



SAFETY AND HEALTH PROGRAM MANUAL

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SAFETY PROGRAM MANUAL

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1.1 POLICY STATEMENT

It is the belief of Wynn Site Development that our people are our most important asset and the preservation of employee Safety and Health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate safety and health hazards.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY.

Jerry Leon, Safety Director
Office: 919-651-0009
Cell: 919-667-5447
Email: jerry@wyynsitedev.com

1.2 GOALS

Safety begins at the top and goes downward throughout the company. The primary goal of Wynn Site Development is to continue operating a profitable business while protecting employees from injuries, illness or harm. This can be achieved in part by delegating responsibility and accountability to all involved in this company's operation.

- **Responsibility:** Having to answer for activities and results.
- **Accountability:** The actions taken by management to insure the performance of responsibilities. In other words, to reach our goal of a safe workplace everyone needs to take responsibility and be held accountable.

Benefits of achieving our goals are:

- Minimizing of injuries and accidents
- Minimizing the loss of property and equipment
- Elimination of potential fatalities
- Elimination of potential permanent disabilities
- Elimination of potential OSHA fines
- Reductions in workers' compensation costs
- Reductions in operating costs
- Having the best Safety and Health conditions possible in the workplace.

MANAGEMENT COMMITMENT

The management of Wynn Site Development is committed to the company's safety policy, and to provide direction and motivation by:

- Appointing Jerry Leon as our Safety Director.
- Establishing company safety goals and objectives.
- Developing and implementing a written Safety and Health program.
- Ensuring total commitment to the Safety and Health program.
- Facilitating employees' safety training.
- Establishing responsibilities for management and employees to follow.
- Ensuring that management and employees are held accountable for performance of their safety responsibilities.
- Establishing and enforcing disciplinary procedures for employees.
- Reviewing the Safety and Health program annually, and revising or updating as needed.

1.3 ASSIGNMENT OF RESPONSIBILITY

SAFETY DIRECTOR

Wynn Site Development has designated Jerry Leon as our Safety Director. The cell phone and office phone numbers are:

Office: (919) 651-0009

Cell: (919) 667-5447

It is the duty of the Safety Director to assist the Foreman and all other levels of Management in the initiation, education, and execution of an effective safety program including the following:

- Reviewing the safety program with new employees.
- Following up on recommendations, suggestions, etc., made at Safety Meetings.
- Assisting employees in the execution of safety policies.
- Conducting safety inspections on a periodic basis.
- Addressing existing or potential hazards as needed.
- Preparing accident reports and investigations.
- Maintaining an adequate stock of first aid supplies and other safety equipment to insure their immediate availability.
- Becoming familiar with OSHA regulations and local and state safety codes.
- Emphasizing to employees that accidents create unnecessary personal and financial losses.

FIELD MANAGERS

It is the responsibility of the Project Managers and Foreman to establish a work environment that ensures that safety and health is managed in the same manner and with the same degree of emphasis as production, cost, and quality control, by:

- Regularly emphasizing that accident and health hazard exposure prevention are not only moral responsibilities, but also a condition of employment.
- Identifying procedures that could contribute to accidents which can result in injuries and property damage.
- Participating in safety and health related activities, including routinely attending safety meetings, reviews of the facility, and correcting employee behavior that can result in accidents and injuries.
- Spending time with each person hired explaining the safety policies and the hazards of his/her particular work.
- Ensuring that initial orientation of "new hires" is carried out by Jerry Leon.
- Making sure that if a "Competent Person" is required, that one is present to oversee and instruct employees when necessary.
- Not short-cutting safety for expediency, or allowing workers to do so.

- Enforcing safety rules consistently, and following the company's discipline and enforcement procedures.
- Conducting periodic job-site safety inspections and correcting noted safety violations.

EMPLOYEES

It is the duty of each and every employee to know the safety rules, and conduct their work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive an orientation when hired and receive a copy of the work and safety rules that apply to their work duties.

Employee responsibilities include the following:

- Reading, understanding and following safety and health rules and procedures.
- Signing the Policies and Procedures Acknowledgement form.
- Wearing Personal Protective Equipment (PPE) at all times when working in areas where there is a possible danger of injury.
- Wearing suitable work clothes as determined by the Foreman.
- Performing all tasks safely as directed by their Foreman.
- Reporting ALL injuries, no matter how slight to their Foreman immediately, and seeking treatment promptly.
- Knowing the location of first aid supplies, fire fighting equipment, and other safety devices.
- Attending required safety and health meetings.
- Not performing potentially hazardous tasks, or using any hazardous material until properly trained, and following all safety procedures when performing those tasks.
- STOPPING AND ASKING QUESTIONS IF EVER IN DOUBT ABOUT THE SAFETY OF ANY OPERATION

2.1 PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY



Personal protective equipment is worn to minimize exposure to a variety of hazards. Examples of PPE include such items as safety vests, gloves, foot protection (steel-toed boots), eye protection (safety glasses or goggles), protective hearing devices (earplugs, muffs), hard hats, respirators, fall protection harnesses, etc.

PPE/Dress Code

Wynn site employees are to wear long slacks or jeans, Hard Hat, class II hi visibility safety vest and steel toe boots at all times on all jobsites. Heavy equipment operators may remove their hard hats only while operating in the cab of enclosed heavy equipment, however, should have their hard hats handy and put them on every time they exit the cab of the machine. Sneakers and shorts are not allowed on jobsites. Employees who do not wear the proper attire to work will be sent home to change prior to being able to work on a company jobsite.



The foreman and/or competent person is responsible for doing a hazard analysis prior to performing tasks and for providing and ensuring employees are using the proper PPE. Examples of task related PPE would include but aren't limited to:

- safety glasses and face shields when cutting with power saws
- ear plugs/muffs when operating loud tools
- N95 face masks/respirators when cutting concrete

Procurement

Wynn Site Development will issue Hard Hat, Safety vest and safety glasses prior to sending new hires to a jobsite. The employee is responsible for obtaining and wearing steel toe boots. Foremen will stock, on their trucks, other PPE such as gloves, dust masks, ear plugs and face shields to be shared among the crew and used on an as needed basis. The Safety department will manage and distribute PPE. All PPE that is worn from normal use will be replaced at no cost to the employee. Any PPE needing replacing due to negligence or loss by the employee will be replaced at the following cost:

- Safety Vests: \$10
- Hard Hat: \$15

2.2 HAZARD COMMUNICATION PROGRAM

Purpose:

This Hazard Communication Program meets the requirements of O.S.H.A. Standard 29 C.F.R. 1926.59 and ensures the necessary information to safely use, handle, and store hazardous chemicals. All new employees must be trained on this program the first day of employment, before they begin work. All other employees must be trained annually or before a new job starts.

Fundamentals:

The basic chemical safety and health fundamentals used by the company to be communicated to all employees include:

- Chemical Inventory
- Safety Data Sheets
- Container Labeling
- Employee Training
- Emergency Response

Chemical Inventory:

1. The supervisor must maintain a complete chemical inventory list of all chemicals used or stored on their jobsite, including subcontractors.

Safety Data Sheets (SDS):

1. Each chemical listed on the inventory must have an SDS. These can be obtained from the company Safety Officer.
2. SDS's will be made available on site to anyone who has a need to know. They will be maintained in a separate SDS manual or online application provided by the Safety Officer.
3. The Safety Officer, will maintain a master copy of all chemical SDS's used by our company at the main office.

Container Labeling:

1. All chemicals on jobsites will be stored in original or "approved" containers with a proper label attached.
2. A proper label shall include: Identity of the chemical, appropriate hazard Warning (i.e. flammable, toxic, etc.), and name and address of the chemical manufacturer.
3. Containers not labeled will be relabeled or not used.
4. Employees may dispense chemicals from original containers only in small quantities intended for immediate use.

Employee Training:

All employees must be trained in this program if they are exposed to hazardous chemicals in the workplace. Training must be provided at the time an employee is first assigned to an area/job or when a new potentially hazardous chemical is introduced into the work area.

Training will include:

1. Requirements of the Hazardous Communication Standard.
2. Our company program.
3. The jobsite/work area chemical inventory list.
4. Potential hazards with these chemicals, as listed in the SDS
5. Location of the Safety Data Sheets on the jobsite or work area.

Personal Protective Equipment (PPE):

Required personal PPE is made available by Wynn Site Development. Any employee found in violation of PPE requirements will be subject to disciplinary actions per our Disciplinary Policy.

Emergency Response:

1. Any accident of exposure to or spill of hazardous chemical/substance must be reported to the safety officer immediately.
2. The supervisor will be responsible for ensuring proper emergency action is taken per the SDS

Hazards of non-routine tasks:

1. Supervisors will inform employees of any special tasks that may arise which would involve exposure to hazardous chemicals.
2. Review of safe work procedures and use of required PPE will be conducted prior to the start of each task.

Subcontractors, Suppliers, other Employers:

1. All other employers working on a Wynn Site Development jobsite or premises will be informed of hazardous chemicals which may expose their employees and appropriate control measures to be taken.
2. Each subcontractor or other employer working on our jobsite or premises will be advised they must comply with O.S.H.A.'s Hazard Communication Standard and must furnish our company with a copy of their program and SDS's.

2.3 EMERGENCY RESPONSE TO HAZARDOUS SUBSTANCES

If any substance is found of unknown origin, company policy is to LEAVE IT ALONE! Immediately evacuate the area, and contact the nearest hazardous material response team. Do not allow employees on site until declared safe by the response team.

FIRST AID

- Arrangements must be made BEFORE starting the project, to provide for prompt medical response in the event of an emergency
- In areas where severe bleeding, suffocation, or severe electrical shock can occur, a 3 to 4-minute response time is required
- If medical attention is not available within 4 minutes, then a first aid trained person must be available on the jobsite at all times
- An appropriate, weatherproof first aid kit must be on site. It must be checked weekly
- Provisions for an ambulance or other transportation must be made in advance.
- Contact methods must be provided
- Telephone numbers must be posted where 911 is not available.

Wynn Site Development has designated the Foreman as having adequate training to render first aid in the event of a medical emergency in areas where emergency response time is in excess of 4-min. They will maintain appropriate first aid kits and check them weekly to assure they are properly stocked.

First aid kits are located at the following locations:

- Foreman's Work Vehicle
- Jobsite Trailer/Office where applicable
- Every employee shall be trained in emergency procedures:
 - Evacuation plan
 - Alarm systems
 - Shutdown procedures for equipment
 - Types of potential emergencies

It is the responsibility of the Foreman to review their job sites addressing all potential emergency situations.

2.4 CONTROL OF HAZARDS

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent an unsafe or unhealthy exposure. Once a potential hazard is recognized, the elimination or control of the hazard must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and equipment in good working order.
- Ensuring all guards and safety devices are working and in place.
- Periodically inspecting the worksite for safety hazards.
- Establishing a medical program that provides applicable first aid supplies to the site, as well as emergency phone numbers (911).
- Addressing any and all safety hazards with employees.

FIRE PREVENTION

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. The following fire prevention requirements must be met for each site:

- One conspicuously located ABC fire extinguisher (or equivalent) for every floor, where applicable.
- One conspicuously located ABC fire extinguisher (or equivalent) for every 3000 sq/ft, where applicable.
- A conspicuously located, ABC fire extinguisher for everywhere more than 5-gallons of flammable liquids or gas are stored. A 20lb fire extinguisher should be placed approximately 20 feet from large jobsite fuel tanks, where applicable.
- Generators and internal combustion engines located away from combustible materials.
- Site free from accumulation of combustible materials or weeds.
- No obstructions or combustible materials piled in the exits.
- No more than 25-gallons of combustible liquids stored on site.
- No LPG containers stored in any buildings or enclosed spaces.
- Fire extinguishers in the immediate vicinity where welding or cutting is being done.

2.5 GENERAL SAFETY RULES AND PROCEDURES

- All injuries must be immediately reported to your Foreman.
- No employee is expected to undertake a job until that employee has received adequate training.
- All employees shall be trained on the potential hazards that they could be exposed to and how to protect themselves.
- No employee is required to work under conditions which are unsanitary, dangerous or hazardous to their health.
- Only qualified, trained and authorized personnel are permitted to operate machinery or equipment.
- Machine Operators always use 3-point contact technique for mounting and dismounting equipment.
- Each employee in an excavation/trench shall be protected from cave-ins by an adequate protective system.
- Employees working in areas where there is a possible danger of head injury, excessive noise exposure, or potential eye and face injury shall be protected by Personal Protection Equipment (PPE).
- Employees working on job sites are subject to the Safety Policies and PPE requirements of the General Contractor and/or customer.
- All hand and power tools and similar equipment, whether provided by the employer or the employee, shall be maintained in a safe condition.
- Use smart lifting techniques. Lift with your legs. Do not bend at the waist for lifting. If weight is too heavy for you, or it exceeds 50 lbs, get assistance or use material handling equipment.
- Employees shall visually inspect ladders for defects prior to each use. Turn in defective ladders to your Foreman.
- All places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed.
- Floors, work sites, and passageways shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
- Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
- Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
- Do not walk under platforms that bridge a trench.
- Do not enter a trench unless you have been given permission by the competent person. Seek out and identify the designated "Competent person" for the excavation site.

2.6 CELL PHONE POLICY

Because a large percentage of the Company's business is conducted over the telephone, it is essential to project a professional telephone manner at all times. Personal phone calls (whether using the Company telephones or cell phones (regardless of who is the owner of the cell phone), on Company time are not permitted, except in an emergency, or as otherwise specified in the appropriate sections of this Handbook, or as otherwise approved in advance by the field manager. Personal calls, Internet usage or personal emails should be conducted on lunch breaks or before arriving at work. We also discourage friends or family from calling employees at work unless absolutely necessary.

Employees are strictly prohibited from using cell phones and other electronic devices while driving on Company time and/or Company business.

Cell phones and other mobile devices are strictly prohibited on jobsites while employee is operating heavy equipment and machinery is in motion - This includes Bluetooth equipped devices. An operator's undivided attention is required at all times while operating equipment. Employees may carry personal cell phones with them on the jobsites, however, these are to be used only in case of emergency. Operators must pull out of the work area and stop equipment before using phone. All Field employees can use their phones for personal calls during their work breaks. Using cell phones for personal calls and/or texting or internet access during work hours is strictly prohibited and disciplinary action will be taken for employees who do not adhere to this policy.

2.7 CHAIN SAW SAFETY

Operating a chain saw is inherently hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

Before Starting a Chain Saw

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and the lubrication reservoir is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chain Saw

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. **No smoking during fueling.**
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chain Saw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain secure footing while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
 - Gloves, Steel toe boots, Chaps, safety glasses, face shield, ear plugs/muffs and hard hat must be worn when operating a chain saw
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension, they may spring out when cut.
- Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kick-back. To avoid kick-back, do not saw with the tip. If equipped, keep tip guard in place.
- NEVER operate chain saw without guards



2.8 TRENCHING AND EXCAVATION POLICY

Scope and Application

This program sets forth the practices required for trenches or excavations with a depth of four feet or greater along any portion of its length that will be entered by Wynn Site Development employees. All excavations or trenches 4 feet or greater in depth shall be appropriately benched, shored, or sloped according to the procedures and requirements set forth in this policy. Excavations or trenches 20 feet deep or greater must have a protective system designed by a registered professional engineer.

Responsibilities

Wynn Site Safety Department

The safety department has the primary responsibility for assisting crews in implementation of this policy through coordinating training and consultation. This includes:

- On site evaluation to monitor use of safe work practices and procedures
- Assisting with atmospheric testing and equipment selection as needed
- Providing or identifying appropriate training for Competent Persons and staff
- Providing technical assistance as needed
- Reviewing and updating the program at least annually.

Field Management

Field Management has the responsibility for providing training, trench protection systems, effective barricades and supporting the use of other protective measures deemed prudent and necessary by the competent person.

Supervisors and Foremen

Supervisors have the primary responsibility for the implementation of the Trenching and Excavation Safety Policy in their work area. The supervisor has ultimate responsibility for the safety of the employees and general public affected by the excavation. This includes evaluation of the work to be performed, determination of the means of protection that will be used and adherence to the provisions of this policy as appropriate. The supervisor must ensure daily, or more often as required,

that site conditions are safe for employees to work in excavations. The supervisor or a member of the work group must be a “competent person” as defined by OSHA.

Employees

Employees have the primary responsibility for working in accordance with the provisions of this policy. No employees should enter an excavation meeting the scope of this policy until authorized by the competent person.

Training

Any employee required to dig or enter an excavation shall attend, at a minimum, trenching and excavation safety awareness training prior to beginning related work. The training is provided by the safety department and covers the potential hazards encountered when working in and around excavations and the procedures that need to be followed in order to avoid these hazards.

Additional training is required for any employee designated to be the competent person for a trenching and excavation job. Competent person training covers the following areas in detail:

- Hazards related to excavation work
- Work practices and selection of appropriate protective systems
- Methods of evaluating soil and the site
- Inspection procedures
- Specific requirements of the policy and of related policies
- Emergency procedures

Both the designated competent person and any other employee involved in trenching and excavating activities shall attend relevant health and safety training at least every two years or more often if necessary due to an observed disregard of the noted safety procedures.

Definitions

Benching

A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near- vertical surfaces between levels.

Cave-in

The separation of a mass of soil or rock material from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding, in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

Competent person

One who is capable to identify existing and predictable hazards in the surroundings or working conditions that may affect employees and the general public, and who has authority to take prompt corrective measures to eliminate them. The Competent Person(s):

- Must be trained in and knowledgeable of excavation and trenching standard, and other programs that may apply (Hazard Communication, Confined Space, Respiratory Protection)
- Must be capable of recognizing hazardous conditions and must have authority to stop work and ensure that hazards are corrected
- Performs and documents the 'Daily Excavation Inspection', and knows when inspections should be performed
- Must assure that the location of underground installations or utilities have been properly located.
- Must identify and ensure the use of adequate protective systems, work methods and personal protective equipment (PPE) on the excavation site.

Excavation

Any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.

Fissured

Refers to soil that has a tendency to break along definite planes of fracture with little resistance or a material that exhibits open cracks such as tension cracks in an exposed surface.

Hazardous Atmosphere

Atmosphere that is oxygen deficient, potentially explosive, flammable, poisonous, corrosive, oxidizing, irritating, toxic or otherwise harmful in a manner that may result in death or serious injury.

Protective Systems

Methods for protecting personnel working in excavations from cave-in, material falling or rolling in from the exterior or from collapse of adjacent structures. Protective systems include the use of support systems, sloping and benching systems, shield systems and other systems that provide the necessary protection.

Registered Professional Engineer (RPE)

A person who is registered as a professional engineer.

Shield (shield system)

A structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees with the structure. Shields can be a permanent structure or can be designed to be portable and moved along as work progresses. Also known as trench boxes or trench shields.

Shoring (shoring system)

A structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

Sloping (sloping system)

A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline varies with differences in such factors as the soil type, environmental exposure conditions, and application of surcharge loads.

Soil Type A

Most stable: clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.

Soil Type B

Medium stability: silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C.

Soil Type C

Least stable: gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which any water is seeping.

Soil

Mixed Types (Layered Geological Strata) – The soil must be classified on the basis of the soil classification of the weakest soil layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. where a Type C soil rests on top of stable rock.

Trench (trench excavation)

A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also considered to be a trench.

Procedures

Call before you dig

Underground utilities must be located and marked before excavation begins. The supervisor or competent person shall ensure that underground utilities have been

identified prior to beginning the work for all excavations with a depth of four feet or greater.

The location of sewers, telephone, fuel, electric, water lines, or any other underground installations that may be encountered during excavation work must be determined and marked prior to opening an excavation. The Project Manager shall make arrangements as necessary with the appropriate utility agency for the protection, removal, shutdown, or relocation of underground installations.

If it is not possible to establish the exact location of these installations, the work may proceed with caution if detection equipment or other safe and acceptable means are used to locate the utility.

Excavations must not endanger the underground installations or the employees engaged in the work. Utilities left in place should be protected by barricades, shoring, suspension or other means as necessary to protect employees.

Protection of the Public

Excavations must be isolated from public access by a substantial physical barrier. Barricades, lighting and posting shall be installed as appropriate prior to the start of excavation operations. All temporary excavations of this type shall be backfilled as soon as possible

Guardrails, fences, or barricades shall be installed around excavations adjacent to walkways, roads, paths or other traffic areas. Use of barricade tape alone is not considered a sufficient method of isolation when the excavation is unattended. Warning lights or other illumination shall be used as necessary for the safety of the public at night.

Wells, holes, pits, and similar excavations must be effectively barricaded or covered and posted.

Walkways or bridges used by the general public to cross excavations must be equipped with standard guardrails.

Surface encumbrances

All equipment, materials, supplies, buildings, roadways, trees, utility vaults, boulders, etc. that could present a hazard to employees working in the excavation must be removed or supported as necessary to protect employees.

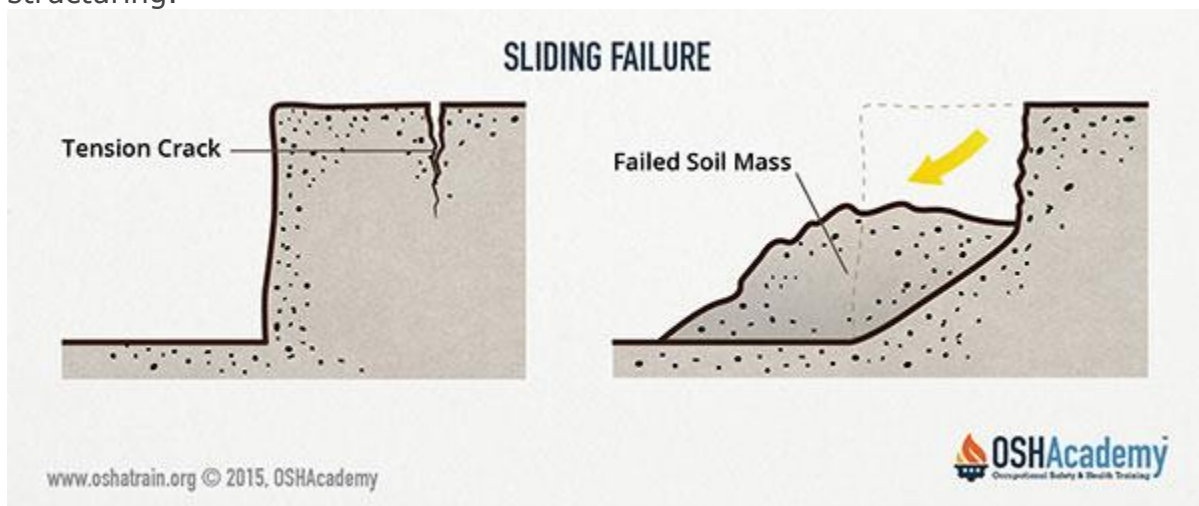
Soil Classification

The competent person in charge of the excavation shall be responsible for determining the soil type. All previously disturbed soil is automatically considered Type B or C soil. Excavations conducted in order to repair / replace existing pipelines or equipment (i.e. the soil has been previously disturbed), shall be made to meet the requirements for Type B or C soils only, as appropriate. Soil may be considered Type C by default and no additional tests required.

To classify soil as type B the competent person shall use a visual test coupled with one or more manual tests.

Visual test: Evaluate the conditions around the site including the soil adjacent to the site and the soil being excavated.

Identify any signs of vibration. Check for crack-line openings along the failure zone, look for existing utilities that indicate that the soil has been previously disturbed, and observe the open side of the excavation for indications of layered geologic structuring.



Look for signs of bulging, boiling, or sloughing, as well as signs of water seepage from the sides or bottom of the excavation.

The area adjacent to the excavation should be evaluated for foundations or other intrusions into the failure zone, and the evaluator should check the spoil distance from the edge of the excavation.

Any one of the following will cause soil to be classified as Type C

- Water seepage into excavation
- Vibration from road traffic or equipment
- Signs of bulging, boiling, or sloughing
- Crack lines along failure zone

Manual tests

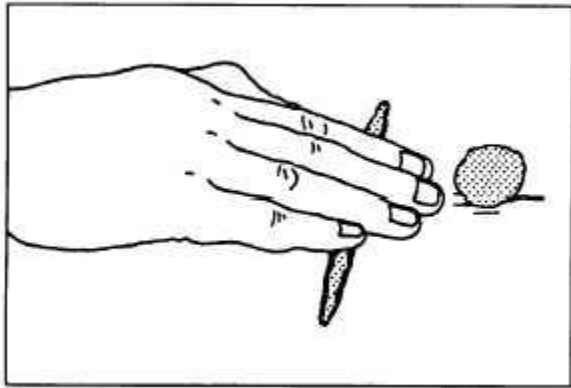
Thumb penetration test: Attempt to press the thumb firmly into the soil in question. If the thumb penetrates no further than the length of the nail, it is probably Type B soil. If the thumb penetrates the full length of the thumb, it is Type C. It should be noted that the thumb penetration test is the least accurate testing method.



Dry strength test: Take a sample of dry soil. If it crumbles freely or with moderate pressure into individual grains, it is considered granular (Type C). Dry soil that falls into clumps that subsequently break into smaller clumps (and the smaller clumps can only be broken with difficulty) it is probably clay in combination with gravel, sand, or silt (Type B).

Plasticity or Wet Thread Test Take a moist sample of the soil. Mold it into a ball and then attempt to roll it into a thin thread approximately 1/8 inch in diameter by two

inches in length. If the soil sample does not break when held by one end, it may be considered Type B. A pocket penetrometer, shearvane, or torvane may also be used to determine the unconfined compression strength of soils.



Protective Systems

In excavations greater than 4 feet in depth a method to protect people entering the excavation from cave in must be employed. Acceptable protective methods include sloping, benching, shielding and shoring.

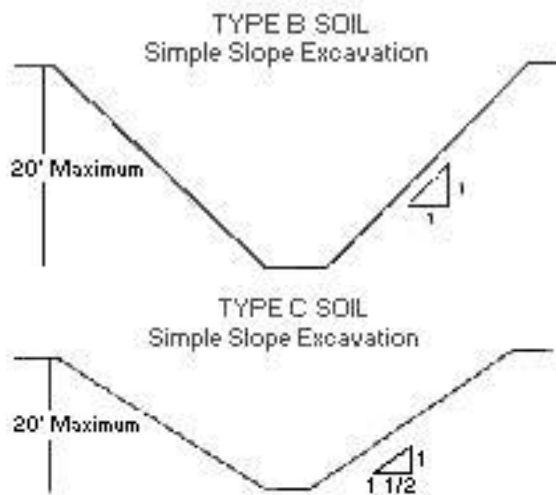
Benching, Sloping, Shoring, and Shielding Requirements

General: Excavations under the base of the footing of a foundation or wall require a support system designed by a registered professional engineer. Sidewalks, pavement, utility vaults or other similar structures shall not be undermined unless a support system or another method of protection is provided to protect employees from their possible collapse. Sloping or benching are often the preferred methods of protection; however, shoring or shielding is used when the location or depth makes sloping to the allowable angle impractical.

Sloping: Maximum allowable slopes for excavations less than 20' based on soil type and angle to the horizontal are as follows:

Type B soil must have walls sloped to a maximum angle of 45-degrees (1:1 slope) from horizontal in all directions.

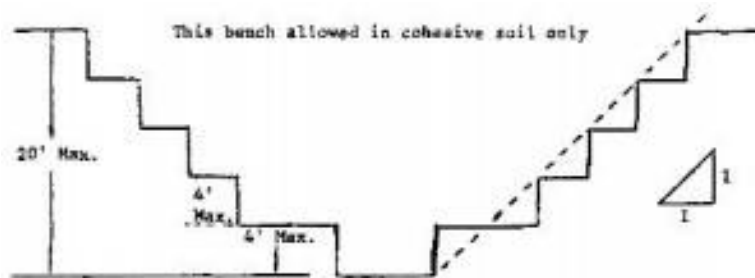
Type C soil, must have walls sloped at a maximum angle of 34-degrees (1:1.5 slope) from horizontal in all directions.



Benching

In Type B soil, the vertical height of the benches must not exceed 4 feet. Benches in increments of 2 feet or less is preferred. The angle developed by the edge of the benches must not exceed the maximum allowable slope for that soil type (Type B soil 45-degrees).

Benching is not permitted in Type C soil.



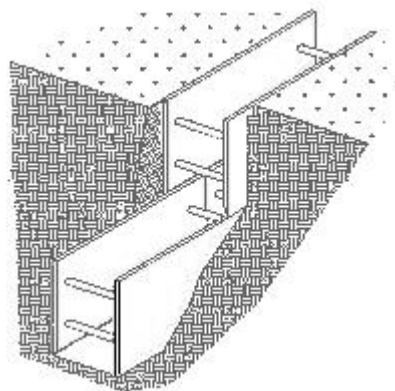
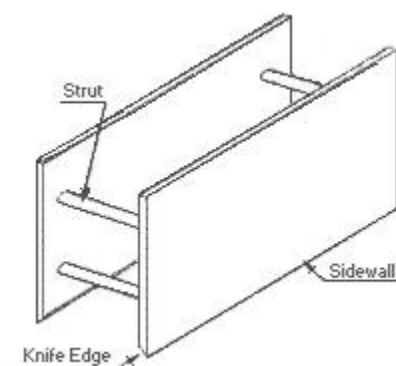
Shielding

Trench boxes or trench shields are intended to protect workers from cave-ins and similar incidents. The trench shield is lowered into the excavation and workers may then enter the protected area within the shield. Only trench shields designed or certified by a registered professional engineer may be used. The use is limited to those trenches for which the shield is certified (e.g. maximum depth and material). The manufacturer must approve any modifications to the shields. The excavated area between the outside of the trench box and the face of the trench should be as small as possible. The space between the trench box and the excavation side should be backfilled to prevent lateral movement of the box.

Trench boxes may be used in combination with sloping and benching. The box must extend at least 18 inches above the surrounding area if there is sloping toward the excavation. This can be accomplished by providing a benched area adjacent to the box.

Shields may be placed two feet above the bottom of an excavation, provided they are calculated to support the full depth of the excavation and there is no caving under or behind the shield.

Workers must enter and leave the shielded area in a protected manner, such as by a ladder or ramp. Workers may not remain in the shielded area while it is being moved.



Shoring

Timber shoring shall not be used by Wynn Site Development personnel. Hydraulic shoring is permitted as workers do not have to enter the trench to install it. It is gauge-regulated and ensures even distribution of pressure along the trench line and can be adapted to various trench depths and widths. All shoring shall be installed from the top down and removed from the bottom up. Hydraulic shoring shall be checked at least once per shift for leaking hoses and/or cylinders, broken connections, cracked nipples, bent bases, and any other damaged or defective parts. The top cylinder of hydraulic shoring shall be no more than 18 inches below the top of the excavation. The bottom of the cylinder shall be no higher than four feet from the bottom of the excavation. (Two feet of trench wall may be exposed beneath the bottom of the rail or plywood sheeting, if used.)

Three vertical shores, evenly spaced, must be used to form a system. Wales are installed no more than two feet from the top, no more than four feet from the bottom, and no more than four feet apart, vertically.

Inspections

Frequent inspection of the excavation and surrounding area by the Competent Person is critical to ensure the safety of the workers involved in work within the trench. An excavation inspection form is included as Appendix A in this document. The Competent Person must conduct inspections of the entire excavation site:

- Daily and before the start of each shift.
- As dictated by the work being done in the trench.
- After every rain storm.
- When fissures, tension cracks, sloughing, undercutting, water seepage, bulging at the bottom, or other similar conditions occur.
- When there is a change in the size, location, or placement of the spoil pile.
- When there is any indication of change or movement in adjacent structures.

Temporary spoil shall be placed no closer than 2 feet from the surface edge of the excavation. The distance is measured from the nearest base of the spoil to the cut.

This distance should not be measured from the crown of the spoil deposit. This distance requirement ensures that loose rock or soil from the temporary spoil will not fall on employees in the trench.

The spoil should be placed so that it channels rainwater and other run-off water away from the excavation. Spoil should be placed so that it cannot accidentally run, slide, or fall back into the excavation.

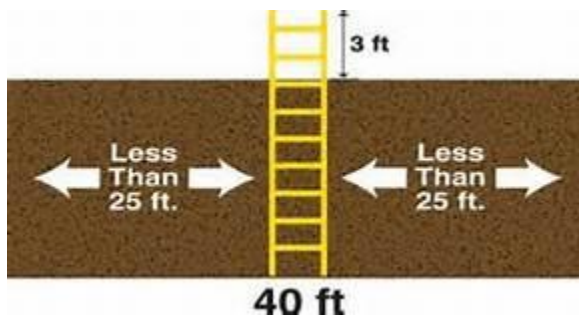
Surface Crossing of Trenches

Surface crossing of trenches should not be made unless absolutely necessary. However, if necessary, they are only permitted under the following conditions:

- Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.
- Walkways or bridges must have a minimum clear width of 20 inches, be fitted with standard rails, and extend a minimum of 24 inches past the surface edge of the trench.

Ingress and Egress

Trenches 4 feet or more in depth shall be provided with ladders or other fixed means of egress. Spacing must be such that a worker will not have to travel more than 25 feet to the nearest means of egress. Ladders must be secured and extend a minimum of 36 inches above the landing. Metal ladders should be used with caution, particularly when electric utilities are present.



Exposure to Vehicles

Employees exposed to vehicular traffic shall be provided with and required to wear reflective vests or other suitable garments marked with or made of reflectorized or high-visibility materials. Trained flag persons, signs, signals, and barricades shall be used when necessary.

Exposure to Falling Loads

Employees are not allowed in the excavation while heavy equipment is digging. Employees must not work under loads being lifted or moved by heavy equipment used for digging or lifting. Employees are required to stand away from equipment that is being loaded or unloaded to avoid being struck by falling materials or spillage.

Hazardous Atmospheres and Confined Spaces

Testing for Atmospheric Contaminants If there is any possibility that the trench or excavation could contain a hazardous atmosphere, atmospheric testing must be conducted prior to entry. Conditions that might warrant atmospheric testing would be if the excavation was made in a landfill area or if the excavation is adjacent to sources of contamination (e.g. sewage or fuel leaks).

Testing should be conducted before employees enter the trench and should be done regularly to ensure that the trench remains safe. The frequency of testing should be increased if equipment is operating in the trench that could produce airborne contaminants.

Employees required to wear respiratory protection must be trained, fit-tested.

Trenches and excavations with hazardous concentrations of airborne contaminants or oxygen deficient atmospheres qualify as confined spaces. When this occurs, compliance with the Confined Space Program is also required.

Employees shall not be permitted to work in hazardous and/or toxic atmospheres. These include atmospheres with:

- less than 19.5% oxygen,

- a combustible gas concentration greater than 20% of the lower flammable limit,
- concentrations of hazardous substance that exceed those specified in the Threshold

Limit Values for airborne contaminants established by the ACGIH.

Standing Water and Water Accumulation

Workers must not enter or work in excavations with standing water or in which water is accumulating unless adequate protection is provided.

Protective methods for these circumstances must include:

- Use of special support or shield systems approved by a registered professional engineer.
- Water removal equipment used and monitored by a competent person.
- Safety harnesses and lifelines used in conformance with 29 CFR 1926.104.

During rainstorms employees must exit the trench. The excavation must be carefully inspected by a competent person after each rain and before employees are permitted to re-enter the trench. Protective measures such as diversion ditches and dikes should be used to limit surface runoff water from entering the excavation.

Emergencies

Wynn Site personnel are not trained to perform trench rescues and should not place themselves at risk in order to attempt the rescue of someone trapped due to a cave-in.

In the event of a serious injury or trapped worker requiring specialized rescue, 911 must be called immediately. The safety director should be notified immediately after the call to 911.

While waiting for emergency response personnel to arrive, workers at the site should take measures to support the rescue team and to further protect personnel on site.

- If the victim is not visible, try to identify the area where the victim is located
- Hand digging, if the excavation is stable and can be approached safely, can be carried out. No mechanical digging should be done due to the potential for inflicting additional injury to the victim.
- Assemble material that can assist in rescue operations such as shovels, plywood, ladders and buckets.

2.9 CONFINED SPACE ENTRY POLICY

I. Title: Confined Space Entry Policy

II. Purpose: To describe procedures for entering confined spaces and permit required confined spaces which will comply with applicable regulations and provide for the safety of all entrants.

III. Contact Wynn Site Development Safety Director

IV. Policy: Entry into confined spaces can pose atmospheric and physical hazards which can be life threatening. This policy establishes procedures designed to ensure the safety of all persons entering confined spaces on WSD jobsites and comply with regulations established by OSHA.

V. References: 29CFR 1926 Construction Industry Regulations 1910.146

VI. Provisions:

A. These procedures shall apply when Wynn employees or contractors enter into a confined space. A confined space is any space meeting the following specifications:

1. Large enough for an employee to bodily enter and perform work.
2. Has limited or restricted means of entry or exit.
3. Has the potential for oxygen deficient or hazardous atmosphere.
4. Contains other recognized physical hazards such as engulfment or entrapment.
5. Not intended for continuous human occupancy.

Examples include: silos, vaults, pits, tanks, manholes, ducts, pipelines and compartments.

B. Exemption to the requirements for non-permit entry apply only in those spaces known to have no potential for an oxygen deficient atmosphere or other hazardous air contaminant, such as attics and building crawlspaces.

VII. Procedures:

B. Confined Space Entry General Information

1. Training: All members of the confined space entry team, entrant, attendant and entry supervisor must be trained to perform their required duties. At a minimum this training shall include, ability to recognize a confined space, recognition of confined space hazards, familiarity with the WSD confined space entry policies, use and limitations of atmospheric monitoring equipment, signs and symptoms of exposure to atmospheric hazards, termination of entry, and rescue procedures

2. Duties of Team Members:

a. Attendants: Attendants shall control unauthorized entry into the space, maintain contact with the entrant, monitor the entrant, conduct atmospheric monitoring.

contact the rescue agency if needed and terminate the entry if required.

b. Entrants: Entrants shall be aware of all potential hazards within the space, know and follow all safety procedures and be trained to perform the work safely.

c. Entry supervisors: Entry supervisors determine if appropriate pre-entry procedures have been met, issue permits, revoke permits, and cancel permits

3. Confined Space Rescue: The designated rescue agency for confined space rescue on the various jobsites is the nearest Fire Department. If entrants are equipped with a retrieval apparatus, the attendant may begin non-entry rescue. All entrants, entry supervisors and attendants shall receive training on confined spaces at least once annually.

4. Communications: The attendant shall be in voice or visual contact with the entrant or communicate via the 800 MHz radio system or via cell phone. The attendant shall have a phone readily available and be prepared to call Emergency Rescue Services (911), if necessary.

A. Confined Space Entry: **No Permit Required**

1. Entry Team Composition and Function: Entry teams shall consist of at least two people. An entrant and an attendant. The attendants job is to monitor the atmosphere of the space, maintain contact with the entrant, maintain communications with the designated rescue agency, and control entry into the space. One attendant can monitor several low hazard spaces such as

telecommunications or electrical vaults. **Attendants will never enter a confined space to attempt rescue of an unconscious person.**

2. Pre-entry hazard evaluation: Using the checklist on the back side of the confined space entry form (copy attached), a hazards determination of the space to be entered shall be made by someone familiar with the hazards of the space. This may be someone from WSD or a contractor who has entered WSD spaces and is familiar with the potential hazards. This checklist must be available at the site.

3. Hazard Elimination: Lockout/tagout procedures may be used to eliminate potential hazards in confined spaces so the space can be reclassified to a non-permit required space.

4. Atmospheric Testing: The atmosphere shall be tested using a calibrated detector that can measure oxygen, combustible gasses, hydrogen sulfide or other toxic gasses that may be present. If possible, this measurement must be made before removing the lid. The person using the gas detector must have training in the detectors use and limitations. Note: Deep spaces must be measured every four feet. For Manholes, always take measurements at the bottom, middle and top of the space. All readings must be recorded on the permit form.

5. Entry Prohibitions: If there are any hazardous conditions noted on the check list or any other hazardous conditions, of which the entrants are aware, **stop**, it is a permit required confined space. Follow procedures for entering permit required confined spaces below.

6. Protection of Confined Space Opening: After removing the manhole cover the opening must be protected to protect employees working near the opening and to prevent materials from falling into the space and injuring the entrant.

7. Entry Allowed: If there are no hazards or all hazards have been eliminated, a permit is not required and entry may proceed.

8. Air Monitoring Requirements: Periodic monitoring of the air is required, after entry, to ensure that work activities have not altered the atmosphere. This interval is not specified in the regulations but OSHA recommends continuous monitoring. At WSD the entrant is required to have the gas detector attached on his body and actively monitoring at all times while in the confined space.

VIII. Procedure: Confined Space Entry: **Permit Required**

Note: The requirements, listed below, for entry into a permit required confined space are in addition to the requirements for entry into a non-permit required confined space.

Definition: A permit required confined space is: Any space meeting the definition of a confined space and containing any recognized hazard which may be immediately dangerous and cannot be eliminated before entry or any confined space where the

Hazards cannot be identified prior to entry. Confined spaces in which hot work is performed are permit required confined spaces under all circumstances. Hot work is defined as any activity that involves open flame, sparks, high temperature, chipping, grinding or any other potential source of ignition.

1. Meet all conditions 1-8 of non-permit required confined space entry.
2. Pre-Entry Approval: Entrants into permit required confined spaces must have the entry approved and the entry permit signed by the entry supervisor. The entry supervisor must be familiar with the hazards presented and the safety measures taken to protect the entrant.
3. Required Equipment: Entrants must wear a retrieval apparatus for permit spaces over five feet deep to enable non-entry rescue in the event of an emergency. The requirement to wear a retrieval apparatus can only be waived if it would interfere with rescue. **The WSD Safety Director is the only person authorized to waive the wearing of a retrieval apparatus.**
4. Attendant Requirements: A dedicated attendant is required for each permit required space.
5. Hazard Training: Entrant and attendant must be trained on the hazards of the space to be entered and symptoms of exposure to atmospheric hazards. They must also be trained on any safety measures needed to protect the entrant.
6. Personal Protective Equipment: Employer must provide any personal protective equipment needed to protect the entrant from hazards that could not be eliminated e.g. respiratory protection, insulated tools etc.
7. MDS Requirement: If an entrant is exposed to or uses a material for which an MDS is available, the MDS must be at the work site.
8. Air Monitoring: Continuous monitoring of the air is required if forced ventilation is used to remove an atmospheric hazard. Readings must be recorded every two hours at a minimum.
9. Ventilation: When ventilating a confined space, the fresh air supply intake must be positioned so that only clean air is introduced into the space. Atmospheric readings must be taken at an adequate interval adequate to insure contaminants are effectively removed.

10. Canceling a Permit: permits are good for the duration of the time to perform the work specified or until the time limit on the permit expires or unless terminated by the entry supervisor, attendant or Safety Director. Continuation of work beyond the time specified or if cancelled due to conditions that develop within the space requires the issuance of a new permit.

11. Permit Review: All canceled permits shall be retained for a period of one year. Annual reviews of canceled permits may be conducted.

C. Procedures When Contractor Employees Enter Confined or Permit Required Confined Spaces on Wynn Jobsites.

1. Pre-entry Notification: WSD representative Informs contractor of confined spaces and permit required confined spaces and that entry is only allowed through compliance with an appropriate confined space entry program.

2. Hazard Appraisal: WSD representative apprises contractor of hazards and why a confined space is a permit required confined space.

3. Entry Coordination: WSD representative Coordinates entry if both contractors employees and host employees enter the space.

4. Contractor De-briefing: WSD representative Debrieves the contractor at the conclusion regarding any hazards created or found during entry operations.

5. Notification of Safety Measures: WSD representative apprises contractor of any measures taken in or near permit spaces to protect employees in the confined space.

6. Compliance with Entry procedures: Contractors must comply with WSD confined space entry procedures.

2.10 DRUG AND ALCOHOL ABUSE POLICY

The Company requires and demands a work force and workplace free from controlled substances and drugs because, among other reasons, such items may render an employee physically or mentally impaired or may otherwise interfere with an employee's work performance, efficiency, safety and health and may adversely affect the work and safety of others. Manufacturing, distributing, dispensing, possessing, using or being under the influence of any illegal drug, alcohol or controlled substance while on Company premises or while an employee is on-the-job is strictly prohibited. "Controlled substance" includes all chemical substances or drugs listed in any controlled substance act or regulation applicable under any federal, state or local laws. The use, possession, or sale of any controlled substance

or abuse of a prescription or over the counter medication is strictly prohibited. These activities constitute serious violations of Company rules, jeopardize the Company and the performance, safety and health of the Company and all of the Company's employees and customers/clients and can create situations that are unsafe or that substantially interfere with job performance and can increase the risk of property loss or damage.

Any employee taking a prescribed medication will be excluded from this policy, provided that the Company determines that: such medication does not impair the employee's ability to perform his/her job duties, the employee provides a note from his/her physician regarding such drug use; the employee is taking the medication in the dosages and at the times specified by his/her physician; and the employee will not pose a threat to his or her safety or the safety of others; provided, however, that such employee must immediately notify his/her supervisor and/or The Director of Human Resources of such use immediately before starting or resuming work. If the Company determines that impairment or a safety threat may exist, the employee may be temporarily reassigned to a position or job where any impairment will not adversely affect job performance. Alternatively, the employee may be given an unpaid temporary leave of absence. If there is any question whether use of a prescription or over-the-counter drug may impair job performance, the employee should notify his/her supervisor and The Director of Human Resources who will make necessary inquiries to determine whether the employee should remain on the job.

Drug Testing: Drug and alcohol tests may be administered under the following conditions: (1) when an employee shows signs of impairment on the job; (2) after any accident or occurrence that results in an injury on the job; (3) after any vehicular accident or damage to any equipment occurs where it appears that the employee might reasonably have avoided the accident or minimized the consequences, but did not do so. Employees who refuse to submit to drug and alcohol testing may be terminated immediately. Employees who test positive for drugs may be terminated immediately.

On-The-job Conduct: For purposes of this policy, an employee is considered "on the job" whenever he/she is: (1) On Company property, including parking lots, whether owned or leased, at any time; or (2) on Company time, even if off Company premises (including lunch and rest periods or providing services to customers or other users of the Company's products at an off-Company location); or (3) driving or riding as a passenger in a Company vehicle, client vehicle or a public/private conveyance for which the Company has authorized reimbursement.

Alcohol: The Company is concerned about the effect of alcoholic beverages in the work environment. Impairment caused by the use of alcohol adversely affects an employee's work performance, efficiency, safety and health, and therefore seriously diminishes his/her value as an employee. In addition, alcohol induced impairment constitutes a potential danger to the welfare and safety of other employees and

others, and exposes the Company to liability. Except as noted below, possessing, selling, consuming or being under the influence of alcohol while on the job is strictly prohibited. There may be limited situations where social consumption of alcohol may be appropriate and may not violate this policy. This includes situations such as official Company social functions, entertaining customers or attending business meetings at which alcohol is made available. These exceptions are governed by the following guidelines: (1) employees are not required nor encouraged to consume alcohol as part of their job with the Company and are free to decline to do so regardless of the circumstances. For example, employees are under no obligation to offer or encourage the use of alcohol at business meals or meetings; (2) Alcoholic beverages for Company-approved and sponsored business and social functions may be kept on Company property only when approved by The Director of Human Resources; (3) Even if some consumption of alcohol is acceptable under the strict guidelines of this policy, the employees involved, as representatives of the Company, (a) remain responsible for their personal behavior, (b) must never become impaired under the influence of alcohol by such consumption, and (c) must limit their consumption accordingly.

Enforcement: Any employee who violates the alcohol and drug policies of the Company is subject to discipline up to and including immediate dismissal from employment with the Company. The Company may also bring the matter to the attention of appropriate law enforcement authorities. Additionally, the Company reserves the right to require any employee to undergo a medical evaluation under appropriate circumstances. The Company specifically reserves the right to inspect or otherwise search its property at any time to ensure compliance with its rules and regulations, including this drug and alcohol policy. Any Company-owned property such as desks, briefcases, vehicles or lockers used by employees remains the property of the Company and must be maintained according to Company regulations. Company property must be kept clean and is to be used only for work-related purposes. The Company reserves the right as part of its drug and alcohol policy to search any vehicle, possession or item of clothing or container brought onto the property or surrounding area of the Company or its customers/suppliers/others or placed in a Company vehicle. An employee's consent to such a search is required as a condition of employment without any further action by the Company and an employee's refusal to submit to such a search may result in disciplinary action up to and including immediate termination of employment with the Company. The Company reserves the right to conduct drug or alcohol testing of employees at any time, without notice, and to make this a condition of employment should it become necessary in the opinion of the Director of Human Resources. Each prospective employee will be required to sign a substance abuse testing release form upon application for employment. If the prospective employee refuses to sign the release form, he/she will not be considered for employment. All accidents that occur while performing job duties for the Company will require post-accident drug testing. The Company may also require that employees participate in a drug test promptly following any type of accident and the Company may use the results of such test for discipline so that in

the event employee tests positive, employee will be subject to discipline, up to and including immediate dismissal from employment with the Company. For the purpose of this policy, a prospective employee or current employee will be presumed to have engaged in prohibited use of drugs and/or alcohol if urinalysis, blood testing or other accepted procedures show any amount of positive quantum of proof of drug or alcohol use. An employee may be subject to discipline for off-the-job activities which would be prohibited by this policy if the Company concludes that such off-the-job conduct affects or reflects adversely on the Company.

Notification Requirements

Any employee convicted of a criminal offense is required to notify his or her supervisor no later than five (5) days after such conviction. Additionally, any employee who operates a Company vehicle or who is reimbursed by the Company for operating his or her own vehicle is required to notify his or her supervisor of any conviction for driving under the influence no later than five (5) days after such conviction. Failure to report such information will result in disciplinary action up to and including immediate termination of employment with the Company.

3.1 SAFE DRIVING POLICY

CODE OF CONDUCT

While driving company vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- Distracted driving including: use of phone, electronics, eating, etc...
- reckless or dangerous driving causing death or injury
- failing to stop after a crash
- acquiring demerit points leading to suspension of licence
- any actions that warrant the suspension of a licence

RESPONSIBILITIES OF THE EMPLOYEE

Every driver of a company vehicle will:

- ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle
- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- display the highest level of professional conduct when driving a company vehicle
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- comply with traffic legislation when driving
- assess hazards while driving and anticipate 'what if' scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a safety belt at all times
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures up to and including termination
- avoid distraction when driving – the driver will adjust car stereos/mirrors etc... before setting off, or pull over safely in order to do so
- report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- report infringements to a manager at the earliest opportunity
- report vehicle defects to a manager before the next vehicle use

3.2 COMPANY VEHICLES

Wynn Site Development will provide you with safe, dependable transportation. In turn, you are entrusted to use good judgment and have a complete understanding of the responsibilities involved in both of which are necessary to continue to drive a company-provided vehicle on company business. Any driver of a company vehicle (or driving on company business in any manner) must meet the following requirements:

- Possess a valid driver's license
- Maintain an acceptable driving record per company and insurance policy

- Follow the guidelines stated in this policy at all times

Use of Vehicle

You have been provided a company vehicle primarily to assist you in your job. Its use is strictly limited to business purposes. It may not be used for personal reasons.

Loaning the vehicle to friends, neighbors, relatives or anyone else is in violation of company policy.

From time to time, you may have a need to carry business associates; however, transporting strangers or hitchhikers is a violation of company policy.

Vehicle Care

All company-provided vehicles are designated as “non-smoking” areas. You are expected to keep your vehicle in a clean, well-maintained condition.

Tire Care and Replacement

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected.

Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

Maintenance and Repair

Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action.

It is the driver’s responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

- Change oil according to manufacturer’s suggested maintenance schedule
- Keep tires inflated to the proper PSI rating
- Have tires rotated every 10,000 miles

- Frequently inspect belts and hoses for cracks, leaks or loose fittings

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

Federal Motor Carrier Safety Regulations

Maintain records of all maintenance performed on vehicles in accordance with Federal Motor Carrier Safety Regulations, Part 396 (Inspection, Repair and Maintenance). A separate file for each vehicle should be maintained to document the repair and maintenance history of each vehicle.

Vehicles subject to Federal Motor Carrier Safety Regulations (DOT vehicles) should have written pre-trip and post-trip safety inspections by the driver according to Part 396.11.

Accidents

A valid insurance card and vehicle registration shall be carried in the vehicle at all times. In the event that you are involved in an accident, please follow these instructions:

1. When an accident involves another vehicle, always call 911 first, if applicable, to request medical care. If no immediate medical attention is needed, call the police to the scene then inform the safety director immediately. During the police investigation obtain the following information:
 - Driver's name (and owner's name if different from the driver)
 - Address
 - Telephone number
 - Name of insurance company and policy number
 - VIN, vehicle year, make and model
 - Vehicle license plate number
 - Police Report number

2. If possible, obtain names, addresses and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.
3. Identify yourself and show your driver's license and insurance identification card. Do not discuss insurance policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.
4. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is your company's preference.
5. Note if there are any injuries reported by anyone involved in the accident.
6. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by state law, in addition to notifying Wynn Site Development's management.
7. If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to Wynn Site Development management.
8. If it is determined that the Wynn driver is at fault, you will be financially responsible for the amount of deductible applicable on the company vehicle insurance policy at the time of the accident.
9. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment will be terminated.

Traffic and Parking Violations

Minor violations include:

Three minor violations within a 12-month period or five minor violations during a three-year period will result in loss of company-provided vehicle and losing the privilege of driving on company business, in any manner.

It may also subject you to further disciplinary action, including possible employment termination.

- Speeding less than 25 mph over the limit
- Failure to wear seat belt
- Failure to stop at a stop sign or stop light

Major violations include:

If you receive a major driving violation conviction, it will result in loss of company-provided vehicle and you will lose the privilege of driving on company business in any manner. It may also subject you to further disciplinary action, including possible employment termination.

- Driving under a suspended or revoked license
- Hit and run or leaving the scene of an accident
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended)
- Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle
- Use of false motor vehicle documents, such as license or registration
- Failure to obey school crossing guard or any school bus violation
- Passing on the wrong side, on a hill or where prohibited
- Reckless, careless or negligent driving
- Driving on the wrong side of a divided highway
- Participating in racing or a speeding contest
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances
- Implied consent or refusing the test
- Speeding more than 15 mph over the limit
- Eluding a police officer
- Failure to keep an acceptable motor vehicle record

Company-provided vehicle privilege or driving on company business in any manner may be reinstated after 12 months from the date of loss of privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained, at the discretion of management.

Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. If an unpaid fine reaches judgment status, the fine plus a \$25.00 penalty will be deducted from your paycheck.

3.3 DISTRACTED DRIVING

TECH SHEET

www.emcins.com

Distracted Driving

Driving is a very demanding task; yet almost all drivers try to multitask behind the wheel. According to the National Safety Council, cellphone-related motor vehicle crashes have been increasing each year and now account for 27 percent of crashes. All drivers need to understand the risks of distracted driving and make the right decisions.

Distracted driving is any activity that could divert a person's attention away from the primary task of driving. All distractions endanger driver, passenger and bystander safety. According to the National Highway Transportation Safety Administration, 3,154 people were killed in motor vehicle crashes involving distracted drivers in 2013. An estimated 70 percent of distraction-related crashes were attributed to something inside the vehicle, such as:

- Texting
- Using a cellphone or smartphone, including hands-free
- Eating and drinking
- Talking to passengers
- Grooming
- Reading, including maps
- Using a navigation system
- Watching a video

Text messaging requires visual, manual and cognitive attention from the driver and is by far the most serious distraction. Text message bans are currently in effect in 45 states.

Tips to Avoid Distracted Driving

The following tips can help you become a safer, less distracted driver:

- Never use a cell phone while driving.
- Let incoming calls go to voicemail and return the call when safely stopped. If you must take a call, pull over as soon as possible and park until you finish the conversation. Keep in mind that headset cellphone use is not substantially safer than hand-held use.



- Make adjustments to vehicle controls such as radio, air conditioning and mirrors before the vehicle is in motion.
- If the vehicle is new to you, familiarize yourself with the controls (e.g., location of lights and wipers) before you leave.
- Don't reach down or behind the driver's seat, pick up items off the floor or open the glove compartment while driving.
- Take care of personal grooming such as shaving, brushing your hair and applying makeup at home before you get in the vehicle.
- Review maps before departing. If you need to refer to a map, pull over to a safe location.
- If there are passengers in the vehicle, make sure they are aware that driving the vehicle is your primary task, not holding a conversation.
- If you find yourself daydreaming or feeling fatigued, pull over and take a break.
- Avoid eating while driving. If you must eat in the vehicle, select small finger foods.

Continued

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Tips to Avoid Aggressive Driving

Research also indicates that aggressive driving on your part or by other drivers can be distracting because it takes your mind away from driving. The following tips can help you avoid being an aggressive driver:

- Don't change lanes without signaling and don't cut off other drivers.
- Don't drive in the passing lane unless you are passing. If another vehicle is approaching, signal and move to the right.
- Don't tailgate. Observe the three-second following rule at all times.
- Don't use your horn or high beams to retaliate against other drivers.
- If you encounter an aggressive driver, get out of the way as quickly and as safely as possible. Even if the driver's actions offend you, trying to engage them may escalate the situation.

For Additional Information

EMC Insurance Companies:
www.emcins.com/fuscontrol

- Safety by Topic—Fleet and Driver Safety
- Safety Document—Distracted Driving Sample Policy

U.S. Department of Transportation:
www.distraction.gov

National Safety Council: www.nsc.org

3.4 TOWING AND TRAILER POLICY

Common sense is your best friend when it comes to safe trailering, and overconfidence is your worst enemy. The fact is, with modern equipment and a well-prepared trailer and tow vehicle, towing can feel almost as natural as single-vehicle driving, but you should never drive a trailering rig like a single car. When towing a trailer, always keep these guidelines in mind:

Load your trailer right - Make sure your trailer's load is balanced with about 60% of the total weight in front (but not too far in front) of the axle. Also make sure the load is centered and secured and that the center of gravity is kept as low as possible.

Hook up right - Make sure you have followed the procedure for hooking up your trailer and double-checked all your connections. Make sure your safety chains are crossed under the trailer tongue and securely connected as shown in Figure 11-1.

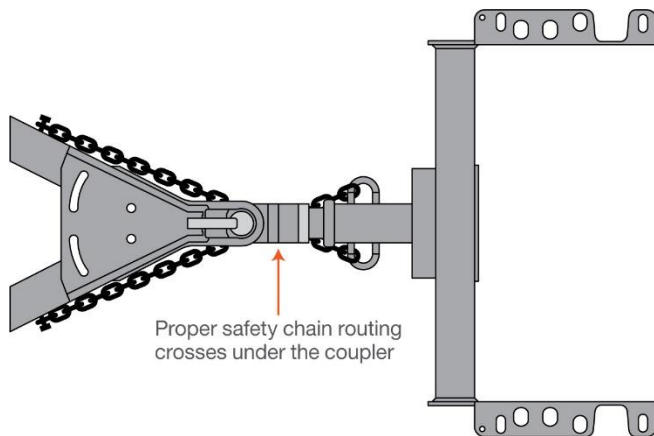


Figure 11-1: Proper safety chain connection

Allow plenty of stopping and following distance - You need to allow much more following distance when trailering. Basic physics dictates that even with the best brakes, it takes longer to stop a big heavy truck and trailer than a small car.

Be extra careful changing lanes - Changing lanes is a challenge, especially if traffic in the new lane is moving much faster or slower than you. You simply cannot accelerate quickly to match traffic, and no one likes to be cut off. Make sure you've got wide trailering mirrors installed to give you a clear view of the lane next your tow vehicle and the full length of your trailer. Unthinking drivers will often "park" next to your trailer and hang there for miles.

Be patient with slower vehicles - Passing a slower car should be a rare occurrence when you're towing. You have to allow many times the distance normally required to pass another vehicle. Passing on a two-lane road should

almost never happen - you should be passing only vehicles that cannot maintain at least 50% of the posted speed. Better to wait for a turnout and hope the slower traffic uses it!

Be gracious with faster vehicles - The best way to get down the road safely is to be extra courteous to faster traffic. Use turnouts whenever possible, and when a passing lane comes along, don't speed up to race passing traffic, but rather slow down just a bit to help people get past you in an efficient manner. Your stress level will be reduced and you'll contribute to a courteous culture on the road. Above all, be solid and predictable when someone is passing you. Avoid sudden acceleration, braking, or maneuvers.

Don't pull in where you can't see out - It's easy to get stuck with a trailer. You might pull into a small parking lot and have to perform a complicated backup maneuver to get out. Better to park across the street or on the road where you can see your way through.

Be safe with a trailer lock - Trailer theft is a serious problem. Travel trailers and enclosed car and equipment trailers are often stolen and pillaged for their contents. Use a coupler lock as shown in Figure 11-2 when towing, as it also helps prevent your coupler from coming loose, and use a pintle lock as shown in Figure 11-3 when parked so that no one can hook up your trailer and haul it away.



Figure 11-2: Coupler Lock



Figure 11-3: Pintle Ring Trailer Lock

How to Anticipate Problems

The thing that separates truly good drivers from most others is the ability to see into the future. Luckily, this is something almost anyone can learn to do. To see the future, just use more of the same skills you should always use when driving. Follow these guidelines:

Take the long view - Since it takes longer to go, stop, change lanes, and turn with a trailer, keep your eyes up and look ahead farther than you normally do. You can see many problems developing a long ways away. Look through the windshield of the car ahead of you, if necessary

Watch traffic flow - You can frequently identify the drivers who may cause problems long before they can make trouble for you. Look for the driver who's weaving through traffic, or who pulls in right in front of a faster car. Keep an eye out for the driver who can't stay in a lane because he's too busy with his cell phone, or the 18-wheeler that's about to lose a smoking tire. Give all potential problems plenty of room, and you can usually do that with just a small speed adjustment.

Keep an eye out for sway - if an 18-wheeler blows by you like you're chained to a bridge, especially on a downhill grade, your trailer is likely to be blown around a bit. If you're not careful, your trailer can start swinging like a pendulum. The answer is to simply ride the brakes very gently. If that doesn't work, input a little trailer brake with the brake controller. Just press the button and your trailer will snap right back in behind your tow vehicle.

Handling Tire Blowouts

Even if you buy quality tires, you can experience a flat. By far, the most dangerous flat is on the rear axle of your tow vehicle. A flat front tire will make your steering feel heavy and unresponsive, but you can slow down and pull off. A flat on your trailer will pull your car around a little, but you can still slow down and pull off



easily.

A flat on the rear of your tow vehicle, however, can make your tow vehicle difficult to steer predictably, and getting off the gas abruptly can make the situation worse. If you get a blowout in your back tires, gently ease off the gas and apply some trailer brake with the controller and find a place to brake gently and pull off. Smoothness and gentle pedal work will get you to the shoulder safely.

Towing in Bad Weather

Safe towing in bad weather requires the same common sense for dry daytime towing, and even more of it. High winds will blow your trailer around - I've experienced gusts that pushed my trailer halfway into the next lane! Of course, rain and snow further reduce your traction and greatly increase your stopping time and distance. The key to good foul-weather towing is patience and smooth, gentle driving. Also, be on extra guard for the fellow in a passenger car who should have no trouble, but always seems to lose control right in front of you!



When You Have to Stop

Part of smooth towing is smooth stopping. Keep your vehicle and trailer brakes adjusted and your brake controller working properly - at least 70% of a good stop is in the equipment. Your good sense makes up the balance. Don't ask your vehicle for a full-force stop every time! The more you can baby your brakes, the longer they'll last and the better they'll stop you when you really do need everything you've got.

Specifically, if you're coming down a long grade, drop your tow vehicle to a lower gear and take it slow. Use your brakes in brief, firm, presses, pausing between them to let the components cool. If you smell burning brakes on a downgrade, it's almost never your own vehicle you're smelling - it's the people in front of you. Still, if you sense a change in your pedal response on a downgrade, ease off the brakes and let your gears help slow you down.

Backing up a Trailer

Backing up a trailer at any time is tricky. Backing up a dinghy car is the most difficult and can be done only for very short distances. But there are a few basic rules to live by:

1. The shorter the distance from your hitch to the trailer wheels, the harder it is to back up in a straight and predictable way. Short trailers swing around with the slightest steering input! Long trailers are comparatively easy to back up.
2. Put your hand at the 6 o'clock position on the steering wheel, and the back end of the trailer will go in the direction you move your hand. Use tiny steering inputs - once the back of the trailer starts turning, it will come around fast.
3. If at all possible, ask someone to stand behind the trailer to give you directions and be a second set of eyes.

Do's and Don'ts of Safe Trailering

DO

- Pause after 50-100 miles of towing and check all your hitch connections and adjustments
- Observe all speed limits when towing
- Use lower gears and intermittent braking when descending a grade

Allow much greater following and stopping distances

DON'T

- Become complacent about towing on the highway
- Decide to tow without necessary safety gear, even for short distances
- Forget to use turnouts to let other traffic pass by safely

3.5 LOWBOY TRAILER SAFETY

A lowboy or double-drop trailer refers to a type of flatbed trailer that has a well or middle section that is of lower height.

Flatbed Trailers

One of the features that differentiates flatbed trailers from one another is the trailer bed height. Unlike a standard flatbed, whose height is uniform throughout at 60 to 62 inches, a lowboy has two higher sections along with a lower middle area.

Taller Shipments

The middle section of a lowboy may only be 22 to 24 inches in height. This type of trailer can carry shipments as tall as 11.5 feet and is more suitable for heavy, over-sized loads. Using a standard flatbed for taller loads may require special permits, resulting in delays and requiring additional safety precautions.

Disadvantages

Lowboys are a less common type of trailer and cost more to use. For smaller, lighter loads, a standard flatbed is more cost-effective. But lowboys make more sense for larger cargo. Loads can be driven directly onto a lowboy.

Lowboy trailers should be used with safety in mind at all times. Accidents have occurred when misuse of the equipment resulted in injury. Actions that might seem logical are not always safe to perform with a lowboy trailer.

Steps for Safe Operation

Read well the operations manual for the lowboy trailer. You should start the load in low gear, wear a seat belt and drive defensively.

Loading and Storage Tips

When the lowboy is parked, keep the body of the trailer and the truck aligned one behind the other. Park the trailer and truck on flat ground when loading or unloading the trailer. Do not let your feet go under the deck of the lowboy trailer when loading or unloading the equipment.

Safely Securing the Load

Lower any equipment that is raised before loading on the trailer. Chain the load on the trailer in all four directions. Make sure all equipment has its parking brake on. High tensile chain is the best type of chain to use when securing the load on a lowboy trailer.

Safe Operations

1. Supervisors shall verify that operators are capable and qualified on each type of equipment before allowing the equipment to be operated unsupervised.
2. Operators shall perform a pre-operational check of the equipment prior to use. Be familiar with the operator's manual. Lockout/Tagout and report needed repairs promptly to your supervisor. Do not use any equipment that is unsafe.

3. Operators shall perform a visual and manual check of the "pintle hooks" to ensure that they are secure before the truck and attachment are put to use.
4. Make sure cargo is properly loaded and secured using only approved chain and load binders. Safety chains are to be used on any attachment in tow. Ensure that the chains are of the proper strength for the load and are properly secured to both the vehicle and attachment to be towed.
5. Be aware of height and width of load.
6. Never load a trailer beyond its recommended capacity.
7. Do not allow anyone between truck and trailer when backing to hook trailer.
8. Plan ahead to minimize the need for backing. Always check to the rear before backing and use an observer when available. Make sure back-up alarms are working properly.
9. Make sure trailer-bed and ramps are clear of any debris.
10. Make sure tilt-beds or ramps are secure before putting trailer in use.
11. Hook, unhook, load and unload on stable ground with trailer secure.
12. Be sure tail lights and turn signals are operational and in view when towing any attachment that does not have taillight hookup.
13. Observe towing speed limit, where applicable.
14. Operators shall be responsible for securing permits and licensing for all oversize loads prior to trip.

Low Boy Trailers

1. Never load a trailer beyond its recommended capacity.
2. Make sure cargo is properly loaded, centered and secured using only approved chain and load binders. Use no less than 2 chains. Hauled vehicles shall be secured with chains pulling from opposite directions
3. Safety chains are to be used on any attachment in tow. Ensure that chains are of the proper strength for the load and are properly secured to both the vehicle/equipment and attachment points of the trailer.
4. Be aware crushing and pinching hazards when installing, adjusting, or removing chains and binders used to secure loads.
5. Be aware of height and width of load.
6. Make sure trailer-bed and ramps are clear of any debris.
7. Hook, unhook, load and unload on stable ground with trailer secure.

4.1 DISCIPLINE/ENFORCEMENT

Wynn Site Development seeks to establish and maintain standards of employee conduct and supervisory practices which will support and promote safe and effective business operations. These supervisory practices include administering corrective action when employee unsafe performance or risky behavior jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct unsafe employee behavior. Major elements of this policy include:

- A. Constructive criticism/instruction by the employee's Foreman to educate and inform employees of appropriate safety performance and behavior.
- B. Correcting employee's negative behavior to the extent required.
- C. Informing the employee that continued violation of company safety policies may result in termination.
- D. Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. VERBAL WARNING informally documented, by Foreman or Safety Director for minor infractions of company safety rules. The Foreman or Safety Director must inform the employee what safety rule or policy was violated and how to correct the problem.
2. WRITTEN WARNING, documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. Every attempt should be made to re-educate the employee on the desired performance. The employee should acknowledge the warning by signing the document before it is placed in their personnel file.
3. SUSPENSION, for three (3) working days without pay if employee fails to

appropriately respond or management determines the infraction is sufficiently serious.

4. TERMINATION, for repeated or serious safety infractions

4.2 TRAINING AND EDUCATION

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training is most effective when incorporated into other education on performance requirements and job practices.

Training programs are provided as follows:

- Initially when the safety and health plan is developed or upgraded
- For all new employees before beginning work
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised
- When incidents/accidents show that safety performance must be improved
- Yearly Refresher Safety Meetings for all employees
- Weekly Tool Box Talks

Besides the standard training, employees should also be trained in the recognition of hazards – to be able to look at an operation and identify unsafe acts and conditions.

A list of typical hazards employees should be able to recognize may include:

Fall Hazards; Fall exposures, ladders (straight and step), Moving Equipment, Confined Spaces, tripping, trenches, steel erection, and stairs.

Electrical Hazards; Damaged cords, outlets, overloads, overhead high voltage, extension cords, portable tools (broken casing or damaged wiring), grounding, metal boxes, switches, Ground Fault Circuit Interrupters (GFCI).

Housekeeping Issues; Exits, walkways, floors, trash, storage of materials (Hazardous and Non-Hazardous), protruding nails etc.; trips/slips, uneven flooring, icy/muddy walkways, etc.

Fire Hazards; Oily-dirty Rags, combustibles, fuel gas cylinders, exits blocked, Electrical cords, etc.

Health Hazards; Silicosis, asbestos, loss of hearing, and eye injury due to flying objects, etc.

4.3 SAFETY MEETINGS

Employees of Wynn Site Development shall attend and participate in periodic safety meetings. The safety meeting shall be conducted by the Safety Director. Safety problems that have arisen or that are anticipated shall be discussed along with any other work site or operations topics. The meeting shall be kept a valuable educational experience by:

- Keeping the meetings moving.
- Starting and stopping on time.
- Using illustrated material and demonstrations to make the point.
- Discussing each topic thoroughly, providing handouts if possible.
- Reviewing accidents, injuries, property losses, and "near misses".
- Evaluating accidents, injuries, property losses, and "near misses" for trends and similar causes to initiate corrective actions.

The Safety Director must document the meetings using the appropriate form and all attendees will sign a sign in sheet.

Weekly Safety Tool Box Talks will be distributed to each foreman and it is the responsibility of each foreman to conduct the safety discussion with his crew every week and return the signed safety talk form back to the office.

The Safety Director will schedule and conduct Trainings on relative and pertinent safety topics including but not limited to:

- Confined Space Entry
- Trenching and Excavation
- CPR/AED/First Aid
- Competent Person
- Yearly Safety Refresher
- Heavy Equipment Safety

4.4 RECORDKEEPING AND OSHA LOG REVIEW

In the event of a fatality (death on the job) or catastrophe (accident resulting in hospitalization of three or more workers) contact the Safety Director, Jerry Leon. The office and cell-phone numbers are:

Office: (919) 651-0009 Cell: (919) 667-5447

The Safety Director will in turn report it to the OSHA National Emergency Line at (800) 321-OSHA (6742), or the local Regional OSHA Office, within 8 hours after the occurrence.

If an injury or accident should occur, employees are to report the injury to their Foreman as soon as possible. A log entry and summary report shall be maintained for every recordable injury and illness. The entry should be done within 7 days after the injury or illness has occurred. The OSHA 300 or equivalent shall be used for the recording.

An OSHA recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

First Aid includes:

- Tetanus shots
- Band-aids or butterfly bandages
- Cleaning, flushing or soaking wounds
- Ace bandages and wraps
- Non-prescription drugs at non-prescription strength (Aspirin, Tylenol, Etc.)
- Drilling fingernails/toenails
- Eye patches, eye flushing and foreign body removal from eye with Q-tips
- Finger guards
- Hot or cold packs
- Drinking fluids for heat stress

An annual summary of recordable injuries and illnesses must be posted at a conspicuous location in the workplace and contain the following information: Calendar year, company name-establishment name, establishment address, certifying signature, title, and date. If no injury or illness occurred in the year, zeroes must be entered on the total line at the bottom of the form.

The OSHA logs will be evaluated by the management to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

4.5 ACCIDENT INVESTIGATION

Foreman Responsibilities

- Provide first aid and/or call for emergency medical care if required.
- If further medical treatment is required, arrange to have the injured employee transported to the medical facility.
- Secure area, equipment and other personnel from injury and further damage.
- Contact Safety Director.
- Fill out Accident/Injury report

Safety Director Responsibilities

- Investigate the incident (injury) by gathering facts, interviewing the injured employee and any witnesses; taking pictures and physical measurements of incident site and equipment involved.
- Complete an accident investigation report form.
- Insure that corrective action to prevent a recurrence is taken.
- Discuss incident, where appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with other supervisors/foremen and other management.
- If the injury warrants time away from work, ensure that the absence is authorized by a physician and that you maintain contact with the employee while they remain off work.
- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by the physician.
- When injured employee(s) return to work they should not be allowed to return to work without "return to work" release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

4.6 EMPLOYEE EMERGENCY ACTION PLAN:

FIRE & OTHER EMERGENCIES

The following emergency action plan is to be followed. Employees should be familiar with this plan.

- If inside a building, immediately leave the building through the closest practical exit. Meet up at the Foreman's truck.
- The Foreman is to account for all employees after emergency evacuation has been completed and assign duties as necessary.
- Dial 911 on the nearest available phone or cell phone, report the location of the emergency and provide directions to the responders.
- Contact the Safety Director to advise of the situation.

ALARMS SYSTEMS/EVACUATION:

Wynn Site Development establishes that any employee shouting "Fire" is the signal to immediately evacuate the building/facility/workzone for fire and other emergencies.

TRAINING:

Before implementing the emergency action plan, a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees will be designated and trained.

The plan will be reviewed with each employee covered by the plan at the following times:

- Initially when the plan is developed or upon initial assignment.
- Whenever there are changes in the employee's responsibilities or designated actions under the plan.
- Whenever the plan is changed.

The plan will be kept at the worksite and made available for employee review.

4.7 INJURIES REQUIRING MEDICAL CARE
Jobsite: Main Office

NON-EMERGENCY SITUATIONS

Fast Med Urgent Care



220 Us HWY 70 West
Garner, NC 27529
Phone: (919) 779-7890

Urgent Care Hours of Operation:
8:00 am - 8:00 pm (Mon. - Fri.)
8:00 am - 4:00 pm (Sat. - Sun.)

EMERGENCY SITUATIONS
CALL 911 – REQUEST AMBULANCE

Nearest Emergency Room/Hospital
Wake Med

400 US HWY 70 East
Garner, NC 27529
919-350-8000

Emergency Hours of Operation:
24/7



<u>Aberdeen - North Sandhills Boulevard</u>	910-724-2334
<u>Apex - Creekside Landing Drive</u>	919-249-1259
<u>Asheville - Hendersonville Road</u>	828-210-2835
<u>Boone - Highway 105 Extension</u>	828-265-7146
<u>Burlington - Huffman Mill Road</u>	336-506-1720
<u>Candler - Smokey Park Highway - Family Practice</u>	828-365-1088
<u>Cary - Cornerstone Drive</u>	919-650-3660
<u>Cary - Ten-Ten Road</u>	919-362-5871
<u>Chapel Hill - East Franklin Street</u>	919-913-0996
<u>Charlotte - West Mallard Creek Church Road</u>	980-218-1860
<u>Charlotte - Wilkinson Boulevard - Family Practice</u>	704-319-5176
<u>Clayton - US Highway 70 West - Family Practice</u>	919-550-7059
<u>Concord - George W Liles Parkway</u>	704-886-1780
<u>Durham - Hope Valley Road</u>	919-313-3900
<u>Fayetteville (Hope Mills) - Town Center Drive</u>	910-354-1281
<u>Fayetteville - Ramsey Street - Family Practice</u>	910-354-3372
<u>Fuquay-Varina - North Main Street</u>	919-552-1733
<u>Garner - NC Highway 42 West - Family Practice</u>	919-329-5300
<u>Garner - US 70</u>	919-779-7890



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**4.8 Locations
 by City**

<u>Goldsboro - North Spence Avenue</u>	919-778-0851
<u>Greensboro - Battleground Avenue</u>	336-387-5020
<u>Greensboro - West Market Street</u>	336-387-3346
<u>Greenville - Greenville Boulevard</u>	252-917-5621
<u>Harrisburg - School House Commons</u>	704-456-1218
<u>Henderson - South Beckford Drive</u>	252-654-1020
<u>Hendersonville - Spartanburg Highway</u>	828-233-1644
<u>Hickory - Highway 70 SE</u>	828-404-3656
<u>High Point - North Main Street</u>	336-875-6575
<u>High Point - Skeet Club Road</u>	336-899-2160
<u>Holly Springs - Bass Lake Road</u>	919-346-1482
<u>Kernersville - South Main Street</u>	336-564-1916
<u>Kinston - North Heritage Street</u>	252-523-3111
<u>Laurinburg - US 401 Bypass</u>	910-276-0033
<u>Leland - Village Road</u>	910-782-3600
<u>Lenoir - Blowing Rock Boulevard</u>	828-991-0999
<u>Lumberton - Kahn Drive</u>	910-738-5588
<u>Monroe - West Roosevelt Boulevard</u>	704-220-1904
<u>Morehead City - Bridges Street</u>	252-622-4033

<u>Mooresville - Commons Drive</u>	704-235-0686
<u>Raleigh - Creedmoor Road</u>	919-825-4000
<u>Raleigh - East Millbrook Road</u>	919-719-0119
<u>Raleigh - Glenwood Avenue</u>	984-232-2164
<u>Roanoke Rapids - Julian R Allsbrook Highway</u>	252-537-5600
<u>Rockingham - East Broad Avenue</u>	910-817-9200
<u>Rocky Mount - North Winstead Avenue</u>	252-451-3411
<u>Rocky Mount - Sunset Avenue</u>	252-458-2508
<u>Roxboro - North Madison Boulevard</u>	336-592-2230
<u>Salisbury - Klumac Road</u>	704-603-1175
<u>Sanford - South Horner Boulevard</u>	919-776-6767
<u>Statesville - Turnersburg Highway</u>	704-818-0369
<u>Wake Forest - South Main Street</u>	919-562-3155
<u>Wilkesboro - Addison Avenue</u>	336-667-2710
<u>Wilmington - Market Street</u>	910-782-3284
<u>Wilson - Forest Hills Road West</u>	252-991-0555
<u>Winston-Salem - Old Country Club Road</u>	336-546-1666
<u>Winston-Salem - South Stratford Road</u>	336-714-5399
<u>Winston-Salem - University Parkway</u>	336-714-4616

4.9 WHAT TO DO IN CASE OF AN ACCIDENT

Jobsite Accident/Injury

1. **Take care of your employee first.** Whether this involves simply checking on the employee, engaging in life-saving action such as CPR, or calling an ambulance, treating and caring for your injured employee is priority number one.
2. **Secure the scene of the accident.** Once your injured employee is properly cared for, you want to prevent other employees from harm by eliminating the unsafe condition or ensuring that they steer clear of the accident site
3. **Call to notify the Safety Director and your Project Manager.**
4. **Do your paperwork.** Fill out an incident report. Write down as much detail as possible including witnesses to the accident.
5. **Work with the safety director to create a return-to-work plan.** for the injured employee. Once your injured employee is feeling better and/or has been given a work note to return to work, you want to figure out the best way to get him or her back in the workplace smoothly. This process often includes transitional or modified duty jobs per the Doctor's recommendations that can help ease the employee back into the jobsite without stress or strain.

On the road Accident in Company Vehicle

1. **Call 911, if applicable.** The first step is to determine whether there is anyone injured in the accident and call an ambulance if there is someone in need of emergency care.
2. **Move vehicle or turn on hazards.** if it is safe and possible to move your vehicle to shoulder or lot, out of traffic, do so. If this is not safe or possible, turn on Hazzard lights.
3. **Call the local Police.** Call the local police to the scene.
4. **Call the safety director and your supervisor.** You may ask your supervisor to notify the safety director or vise versa, but ensure both parties are notified immediately.
5. **Get Police Report Number.** Cooperate with the police on the investigation of the accident. The police officer will get you the other drivers information as well as a police report number. Ensure you get both of these items from the police before you leave the scene.

SAFETY ORIENTATION CHECKLIST/SAFETY MANUAL RECEIPT

Name: _____ Date: _____

Supervisor: _____

1. To Be Covered the First Day on the Job:

- Company Safety Program
- Employee's Safety Responsibilities
- Safety Violation Policy
- Employee's Job Duties
- Safety Rules for Job
- PPE Required
- Reporting Accidents and Hazards
- Fire Extinguisher Location/Use
- Drugs, Alcohol, Concealed Weapons
- Hazardous Chemicals on Job
- HazCom Program
- SDS Information
- Labeling Information
- Emergency Procedures

2. One Week Follow-Up:

- Review work practices and procedures
- Answer employee questions
- Return completed checklist to Safety Officer

Completed by: _____ Date: _____

I verify that I have received, read, and understand the Wynn Site Health and Safety Manual and agree to abide by all policies and procedures outlined therein.

Employee Name _____

Employee's Signature: _____ Date: _____