrical Subcontractor assigned to the project. No work shall take place on any piece of electrical equipment by any other individual. No Skye employee shall work on any piece of electrical equipment.

2. RESPONSIBILITY

(a) The responsibility for implementing and ensuring strict compliance with this program rests with the Electrical Subcontractor. The electrical subcontractor has the option of implementing an Assured Grounding Program for the entire project; however, G.F.C.I. (Ground Fault Circuit Interrupters) shall be used without exception whether or not an assured grounding program is in place. In the event that an Assured Grounding Program is used, the responsibility for implementing and ensuring strict compliance with this program rests with the Electrical Subcontractor. Safety of all electrical equipment, with the exception of power tools, lies with the Electrical Subcontractor assigned to the project. No work shall take place on any piece of electrical equipment by any other individual. No SKYE employee shall work on any piece of electrical equipment.

3. VISUAL INSPECTION

- (a) A daily and per use, visual check of the grounds of all tools and cords shall be made by any person using that piece of electrical equipment, whether or not an electrical subcontractor. Any tool or extension cord that has a ground prong missing or has broken insulation shall immediately be removed from service for repair or replacement. All cords that are removed from service that will not be repaired, shall be cut so that they cannot be used. All repairs shall be by a competent repairman.
- (b) All panel boxes shall be covered when energized to prevent accidental contact with energized circuits. Cardboard covers are not permitted. Temporary power sources located outside shall be weatherproof.
- (c) Telescoping booms shall not operate within 10' of an energized power line.

4. GFCI PROGRAM

(a) Each employer shall use ground fault circuit interrupters to protect employees on construction sites. This shall apply to all 120-volt, single phase, 15 to 20-amp receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure and which are to be used by employees. In addition, G.F.C.I. shall be used on the permanent wiring system in all remodel projects. All G.F.C.I. chords shall be UL approved.

5. LOCKOUT/TAGOUT PROGRAM

- (a) All electrical subcontractors shall implement a Lockout/Tagout Program, that covers the servicing and maintenance of machines and equipment in which the unexpected energization or start-up of machines or equipment, or release of stored energy could cause injury to employees.
- (b) The Lockout/Tagout Program involves the placement of a lockout or tagout device in accordance with an established procedure to ensure that the equipment being controlled cannot be operated until the lockout or tagout device is removed.
- (c) A lockout device is defined as a device such as a lock to hold the energy isolating device in a safe position to prevent the energizing of the equipment it is attached to.
- (d) A tagout device is defined as a prominent warning device, such as a tag and means of attachment, which can be securely fastened to an energy isolating device to indicate that the energy isolating device and equipment being controlled may not be operated until the tagout device is removed.
- (e) IF AN ENERGY ISOLATING DEVICE IS NOT CAPABLE OF BEING LOCKED OUT, A TAGOUT SYSTEM SHALL BE USED.
- (f) The electrical subcontractor is in control of the Lockout/tagout Program. All SKYE personnel and subcontractor personnel must coordinate all Lockout/tagout requirements with the electrical subcontractor designated to the project site

J. NOISE CONTROL PLAN

1. POLICY

(a) The purpose of the Noise Control Plan is designed to minimize noise exposure, protect personnel from hearing impairment or injury. It is the policy of SKYE Building Services to enforce OSHA Standard 1926.52, the protection against the effects of noise exposure. Employees are required to fully comply with the noise control plan. Employees must wear the provided hearing protection when working in posted noise areas.

2. RESPONSIBILITY

Superintendent

- (a) Conduct a baseline test at the start of the work day.
 - (b) Conduct periodical sound tests during the workday.
 - (c) Record all tests on the daily reports.
 - (d) Post excessive noise area signs.
 - (e) Provide suitable hearing protection when working in noise areas.
 - (f) Conduct hearing conservation training for all new employees and subcontractors.
 - (g) Conduct hearing conservation training for all employees annually.
- (h) Employees
- (i) Wear and maintain hearing protection in all posted areas.
 - (j) Attend safety meeting on noise control and hearing protection.
 - (k) Report all protection or noise related issues.

3. TRAINING

- (a) All employees will be required to attending training in the proper use and maintenance of hearing protection. Training will consist of the following:
 - (b) How noise effects hearing and hearing loss.
 - (c) Review of the OSHA hearing protection standards.
 - (d) Rules and procedures.
 - (e) How to use and care for hearing protector.
 - (f) Types of hearing protection.

4. NOISE LEVELS

- (a) The maximum permissible noise exposure limit (PEL) for SKYE employees are listed in table #1.
- (b) 85dBA is the action level (AL) which triggers the OSHA and SKYE hearing conservation plan.

DURATION (hours)	SOUND LEVEL (dBA)
8	85
4	88
2	91
1	94
0.5	97
0.25	100

- (c) Noises not meeting this definition are considered impact or impulse noise (loud momentary explosions of sound) and exposures to this type of noise must not exceed 140 dBA. Examples of this are tools such as power actuated nail guns, punch press, drop hammers, or impact drills.

K. ACCIDENT AND INCIDENT REPORTING

1. PURPOSE

- (a) The purpose of the accident / incident reporting procedure is to establish guidelines for the investigation and documentation of injuries, illnesses, accidents, incidents, and near misses. By accurately investigating and documenting the occurrences, the causes of the occurrence can be identified and addressed with regard to safety policies and procedures, to prevent reoccurrence of the incident.
- (b) Investigation may follow guidelines set forth by the subcontractor's company where the incident involves subcontractor personnel.

2. EMPLOYEE INJURY PROCEDURES

- (a) In event of an employee injury, the employee is to notify a Skye Superintendent. The superintendent will notify the CMAR of the event in as much detail know at the time. The decision will be made at this time as to render minor first aid at the site, send the employee to the clinic, or call 911. Superintendent will gather information from the employee and witnesses to fill out the necessary reports for Skye, CMAR, DFW and OSHA as needed.
- (b) Clinic for DFW injuries is:
Care Now
2355 Grapevine Mills Circle East
Grapevine, Texas 76051
972-539-6330

3. ACCIDENT/INCIDENT REPORTING

- (a) All accidents / incidents shall be reported to the CMAR and Skye Project Management at time of occurrence. Accident / incident reports are due to the CMAR and Skye within 24 hours of occurrence.
- (b) Investigation may follow guidelines set forth by the subcontractor's company where the incident involves subcontractor personnel.

4. FORMAL INVESTIGATION

- (a) Investigations will be made on any incident such as:
- (b) Recordable Injuries / Illnesses.
- (c) Multiple Vehicle Accidents.
- (d) Lost Workday Cases.
- (e) Multiple Injury First Aid Cases.
- (f) Multiple Contractor Incidents.
- (g) Near Misses with the potential for injury to personnel or damage to equipment or material.
- (h) The investigation method shall be documented on the attached SKYE Accident/Incident Report Form and CMAR form. For cases where the incident is a Recordable Injury or Illness as defined by OSHA, the attached OSHA Form 101 shall be completed in addition to the SKYE Accident/Incident Report Form.

5. INVESTIGATOR'S SEQUENCE OF INVESTIGATION

- (a) The incident shall be investigated thoroughly by SKYE's Project Manager, Superintendent, or designated Representative, by interviewing all participants and witnesses.
- (b) The investigator shall also examine the area, check tools and equipment, inspect material involved, take photographs, and shall interview any participant's supervisor.
- (c) The investigator shall determine if any safety measures were unused or violated by any of the participants.
- (d) Written statements shall be gathered from all participants and witnesses by the investigator.
- (e) Results of Drug Test.
- (f) Doctor's Release.



ACCIDENT/INCIDENT REPORT

November 1, 2018

Contract Number: _____
 Project Name: _____
 Permit Number: _____
 General Contractor: _____
 Safety Officer: _____
 Phone: _____
 Email: _____

- Near Miss Incident Accident w/ Injury Fatality

1 Date and time of occurrence: _____
 Name of contractor (s) involved: _____
 Name(s) of person(s) involved: _____
 Name(s) of witness(s): _____
 Equipment involved: _____

Describe in detail what happened. Use extra pages if required:

Accident/Incident result in:

- Personal Injury Fire Public Aircraft
 Equipment Damage Vehicle OAC Other

Personal Injury Description

Primary cause:

Secondary or contributing factors:

Immediate corrective action taken:

Recommended Preventive Action:

Signature

Title

Date

**Occupational Safety and Health Administration
Supplementary Record of
Occupational Injuries and Illnesses**

U.S. Department of Labor



This form is required by Public Law 91-596 and must be kept in the establishment for 5 years.
Failure to maintain can result in the issuance of citations and assessment of penalties.

Case or File No.

Form Approved
O.M.B. No. 1218-0176

Employer

1. Name

2. Mail address (No. and street, city or town, State, and zip code)

3. Location, if different from mail address

See OMB Disclosure
Statement on reverse.

Injured or Ill Employee

4. Name (First, middle, and last)

Social Security No.

5. Home address (No. and street, city or town, State, and zip code)

6. Age

7. Sex (Check one)

Male

Female

8. Occupation (Enter regular job title, not the specific activity he was performing at the time of injury.)

9. Department (Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.)

The Accident or Exposure to Occupational Illness

If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicate department or division within the plant or establishment.
If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.

10. Place of accident or exposure (No. and street, city or town, State, and zip code)

11. Was place of accident or exposure on employer's premises?

Yes

No

12. What was the employee doing when injured? (Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.)

13. How did the accident occur? (Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.)

Occupational Injury or Occupational Illness

14. Describe the injury or illness in detail and indicate the part of body affected. (E.g., amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.)

15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him; the vapor or poison he inhaled or swallowed; the chemical or radiation which irritated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.)

16. Date of injury or initial diagnosis of occupational illness

17. Did employee die? (Check one)

Yes

No

Other

18. Name and address of physician

19. If hospitalized, name and address of hospital

Date of report

Prepared by

Official position

SUPPLEMENTARY RECORD OF OCCUPATIONAL INJURIES AND ILLNESSES

To supplement the Log and Summary of Occupational Injuries and Illnesses (OSHA No. 200), each establishment must maintain a record of each recordable occupational injury or illness. Worker's compensation, insurance, or other reports are acceptable as records if they contain all facts listed below or are supplemented to do so. If no suitable report is made for other purposes, this form (OSHA No. 101) may be used or the necessary facts can be listed on a separate plain sheet of paper. These records must also be available in the establishment without delay and at reasonable times for examination by representatives of the Department of Labor and the Department of Health and Human Services, and States accorded jurisdiction under the Act. The records must be maintained for a period of not less than five years following the end of the calendar year to which they relate.

Such records must contain at least the following facts:

- 1) About the employer - name, mail address, and location if different from mail address.
- 2) About the injured or ill employee - name, social security number, home address, age, sex, occupation, and department.
- 3) About the accident or exposure to occupational illness - place of accident or exposure, whether it was on employer's premises, what the employee was doing when injured, and how the accident occurred.
- 4) About the occupational injury or illness - description of the injury or illness, including part of the body affected, name of the object or substance which directly injured the employee; and date of injury or diagnosis of illness.
- 5) Other - name and address of physician; if hospitalized, name and address of hospital, date of report; and name and position of person preparing the report.

SEE *DEFINITIONS* ON THE BACK OF OSHA FORM 200.

OMB DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the OSHA Office of Statistics, Room N3644, 200 Constitution Avenue, NW, Washington, DC 20210

DO NOT SEND THE COMPLETED FORM TO THE OFFICE SHOWN ABOVE

M. SAFETY OFFICER QUALIFICATIONS

Safety Officer/General Superintendent

Jesse Garza

2006 to Present

40+ Years' Experience

As General Superintendent, Jesse is endowed with full personnel authority decisions as to performance, removal, job site changes and management. This authority allows him to act without hinderance in performing his duties as Safety Officer. He has completed OSHA 30, ROCIP training has performed his duties at DFW International Airport for 15 years.

Assistant Safety Officer/Project Engineer

Julie Watson

2010 to Present

15 Years' Experience

Responsible for updating all safety procedures. Keeping current the SDS for each project. Researching OHSO changes and implementing the changes into the company safety program. Training the Superintendents in the changes. Choosing daily safety talks pertinent to the project. Selecting and purchasing new safety equipment and training employees in the use of that new equipment. Walking the job site to ensure that the safety program is being followed. Inspection of all fleet vehicles. Resupply of first aid and emergency spill kits. Inspection of all fire extinguishers. Review all daily and JHA reports.