

THOMAS AND SONS

CONSTRUCTION, INC.

AWAIR PROGRAM

**A Workplace Accident
and Injury Reduction Program**

THOMAS AND SONS CONSTRUCTION, INC.

AWAIR PROGRAM

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FALL PROTECTION PLAN

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THOMAS AND SONS CONSTRUCTION, INC.

SAFETY POLICY

IT IS THE POLICY OF THOMAS AND SONS CONSTRUCTION THAT EVERY EMPLOYEE IS ENTITLED TO WORK UNDER SAFE CONDITIONS. TO REACH THIS GOAL, EVERY RESPONSIBLE EFFORT WILL BE MADE IN THE INTEREST OF ACCIDENT PREVENTION, FIRE PROTECTION AND HEALTH PRESERVATION.

THOMAS AND SONS CONSTRUCTION, INC. WILL STRIVE TO MAINTAIN A SAFE AND HEALTHFUL WORKING ENVIRONMENT. WE WILL PROVIDE SAFE WORKING EQUIPMENT, NECESSARY PERSONAL PROTECTION, AND IN CASE OF INJURY, FIRST AID AND MEDICAL SERVICE.

ALTHOUGH WE TRY TO MAKE YOUR WORK AND YOUR EQUIPMENT SAFE, YOU SHOULD ALWAYS REMEMBER THAT THERE ARE HAZARDS IN YOUR WORK WHICH REQUIRE YOU TO BE A **“THINKING WORKER”**. IF YOU ARE ASSIGNED TO WORK, WHICH YOU HAVE NEVER DONE, BE SURE TO SEEK INSTRUCTIONS WHEN NECESSARY. ALWAYS ASK ABOUT THE HAZARDS, TAKE NOTHING FOR GRANTED, AND REMEMBER YOU HAVE AN OBLIGATION TO YOUR FAMILY, TO YOURSELF, AND TO THE COMPANY TO BE A SAFE AND EFFICIENT WORKER.

THOMAS AND SONS CONSTRUCTION WILL COMPLY WITH ALL THE RULES AND REGULATIONS ENACTED BY MINNESOTA OSHA AND IMPLEMENTED IN THE AWAIR PLAN AS SET FORTH IN STATE OF MINNESOTA STATUE 182.653, SUBDIVISION 8. RESPONSIBILITY FOR IMPLEMENTATION AND PARTICIPATION WILL BE ESTABLISHED WITH THE THOMAS AND SONS CONSTRUCTION SAFETY PLAN. OUR EMPLOYEES ARE CONSIDERED VALUABLE ASSETS AND THEIR SAFETY IS OF VITAL CONCERN THEREFORE: THE GOAL OF THOMAS AND SONS CONSTRUCTION, UTILIZING THE SAFETY PLAN IS TO PROVIDE A SAFE WORKING ENVIRONMENT FOR THOMAS AND SONS CONSTRUCTION EMPLOYEES AND GUESTS

DAN THOMAS
PRESIDENT

YOUR RESPONSIBILITY TO BE A SAFE WORKER

IT IS YOUR RESPONSIBILITY TO REPORT ANY UNSAFE ACT, UNSAFE CONDITIONS OR UNSAFE EQUIPMENT TO YOUR IMMEDIATE SUPERVISOR. SUCH REPORTING MAY PREVENT SERIOUS INJURY OR BE THE DIFFERENCE BETWEEN LIFE AND DEATH.

WHEN YOU OBSERVE ANOTHER WORKER COMMITTING A HAZARDOUS ACT, TELL HIM ABOUT IT. BE ON THE LOOKOUT FOR NEW EMPLOYEES AND HELP THEM BECOME SAFETY CONSCIOUS.

SAFETY RULES ARE WRITTEN FOR YOUR PROTECTION. THEY ARE DETERMINED THROUGH EXPERIENCE, AND THEREFORE, WHEN A RULE IS ADOPTED BY THE COMPANY, IT BECOMES YOUR RESPONSIBILITY TO FOLLOW THIS RULE. WHEN YOU FAIL TO ABIDE BY SAFETY RULES, YOU ENDANGER YOUR SAFETY ON THE JOB AND THAT OF YOUR FELLOW EMPLOYEE.

SHORTCUTS WHICH INVOLVE TAKING A CHANCE OR CREATING HAZARDS ARE NOT FOR YOUR BEST INTEREST OR THE COMPANY'S. THEY ONLY REDUCE YOUR CHANCES OF CONTINUING TO BE A SAFE WORKER.

WE MUST HAVE 100% COOPERATION FROM ALL EMPLOYEES IF WE ARE TO MAINTAIN MAXIMUM SAFETY IN OUR WORK. IT HAS BEEN STATED OFTEN AND IS A KNOWN FACT THAT 90% OF ALL ACCIDENTS ARE ATTRIBUTED TO UNSAFE ACTS PERFORMED BY WORKERS. FAILURE TO THINK BEFORE ACTING CONSTITUTES THE CAUSE OF PRACTICALLY ALL OF THE ACCIDENTS IN THIS CATEGORY.

THINK SAFETY - THEN ACT SAFELY

THOMAS AND SONS CONSTRUCTION, INC.

SAFETY PLAN RESPONSIBILITIES

RESPONSIBILITY OF THE THOMAS AND SONS CONSTRUCTION SAFETY PLANS AND PERFORMANCE IS VESTED IN MR. DAN THOMAS.

DAN THOMAS SAFETY DIRECTOR

1. DIRECT, PROMOTE AND ENFORCE THOMAS AND SONS CONSTRUCTION, INC. EMPLOYEE SAFETY PROGRAM.
2. COMMUNICATE TO THOMAS AND SONS CONSTRUCTION EMPLOYEES ALL SAFETY POLICIES AND RULES.
3. REQUIRE OTHER COMPANIES ON THOMAS AND SONS PROJECTS TO ADHERE TO OUR SAFETY PLAN.
4. CONDUCT SAFETY MEETINGS AND SAFETY INSPECTIONS.
5. INVESTIGATE ALL ACCIDENTS IN ACCORDANCE WITH THE PLAN.
6. ADMINISTRATOR FOR THE MINNESOTA RIGHT TO KNOW STANDARD COMPLIANCE.
7. REVIEW ON A REGULAR BASIS, THE SAFETY PERFORMANCE OF THE COMPANY.
8. APPROVE, DIRECT AND COMMUNICATE, CHANGES TO THE PLAN.
9. CONTINUALLY SEEK METHODS TO IMPROVE SAFETY PERFORMANCE.
10. ESTABLISH AND PROVIDE SAFETY TRAINING, EQUIPMENT AND MATERIAL TO EMPLOYEES.
11. TOGETHER WITH KEY EMPLOYEES OF THOMAS AND SONS CONSTRUCTION, CONDUCT AN ANNUAL REVIEW OF THE EFFECTIVENESS OF THOMAS AND SONS CONSTRUCTION'S SAFETY PROGRAM AND ITS POSITIVE AND NEGATIVE EFFECTS ON THE EMPLOYEES.

JOB SUPERINTENDENT

1. ENSURE COMPLIANCE WITH THIS SAFETY PLAN.
2. PROVIDE NECESSARY PERSONAL PROTECTIVE EQUIPMENT, MATERIALS AND EQUIPMENT TO EMPLOYEES.
3. ESTABLISH FOREMAN'S RESPONSIBILITIES AND SPECIFIC SAFETY DUTIES.
4. DEVELOP SAFE JOB PROCEDURES FOR UNUSUAL OR HAZARDOUS JOB CONDITIONS.
5. REGULARLY REVIEW PROJECT SAFETY PERFORMANCE AND INITIATE NECESSARY ACTIONS.
6. PROVIDES GUIDANCE AND TRAINING WHERE NECESSARY TO ENSURE OR IMPROVE SAFETY PERFORMANCE.
7. TAKE IMMEDIATE CORRECTIVE ACTION IF UNSAFE CONDITIONS ARE DISCOVERED.
8. MAINTAINS COMMUNICATIONS WITH THE SAFETY DIRECTOR ON SAFETY PERFORMANCE.
9. ENSURES PROJECT HAS PROPER SIGNAGE, INFORMATION AND REPORTS POSTED.
10. DEVELOP INSPECTION PROCEDURES TO ENSURE COMPLIANCE WITH THOMAS AND SONS CONSTRUCTION SAFETY RULE AND REGULATIONS.

THOMAS AND SONS CONSTRUCTION, INC.

SAFETY RESPONSIBILITIES

EMPLOYER:

1. DIRECT, PROMOTE AND ENFORCE THOMAS AND SONS CONSTRUCTION EMPLOYEE SAFETY.
2. COMMUNICATE TO THOMAS AND SONS CONSTRUCTION EMPLOYEES, THOMAS AND SONS CONSTRUCTION'S SAFETY POLICIES AND RULES.
3. REQUIRE OTHERS UTILIZING THOMAS AND SONS CONSTRUCTION FACILITIES TO ABIDE BY THOMAS AND SONS CONSTRUCTION SAFETY PLAN.
4. CONDUCT SAFETY MEETINGS.
5. PROVIDE EMPLOYEES A SAFE WORKING ENVIRONMENT.
6. PROVIDE EMPLOYEES PERSONAL PROTECTIVE EQUIPMENT.
7. PROVIDE EMPLOYEE SAFETY TRAINING AS NEEDED.
8. MAINTAIN AND POST OSHA REQUIREMENTS AND RECORDS.
9. CONTINUALLY SEEK METHODS TO IMPROVE SAFETY PERFORMANCE.
10. PROVIDE AND MAINTAIN ALL EQUIPMENT AND SUPPLIES NECESSARY TO PROVIDE EMPLOYEES A SAFE WORKING ENVIRONMENT.

EMPLOYEE:

1. COMPLY WITH ALL SAFETY RULES AND REGULATIONS.
2. REFRAIN FROM UNSAFE ACTS.
3. REPORT ANY UNSAFE CONDITION TO THOMAS AND SONS CONSTRUCTION.
4. WEAR PERSONAL PROTECTIVE EQUIPMENT PROVIDED.
5. BE CONSTANTLY ALERT TO ALL HAZARDS.
6. BE A "COMPETENT PERSON", IF SO DESIGNATED AND QUALIFIED.
7. UTILIZE THE EQUIPMENT AND SUPPLIES SUPPLIED BY THOMAS AND SONS CONSTRUCTION TO ABIDE BY ALL MN OSHA REGULATIONS AND ALL SAFETY REGULATIONS IMPOSED BY THOMAS AND SONS CONSTRUCTION TO CREATE A SAFE WORKING ENVIRONMENT FOR ALL.

THOMAS AND SONS CONSTRUCTION, INC.

SAFETY RULES STANDARD SAFETY RULES

1. DRINKING ALCOHOLIC BEVERAGES OR USING OTHER DRUGS WHILE WORKING AND ON THE JOB SITE WILL NOT BE PERMITTED AT ANY TIME.
2. HORSE PLAY AND FIGHTING WILL NOT BE TOLERATED AT ANY TIME.
3. ANY EMPLOYEE MISUSING OR CAUGHT STEALING COMPANY OR EMPLOYEE OWNED PROPERTY WILL BE TERMINATED AT ONCE.
4. FAILURE TO COMPLY WITH SAFETY REGULATIONS OR FOLLOW AN ORDER BY A FOREMAN WILL BE GROUNDS FOR DISMISSAL.
5. MISUSING, ABUSING OR INTENTIONALLY DAMAGING COMPANY VEHICLES WILL NOT BE TOLERATED.
6. ALL OPERATORS MUST CHECK THEIR EQUIPMENT FOR PROPER FLUID LEVELS BEFORE THE EQUIPMENT IS STARTED. ALL EQUIPMENT MUST BE LOCKED/SECURED AT THE END OF EACH DAY.
7. ALL THOMAS AND SONS CONSTRUCTION ACTIVITIES WILL BE IN ACCORDANCE WITH MN OSHA RULES AND REGULATIONS.
8. ALL THOMAS AND SONS CONSTRUCTION EMPLOYEES WILL BE INFORMED OF THEIR RIGHTS AND OBLIGATIONS UNDER THE MINNESOTA RIGHT-TO-KNOW ACT.
9. ALL PERSONNEL ARE REQUIRED TO READ, UNDERSTAND AND COMPLY WITH THE SAFETY RULES.
10. GUESTS MUST BE ACCOMPANIED BY THOMAS AND SONS CONSTRUCTION PERSONNEL AND OBEY ALL SAFETY RULES.
11. THOMAS AND SONS CONSTRUCTION IS RESPONSIBLE FOR TRAINING AND EDUCATING ALL EMPLOYEES ON THOMAS AND SONS CONSTRUCTION SAFETY RULES.
12. ALL ACCIDENTS, INJURIES OR DAMAGE TO PROPERTY MUST BE REPORTED AT ONCE TO THOMAS AND SONS CONSTRUCTION.

JOB SITE SAFETY RULES

PERSONNEL PROTECTION

1. ALL THOMAS AND SONS CONSTRUCTION PROJECTS ARE HARD HAT PROJECTS AND ALL PERSONNEL WILL BE EXPECTED TO HAVE AND WEAR A HARD HAT.
2. ALL EMPLOYEES MUST WEAR LONG PANTS, A SHIRT WITH A MINIMUM OF 4" SLEEVES AND SERVICEABLE SHOES/BOOTS. NO SANDALS OR TENNIS SHOES.
3. GOGGLES OR A FACE SHIELD MUST BE WORN FOR WELDING, BURNING, CHIPPING, GRINDING OR USING AIR DRILLS OR HAMMERS, OR WORN TO PREVENT PHYSICAL OR CHEMICAL AGENT FROM GETTING INTO EYES.
4. A FACE SHIELD MUST BE WORN ANYTIME THAT A TOOL USES AN ABRASIVE BLADE OR STONE WHEEL FOR CUTTING OR GRINDING
5. WEAR TASK-APPROPRIATE GLOVES WHEN HANDLING MATERIAL THAT IS HAZARDOUS TO YOUR HANDS OR APT TO INJURE HANDS. CHECK WITH THE PRODUCT SDS WHEN IN DOUBT.
6. WHEN WORKING IN FRESH CONCRETE, PROTECTIVE RUBBER FOOTWEAR MUST BE WORN. SAFETY-TOED BOOTS AT LEAST 8 INCHES IN HEIGHT ARE REQUIRED IN OTHER ACTIVITIES FOR YOU PROTECTION.
7. PROPER LIFTING PROCEDURES WILL BE USED BY ALL PERSONNEL. RIGGING EQUIPMENT FOR LIFTING WILL BE CHECKED BEFORE USING.

WHEN LIFTING USE THE FOLLOWING RULES:

1. NEVER LIFT HEAVY LOADS WITHOUT HELP.
 2. GET AS CLOSE TO THE LOAD AS YOU CAN.
 3. KEEP YOUR BACK STRAIGHT WHEN LIFTING.
 4. LIFT WITH YOUR LEGS-PUSH UP WITH YOUR LEGS ONLY.
8. PROTECTIVE EQUIPMENT ISSUED TO EMPLOYEES WILL BE WORN AT ALL TIMES.
 9. BE AWARE OF LOCATION OF FIRST AID EQUIPMENT AND FIRE EXTINGUISHERS.

EQUIPMENT

1. ALL MACHINES MUST BE OPERATED IN A SAFE MANNER. ANY UNSAFE EQUIPMENT MUST BE REPORTED AT ONCE TO THOMAS AND SONS DO NOT OPERATE EQUIPMENT IF THE EQUIPMENT CAN NOT BE OPERATED SAFELY.
2. ONLY AUTHORIZED PERSONS WILL BE ALLOWED TO OPERATE EQUIPMENT.
3. SAFETY DEVICES ON EQUIPMENT MUST BE UTILIZED WHEN EVER POSSIBLE.
BEFORE OPERATING EQUIPMENT:
 1. INSPECT OPERATING AREA FOR POSSIBLE HAZARDS.
 2. CHECK FOR SAFE OPERATING CONDITION, USE EQUIPMENT CHECKLIST.
 3. KEEP EQUIPMENT 10 FEET MIN FROM OVERHEAD ELECTRIC WIRES.
4. USE LADDERS OR STEPPING DEVICES WHEN CLIMBING ON EQUIPMENT. INSPECT LADDERS AND SCAFFOLDS BEFORE CLIMBING.

5. ALL BLADES AND OR BUCKETS ON EQUIPMENT MUST BE LOWERED TO GROUND WHEN EQUIPMENT IS OUT OF SERVICE, OR PARKED AT ANYTIME.
6. LOCK OUT/TAG OUT PROCEDURES WILL BE USED WHEN EQUIPMENT IS IMMOBILIZED.
7. USE CAUTION IN LOCATING FUEL CONTAINERS NEAR EQUIPMENT, ELECTRICAL DEVICES WITH ARCS, DRIVEWAYS, NON VENTILATED STORAGE AREAS, HEATING DEVICES OR WELDING AND CUTTING AREAS.
8. EMPLOYEES MUST STAY CLEAR OF EQUIPMENT PINCH POINTS.
9. EMPLOYEES MUST NOT BE UNDER ANY LOADS LIFTED BY ANY PIECE OF EQUIPMENT.

CONCRETE OPERATIONS

1. ALL EMPLOYEES WORKING AROUND CONCRETE EQUIPMENT MUST WEAR CLOTHING THAT COVERS AS MUCH OF THE SKIN AS POSSIBLE. WHEN CHIPPING HARDENED CONCRETE FROM MACHINES WEAR EYE PROTECTION.
2. MECHANICAL CONCRETE VIBRATORS SHOULD ONLY BE USED BY EMPLOYEES IN GOOD HEALTH.
3. EMPLOYEES GREEN CUTTING OR WET SANDBLASTING MUST WEAR A HELMET WITH SAFETY GLASS LENSES OR A FINE MESH SCREEN.
4. EMPLOYEES SANDBLASTING CONCRETE MUST WEAR AIR RESPIRATORS AND HOODS AND HAVE RESPIRATOR CLEARANCE, FIT-TESTING AND TRAINING. ALL OTHER EMPLOYEES MUST STAY CLEAR OF AREA.

HAZARDS

1. PROCEDURES MUST BE FOLLOWED TO ENSURE THAT HAZARDOUS MATERIALS ARE GHS COMPLIANT LABELED AND STORED IN ACCORDANCE WITH SDS SHEETS. SDS SHEETS WILL BE AVAILABLE FOR ALL EMPLOYEES AT ALL WORK AREAS.
2. ALL EMPLOYEES WORKING IN TRAFFIC MUST WEAR ANSI-COMPLIANT CLASS II ORANGE SAFETY VESTS AT ALL TIMES, AND WORK BEHIND BARRICADES AND OR CONES.
3. EMPLOYEES WILL COMPLY WITH ALL POSTED SAFETY SIGNS.
4. GASOLINE AND OTHER FLAMMABLE LIQUIDS MUST BE STORED AND TRANSPORTED IN APPROVED METAL SAFETY CANS ONLY.
5. COMPRESSED GAS CYLINDERS MUST BE STORED AND SECURED IN AN UPRIGHT POSITION TO A STABLE OBJECT. FUEL GASES AND OXYGEN MUST BE SEPARATED FOR SAFETY.
 - There must be 20' of separation between oxygen and fuel cylinders in storage, or a 5' high, ½ hour fire rated barrier between them.
6. LADDERS USED MUST BE IN GOOD CONDITIONS, INSPECT ALL LADDERS BEFORE USING. ALL LADDERS MUST BE SECURED AND EXTEND 36" ABOVE ALL LANDING AREAS.
7. GOOD HOUSEKEEPING PROCEDURES WILL BE ADHERED TO ALL TIME. KEEP WORK AREAS NEAT WHILE MAINTAINING GOOD ACCESS AT ALL TIMES.

EXCAVATIONS AND TRENCHES

1. EXCAVATIONS AND TRENCHES WILL BE DESIGNED BY A COMPETENT PERSON IN ACCORDANCE WITH TRAINING AND MANUALS DESIGNED BY THOMAS AND SONS, INC. COMPETENT PERSONS AND IN ACCORDANCE WITH OSHA 29 CFR PART 1926 SUB PART P.
2. LADDERS OR RAMPS IN TRENCHES WILL BE WITHIN 25 FEET OF EACH EMPLOYEE FOR DEPTHS OVER FOUR FEET.
3. ALL SPOIL AND OR STORAGE OF MATERIALS WILL BE NO CLOSER THAT TWO (2) FEET TO THE EDGE OF ANY EXCAVATION.
4. ALL EXCAVATIONS AND TRENCHES OVER FIVE (5) FEET DEEP WILL HAVE A PROTECTIVE SYSTEM.
5. NO EMPLOYEE WILL ENTER A CONFINED SPACE, OR HAZARDOUS ATMOSPHERE UNLESS PROPERLY TRAINED AND EQUIPPED AND THEN ONLY IN ACCORDANCE WITH CONFINED SPACE PROCEDURES AS OUTLINED IN THOMAS AND SONS CONSTRUCTION TRAINING MEETINGS AND MN OSHA RULES 5205.1000, CONFINED SPACE.

VIOLATIONS OF MINNESOTA OSHA REGULATIONS, AND OR THOMAS AND SONS CONSTRUCTION, INC. SAFETY REGULATIONS WILL BE SUBJECT TO THE DISCIPLINARY REQUIREMENTS OF THE COMPLIANCE SECTION OF THOMAS AND SONS CONSTRUCTION, INC. SAFETY PLAN.

THOMAS AND SONS CONSTRUCTION, INC.

JOB SITE SAFETY

THOMAS AND SONS CONSTRUCTION WILL EVALUATE THEIR AWAIR PROGRAM ANNUALLY TO DETERMINE IF ALL HAZARDS, SPECIFIC TO THE JOB SITE, WHICH CAN EXPOSE THOMAS EMPLOYEES OR OTHER CONTRACTOR'S EMPLOYEES ARE INCLUDED. THOMAS AND SONS CONSTRUCTION WILL INFORM THEIR EMPLOYEES AND SUBCONTRACTORS OF THE SPECIFIC HAZARDS ON THE JOB SITE.

JOB INSPECTIONS WILL BE DONE BY THE COMPANY'S SAFETY DIRECTOR AND ALSO BY THE SUPERVISOR OF THAT JOB ON A REGULAR BASIS. THESE INSPECTIONS ARE DESIGNED TO HELP IDENTIFY HAZARDS AND TAKE THE NECESSARY STEPS TO CORRECT THESE HAZARDS THAT MAY LEAD TO ACCIDENTS AND OR INJURIES. THOMAS AND SONS CONSTRUCTION HAS ALSO RETAINED OECS, A 3RD PARTY CONSULTING GROUP, TO ASSIST IN TRAINING, JOBSITE AUDITING AND PROGRAM REVIEW.

YOU, AS AN EMPLOYEE, ARE ENCOURAGED TO ALSO LOOK FOR THESE HAZARDS AND TAKE THE PROPER STEPS TO CORRECT AND REPORT THEM TO YOUR SUPERVISOR. IT IS ONLY WHEN WE ALL WORK TOGETHER AS A TEAM, THAT WE CAN MAKE ALL OUR JOB SITES SAFE FOR THOSE THAT WORK ON THEM.

SUBCONTRACTORS

THOMAS AND SONS CONSTRUCTION WILL REQUIRE ALL SUBCONTRACTORS TO HAVE WRITTEN SAFETY AND HEALTH PROGRAM COVERING THEIR OWN EMPLOYEES OR A WRITTEN COMMITMENT TO FOLLOW THE THOMAS AND SONS CONSTRUCTION AWAIR PROGRAM.

SUBCONTRACTOR COMPLIANCE WITH SAFETY STANDARDS MUST BE THE CONCERN OF EVERY EMPLOYEE OF THIS COMPANY. IT IS IMPERATIVE THAT ALL THOMAS AND SONS EMPLOYEES OBSERVE SUBCONTRACTOR'S OPERATIONS, AND WHERE DEFICIENCIES ARE NOTED, IDENTIFY THEM TO THE SUPERVISOR. ALL CONTRACTS TO SUBCONTRACTORS WILL CONTAIN A PROVISION THAT ADHERENCE TO FEDERAL AND STATE LAWS CONCERNING SAFETY WILL BE A CONTRACT REQUIREMENT.

SAFETY ON THE PROJECT EXTENDS TO ALL SUBCONTRACTOR OPERATIONS, AS ONE UNSAFE CONDITION LEFT UNATTENDED GENERALLY ENCOURAGES DEFICIENCIES IN OTHER AREAS.

THOMAS AND SONS CONSTRUCTION, INC.

HAZARD ANALYSIS AND CONTROL

ACTIVITY	SEVERE HAZARD	SPECIFIC CONTROLS	APPLICABLE REFERENCES
SITE			
A. CAVE IN EXCAVATION			
		(1) CLASSIFY SOILS	1926.652
		(2) DESIGN ADEQUATE PROTECTION SYSTEM	1926.652
		(3) INSPECTION BY COMPETENT PERSON	1926.651
		(4) >20' DEEP CERTIFIED DESIGN	1926.652
		(5) INSPECT PROTECTIVE SYSTEMS	1926.651
		(6) MAINTAIN 2 FEET AT TOP OF SLOPE	1926.651
		(7) HAZARDOUS ATMOSPHERES-CHECK TRENCH	1926.651
B. TRAFFIC			
		(1) WARNING SIGNS	1926.200
		(2) FLAGGERS, IF NECESSARY	1926.200
		(3) BARRICADES AND DETOURS	1926.200
B. LIFTING / RIGGING			
		(1) INSPECT RIGGING EQUIPMENT	1926.251
		(2) USE LOAD CHARTS IN MACHINES	1926.251
		(3) RIGGING PROCEDURES	1926.251
		(4) PERSONAL PROTECTIVE EQUIPMENT	1926.281
		(5) DO NOT GET UNDER LOADS	1926.651
C. HIGH VOLTAGE WIRES			
		(1) CHECK CLEARANCES >	
		(2) POST WARNING SIGNS	1926.500
		(3) DENERGIZE OR PROTECT <10'	1926.550
D. CONFINED SPACE ENTRY: MAN HOLES ETC.			
		(1) STRICT COMPLIANCE WITH PROCEDURES THOMAS EXCAV	
		(2) IDENTIFY TYPE ENTRY	MN 5205.1000
		(3) ENTRY PERMIT	MN 5205.1000
		(4) USE METER TO MONITOR HAZARDS	MN 5205.1000
		(5) MONITOR AND VENTILATE WHILE CONFINED	MN 5205.1000
E. EXISTING UTILITIES			
		(1) LOCATE-USE ONE CALL SYSTEM GOPHER STATE ONE CALL	
		(2) SHORE, SHEET TO PROTECT EMPLOYEES	1926.652
F. FALLING / SLIPPING			
		(1) GOOD HOUSEKEEPING-BE NEAT	1926.25
		(2) PROPER LADDERS 25' EACH EMPLOYEE	1926.1053
		(3) TIE OFF PROCEDURES WHEN WORKING ABOVE GROUND	1926.501

GENERAL

A. FIRE

- | | |
|--|----------|
| (1) OPERABLE FIRE EXTINGUISHERS IN PLACE | 1926.151 |
| (2) PROPER STORAGE OF FLAMMABLES | 1926.151 |
| (3) PROPER STORAGE OF COMPRESSED GAS CYLINDERS | 1926.351 |

B. WASTE DISPOSAL

- | | |
|--------------------------------|----------|
| (1) PROPER DISPOSAL CONTAINERS | 1926.250 |
| (2) CLEAN UP-GOOD HOUSEKEEPING | 1926.250 |

C. VEHICLES

- | | |
|------------------------------|----------|
| (1) DAILY SAFETY INSPECTIONS | 1926.600 |
|------------------------------|----------|

D. OPERATION EQUIPMENT

- | | |
|-----------------------------|----------|
| (1) ROLL-OVER PROTECTION | 1926.601 |
| (2) BACK UP ALARMS | 1926.601 |
| (3) SEAT BELTS | 1926.601 |
| (4) OPERATOR TRAINING | 1926.551 |
| (5) DAILY SAFETY INSPECTION | 1926.551 |

E. RIGHT TO KNOW

- | | |
|----------------------------------|---------------|
| (1) SDS AVAILABLE | MN RT TO KNOW |
| (2) FIRST AID EQUIPMENT IN PLACE | MN RT TO KNOW |
| (3) FIRST AID TRAINING | MN RT TO KNOW |
| (4) NOISE LIMITS | MN RT TO KNOW |
| (5) DUST CONTROL | MN RT TO KNOW |

F. OPERATIONS

- | | |
|--|---------|
| (1) SAFETY EQUIPMENT PROCEDURES | 1926.20 |
| (2) ENSURE SAFETY PROCEDURES ARE FOLLOWED AT ALL TIMES | 1626.21 |
| (3) HOLD SAFETY MEETING TO REINFORCE SAFETY AT ALL TIMES | 1926.21 |
| (4) MAKE SAFETY AN ATTITUDE THROUGH TOOL BOX MEETINGS | 1926.21 |
| (5) SAFETY DEVICES ON EQUIPMENT | 1926.60 |
| (6) ENSURE SAFETY DEVICES ARE IN WORKING ORDER | 1926.20 |
| (7) POSTERS ARE IN PLACE | 1926.20 |

G. LIFTING

- | | |
|----------------------------------|------------|
| (1) MANUAL LIFTING PROCEDURES | PROCEDURES |
| (2) LIFTING TRAINING-HOW TO LIFT | PROCEDURES |
| (3) HAND OUTS-POSTERS | PROCEDURES |

G. EQUIPMENT PINCH POINTS

- | | |
|---------------------------------------|----------|
| (1) CLEAR OF SWING RADIUS-HOES | 1926.550 |
| (2) ARTICULATED FEL-STAY CLEAR RADIUS | 1926.601 |
| (3) DO NOT RIDE ON EQUIPMENT | |

H. IMMOBILIZED EQUIPMENT

- (1) LOCK OUT-TAG OUT
- (2) BLOCK EQUIPMENT SECURELY
- (3) USE PROPER TOOLS

MN STATUES
MN STATUES
MN STATUES

THOMAS AND SONS CONSTRUCTION, INC.

ACCIDENT INVESTIGATION POLICY

INVESTIGATION PROCEDURE

DAN THOMAS, ALONG WITH EITHER THE SUPERINTENDENT OR FOREMAN OR ANY OTHER EMPLOYEES OR PERSONNEL NECESSARY, WILL INVESTIGATE EVERY ACCIDENT. A WRITTEN ACCIDENT REPORT WILL BE REQUIRED FOR EVERY ACCIDENT ON ANY PROJETC. THE PURPOSE OF THE INVESTIGATION IS TO GATHER THE FACTS REGARDING THE ACCIDENT SUCH AS:

1. WHO WAS INVOLVED?
2. LOCATION OF THE ACCIDENT?
3. WHAT WAS BEING DONE? (ACTIVITY)
4. ROOT CAUSE OF THE ACCIDENT?
5. HOW COULD THE ACCIDENT BEEN PREVENTED?
6. HOW CAN RECURRENCE BE PREVENTED?

IN ORDER TO PREVENT A RECURRENCE OF THIS TYPE OF ACCIDENT, AN IN-DEPTH ANALYSIS OF THE CAUSE AND EFFECT OF THE ACCIDENT WILL BE PERFORMED. IF POSSIBLE THE CAUSE OF THE ACCIDENT WILL BE ELIMINATED, OR CORRECTIVE ACTIONS WILL BE TAKEN TO REDUCE THE RISK OF FUTURE RECURRENCES.

IN A SAFETY MEETING OR TRAINING SESSION, THE CORRECTIVE ACTIONS RESULTING FROM THE ACCIDENT WILL BE COMMUNICATED TO ALL EMPLOYEES.

THOMAS AND SONS CONSTRUCTION, INC.

GUIDE FOR IDENTIFYING CAUSE OF ACCIDENTS

CHECK (Y)-YES OR (N)-NO FOR EACH QUESTION-ADD COMMENTS AND POSSIBLE CORRECTIVE ACTIONS. ADD ADDITIONAL CAUSE FACTORS AS NEEDED AT END OF REPORT.

Y/N	CAUSAL FACTOR	COMMENTS	POSSIBLE ACTIONS	RECOMMEND ACTIONS
	WAS HAZARDOUS CONDITION A CONTRIBUTING FACTOR			
	DID DEFECT IN MATERIAL OR EQUIPMENT CONTRIBUTE TO HAZARDOUS CONDITION		REVIEW PROCEDURES FOR INSPECTION OF ITEMS USED.	
	WAS THE HAZARDOUS CONDITION RECOGNIZED		TRAIN EMPLOYEES TO RECOGNIZE & REPORT HAZARDOUS CONDITIONS	
	WAS THE CONDITION REPORTED			
	DID ANY ACTION RESULT FROM THE REPORTED CONDITION		REVIEW RESPONSIBILITY FOR CORRECTIVE OF REPORTED HAZARDOUS CONDITIONS	
EQUIPMENT FAILURES				
	WAS THERE A EQUIPMENT INSPECTION PROCEDURE TO DETECT FAILURE		REVIEW INSPECTION PROCEDURES	
	WAS THE CORRECT EQUIPMENT USED		REVIEW JOB PROCEDURES	
	WAS THE OPERATOR TRAINED IN OPERATION OF THE EQUIPMENT		REVIEW EMPLOYEE HIRE PROCEDURES AND TRAINING PROCEDURES	
	DID ALL SAFETY EQUIPMENT WORK ON EQUIPMENT		REVIEW INSPECTION PROCEDURES	

Y/N	CAUSAL FACTOR	COMMENTS	POSSIBLE ACTIONS	RECOMMEND ACTIONS
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PEOPLE FAILURES

DID JOB PROCEDURES ANTICIPATE THE FACTORS THAT CONTRIBUTED TO THE ACCIDENT

CHECK JOB HAZARD ANALYSIS

WAS EMPLOYEE INSTRUCTED IN PROPER PROCEDURES

REVIEW JOB INSTRUCTIONS AND PROCEDURES

DID EMPLOYEE DEVIATE FROM JOB OR THOMAS' RULES & REGULATIONS

WHY DID SUPERVISION FAIL DISCIPLINE EMPLOYEE

WAS EMPLOYEE PHYSICALLY AND MENTALLY CAPABLE OF PERFORMING TASK

REVIEW EMPLOYEE HIRE PROCEDURES AND TRAINING PROCEDURES

WAS PPE AVAILABLE FOR EMPLOYEES

PROVIDE PROPER PPE

WAS PPE EQUIPMENT WORN BY EMPLOYEES

REVIEW PROCEDURES

WAS PPE EQUIPMENT ADEQUATE

REVIEW PPE REQUIREMENTS

MANAGEMENT

WAS THERE A FAILURE BY SUPERVISION TO DETECT, ANTICIPATE, OR REPORT A HAZARDOUS CONDITION

DEMAND IMPROVED CAPABILITY IN HAZARD RECOGNITION AND REPORTING PROCEDURES

WAS THERE A FAILURE BY SUPERVISION

TO DETECT OR CORRECT DEVIATIONS FROM JOB OR THOMAS' RULES AND REGULATIONS

DEMAND COMPLIANCE WITH RULES AND REGULATIONS

WAS SUPERVISION TRAINED TO DETECT HAZARDOUS CONDITIONS AND TO CORRECT HAZARDOUS CONDITIONS AND PROCEDURES THAT COULD CONTRIBUTE TO HAZARDOUS

REVIEW TRAINING AND HAZARDOUS CONDITIONS PROCEDURES AND COMPETENT PERSON TRAINING

WHAT TO DO IN AN EMERGENCY:

**LIFE-THREATING EMERGENCY
CALL 911 IMMEDIATELY.**

NON-LIFE THREATING: MEDICAL CENTER
CALL PARK NICOLLET MEDICAL CENTER'S OFFICE BEFORE SENDING YOUR EMPLOYEE TO THE CLINIC YOUR COMPANY HAS DESIGNATED FOR CARE. YOUR CALL WILL HELP US ADVISE YOU ON WHETHER YOUR EMPLOYEE SHOULD GO TO THE HOSPITAL OR GO DIRECTLY TO THE CLINIC.

HOW TO MAKE AN APPOINTMENT FOR:

CALL THE NUMBER LISTED FOR THE CLINIC LOCATION YOUR COMPANY IS USING. WHEN YOU CALL, PLEASE GIVE THE FOLLOWING INFORMATION:

1. TYPE OF CARE OR APPOINTMENT NEEDED (INJURY CARE, PRE-PLACEMENT, RETURN-TO-WORK, EXECUTIVE HEALTH EXAM, WORKERS' COMPENSATION EVALUATION OR FOLLOW-UP EXAM.)
2. NAME OF EMPLOYEE, BIRTHDATE, COMPANY AND CONTACT PERSON.
3. SPECIAL TEST REQUIREMENTS, IF KNOWN (HEARING TEST, CHEST X-RAY ETC.)
4. EMPLOYMENT DATE AND TITLE OF POSITION APPLIED FOR, IF REQUESTING PRE-PLACEMENT EXAM.
5. A DAY AND EVENING PHONE NUMBER FOR EMPLOYEE BEING SCHEDULED.

HOW TO PREPARE FOR AND APPOINTMENT:

IF YOU HAVE COMPANY FORMS, PLEASE FILL THEM OUT AS COMPLETELY AS POSSIBLE. ASK YOUR EMPLOYEE TO GIVE ANY FORMS TO THE RECEPTIONIST WHEN CHECKING IN. BE SURE TO INCLUDE NAME, ADDRESS AND HOME AND WORK PHONE NUMBERS FOR THE EMPLOYEE. ALSO INCLUDE A DAY PHONE NUMBER FOR THE EMPLOYEE'S SUPERVISOR.

OFFICE HOURS:

PARK NICOLLET OFFICES ARE OPEN 8:30AM TO 5:00 PM MONDAY THROUGH FRIDAY. SOME OFFICES OPEN AT 8AM AND OFFER WEEKEND AND EVENING HOURS THROUGH OUR URGENT CARE CENTERS.

FOR MORE

PLEASE CALL PARK NICOLLET'S DIVISION OF

INFORMATION:

BUSINESS AND OCCUPATIONAL HEALTH WITH
ANY QUESTIONS AT 952-927-3781.

THOMAS AND SONS CONSTRUCTION, INC.

**RETURN TO WORK POLICY
MANAGEMENT STATEMENT**

THOMAS AND SONS CONSTRUCTION BELIEVES THAT A SAFE WORK PLACE IS A VITAL PART OF OUR BUSINESS. AS PART OF OUR MANAGEMENT PROGRAM, EACH LOCATION SHALL BE MAINTAINED IN A SAFE MANNER FOR THE BENEFIT OF OUR CUSTOMERS, EMPLOYEES AND THE GENERAL PUBLIC.

IT IS OUR BELIEF THAT JOB SAFETY AND WORK SITE SAFETY ARE PART OF EACH EMPLOYEES JOB DESCRIPTION. FURTHERMORE, WE BELIEVE CONTINUOUS ATTENTION TO JOB SAFETY AND WORK SAFETY WILL RESULT IN ZERO WORK RELATED ACCIDENTS.

IN THE EVENT THERE IS A JOB RELATED ACCIDENT, WE BELIEVE THE INJURED EMPLOYEE IS ENTITLED TO THE BEST AVAILABLE MEDICAL ATTENTION, PERSONAL CONTACT BY THOMAS AND SONS TO MAKE THE EMPLOYEE AWARE OF OUR CONCERN FOR HIS/HER RECOVERY, AND THE RIGHT TO RETURN TO WORK AS SOON AS HE/SHE IS MEDICALLY ABLE.

COMPANY PROCEDURES

THE SUPERVISOR/MANAGER WILL RESPOND IMMEDIATELY TO THE EMPLOYEE'S FIRST REPORT OF INJURY BY AUTHORIZING IMMEDIATE MEDICAL ATTENTION, THEN MAKING CONTACT WITH THE EMPLOYEE AS SOON AS POSSIBLE TO EXPRESS CONCERN FOR THE EMPLOYEE'S WELFARE AND EARLY RECOVERY, AND THEN INVESTIGATE THE ACCIDENT.

THOMAS AND SONS CONSTRUCTION WILL CONTINUE TO MAKE REGULAR CONTACT WITH THE INJURED EMPLOYEE FOR THE PURPOSE OF ENCOURAGING HIM/HER AND CHECKING PROGRESS. THE DESIGNATED CLAIMS COORDINATOR SHALL CONTACT THE EMPLOYEE TO FOLLOW HIS/HER MEDICAL PROGRESS.

KYLE THOMAS WILL REMAIN IN CONTACT WITH THE ATTENDING PHYSICIAN TO OBTAIN FURTHER MEDICAL INFORMATION. THE CLAIMS COORDINATOR WILL PROVIDE THE PHYSICIAN WITH A COMPLETE JOB DESCRIPTION OF THE EMPLOYEES POSITION. IF THE PHYSICIAN HAS ISSUED RESTRICTIONS, THE CLAIMS COORDINATOR SHOULD DETERMINE WHETHER OR NOT LIGHT DUTY WORK IS AVAILABLE THAT MEETS THESE WORK RESTRICTIONS. OUR GOAL IS TO RETURN THE EMPLOYEE TO WORK AS SOON AS HE/SHE IS MEDICALLY ABLE, EITHER IN A LIGHT DUTY CAPACITY, THE JOB HE/SHE HAD PRIOR TO THE INJURY, OR IN ANOTHER POSITION WITHIN THE COMPANY.

IT IS IMPERATIVE THAT OUR EMPLOYEE KNOW THAT ALL THE ABOVE ACTIVITIES ARE FOR THEIR BENEFIT AND THAT RETURNING TO WORK ON A LIMITED BASIS WILL NOT WORK TO HIS/HER DETRIMENT.

THOMAS AND SONS CONSTRUCTION, INC.

REPORTING PROCEDURES FOR ALL EMPLOYEES

1. REPORT **ANY** WORK RELATED INJURY TO YOUR FOREMAN IMMEDIATELY.
2. SHOULD YOUR FOREMAN NOT BE AVAILABLE, PLEASE REPORT OR CALL THE OFFICE. REPORTING AN INJURY TO A CO-WORKER DOES NOT CONSTITUTE A REPORT OF AN INJURY.
3. SHOULD AN EMPLOYEE SUFFER A WORK RELATED INJURY, THIS MUST BE REPORTED IMMEDIATELY. THIS MEANS **IMMEDIATELY** AFTER THE INJURY TAKES PLACE. A TIME LAG BETWEEN THE INJURY AND REPORTING IT PROPERLY TO THOMAS AND SONS, COULD JEOPARDIZE YOUR WORKERS' COMPENSATION BENEFITS.
4. IF THE INJURY DOES NOT REQUIRE IMMEDIATE MEDICAL ATTENTION, THE FIRST COURSE OF ACTION IS TO COMPLETE AN "ACCIDENT REPORT". THIS SHOULD BE FILLED OUT BY THE FOREMAN.
5. AT THE TIME OF THE INJURY, THE EMPLOYEE MAY NOT NEED MEDICAL TREATMENT. IF AT A LATER DATE AND TIME, THE EMPLOYEE DOES WANT TO SEEK MEDICAL TREATMENT, HE/SHE MUST ADVISE HIS FOREMAN IN ADVANCE, PRIOR TO SEEKING TREATMENT.
6. THE "ACCIDENT REPORT" WILL BE FORWARDED IMMEDIATELY TO KYLE THOMAS OR DAN THOMAS TO COMPLETE THE FIRST REPORT OF INJURY.
7. IN IMMEDIATE MEDICAL ATTENTION IS NEEDED, THE "ACCIDENT REPORT" SHOULD BE FILLED OUT BEFORE THE END OF THE WORK DAY AND BROUGHT DIRECTLY TO KYLE.
8. SHOULD MEDICAL TREATMENT BE NEEDED, YOU WILL BE DIRECTED TO A PARK NICOLLET CLINIC. IF AN EMPLOYEE IS UNABLE TO FINISH THE WORK DAY OR DO HIS/HER REGULAR DUTIES, HE/SHE WILL NOT BE ABLE TO LEAVE WORK WITHOUT SEEKING MEDICAL ATTENTION FIRST.
9. WHEN AN EMPLOYEE HAS OBTAINED MEDICAL TREATMENT BY A PHYSICIAN, HE/SHE MUST RETURN TO THEIR SUPERVISOR OR FOREMAN IMMEDIATELY FOLLOWING MEDICAL TREATMENT WITH A MEDICAL REPORT FROM PARK NICOLLET CLINIC. THIS WILL BE GIVEN TO THE EMPLOYEE PRIOR TO LEAVING THE CLINIC.
10. IF AN EMPLOYEE CALLS IN SICK DUE TO AN INJURY WHICH OCCURRED AT WORK, HE/SHE MUST SPEAK TO KYLE THOMAS AT THE TIME OF THE CALL.
11. PARK NICOLLET CLINIC HAS BEEN NOTIFIED OF THOMAS AND SONS CONSTRUCTION'S FORMAL "RETURN TO WORK" POLICY REGARDING RETURNING EMPLOYEES TO WORK WITH PHYSICAL RESTRICTIONS. THOMAS AND SONS WILL ATTEMPT TO PROVIDE LIGHT DUTY WORK TO THOSE EMPLOYEES WHO HAVE BEEN INJURED AT WORK AND HAVE BEEN ISSUED WORK RESTRICTIONS BY THEIR TREATING PHYSICIAN

THOMAS AND SONS CONSTRUCTION, INC.

SUPERVISOR'S REPORTING PROCEDURES

1. WHEN AN INJURY OCCURS, DETERMINE WHETHER OR NOT IT IS A LIFE THREATING INJURY, REQUIRING IMMEDIATE TREATMENT, IF EMERGENCY TREATMENT IS NECESSARY CALL 911 FOR AN AMBULANCE, OR TRANSPORT THE EMPLOYEE TO THE NEAREST HOSPITAL FOR TREATMENT. AN EXAMPLE WOULD BE SEVERE BLEEDING, HEART ATTACK, OR LOSS OF LIMB. IF IMMEDIATE NON-LIFE THREATING TREATMENT IS NECESSARY, CONTACT A PARK NICOLLET CLINIC. CALL AHEAD TO LET THEM KNOW AN INJURED EMPLOYEE IS ON THE WAY. GIVE THEM AS MUCH INFORMATION AS POSSIBLE REGARDING THE INJURY SO THEY CAN ADVISE YOU ON WHETHER THE INJURY SHOULD GO TO THE HOSPITAL OR DIRECTLY TO THE CLINIC.
2. DETERMINE WHETHER OR NOT THE INJURED EMPLOYEE CAN DRIVE OR NEEDS TRANSPORTATION, DECIDE WHO WILL TRANSPORT THE EMPLOYEE TO PARK NICOLLET AN ASSIGN ANOTHER EMPLOYEE TO HIM/HER, AT ONCE.
3. IF THE EMPLOYEE DRIVES HIMSELF TO THE CLINIC, HE/HER MUST REPORT BACK TO THE JOB SITE, WITH THE INFORMATION GIVEN HIM/HER BY THE DOCTOR. IF THE INJURY OCCURS NEAR THE END OF THE DAY, THE EMPLOYEE MUST REPORT TO THE MAIN OFFICE OR THE JOB SITE, IMMEDIATELY THE DAY FOLLOWING THE ACCIDENT, WITH THE DOCTOR'S REPORT.
4. COMPLETE AN ACCIDENT INVESTIGATION FORM, REGARDING ALL THE DETAILS OF THE INJURY. THIS FORM MUST BE SUBMITTED TO KYLE THOMAS OR DAN THOMAS FOLLOWING THE ACCIDENT OR INJURY. BE SURE TO SPECIFY THE MACHINERY OR EQUIPMENT INVOLVED, AND THE MANNER IN WHICH THE INJURY OCCURRED. IT SHOULD ALSO LIST ANY WITNESSES TO THE ACCIDENT, OR ANY OTHER CONTRIBUTING FACTORS TO THE ACCIDENT. THIS IS VERY IMPORTANT. OFTEN, THE NAMES OF THE WITNESSES OR THE EXACT DETAILS CAN BE FORGOTTEN IF NOT WRITTEN DOWN, AT ONCE.
5. THE EMPLOYEE MUST NEVER, UNDER ANY CIRCUMSTANCES, LEAVE THE JOB SITE, IF INJURED, WITHOUT SEEKING MEDICAL CARE AT A PARK NICOLLET CLINIC. IF AN EMPLOYEE CANNOT COMPLETE THE HIS/HER WORK, BECAUSE OF AN INJURY THEY MUST GO TO BE TREATED BY A DOCTOR AT ONCE.

PARK NICOLLET INJURY CARE CLINICS

**BROOKDALE
6000 EARLE BROWN DR.
BROOKLYN CENTER, MN**

952-993-4900 (APPTS.)
952-993-4900 (URGENT CARE)

MONDAY THRU FRIDAY 8AM TO 8PM
SATURDAY & SUNDAY 8AM TO 5PM

**BURNSVILLE
14000 FAIRVIEW DR.
BURNSVILLE, MN**

952-993-8700 (APPTS.)
952-993-8700 (URGENT CARE)

MONDAY THRU FRIDAY 8AM TO 8PM
SATURDAY & SUNDAY 8AM TO 5PM

**CARLSON PARKWAY
15111 TWELVE OAKS CENTER DR.
MINNETONKA, MN**

952-993-4500 (APPTS.)
952-993-4560 (URGENT CARE)

MONDAY THRU FRIDAY 8AM TO 8PM
SATURDAY & SUNDAY 8AM TO 5PM

**MAPLE GROVE
15800 95TH AVE N
MAPLE GROVE, MN**

952-993-1440 (APPTS.)
952-993-1440 (URGENT CARE)

MONDAY THRU FRIDAY 8AM TO 8PM
SATURDAY & SUNDAY 8AM TO 5PM

**ST. LOUIS PARK
3800 PARK NICOLLET BLVD
ST. LOUIS PARK, MN**

952-993-3123 (APPTS.)
952-993-3512 (URGENT CARE)

MONDAY THRU FRIDAY 8AM TO 8PM
SATURDAY & SUNDAY 8AM TO 5PM

**AIRPORT
7550 34TH AVE S
MINNEAPOLIS, MN**

952-993-9700 (APPTS.)
952-993-9700 (URGENT CARE)

MONDAY THRU FRIDAY 8AM TO 8PM
SATURDAY & SUNDAY 8AM TO 5PM

PARK NICOLLET AFFILIATED HOSPITALS

ABBOTT-NORTHWESTERN HOSPITAL
800 EAST 28TH STREET
MINNEAPOLIS, MN

612-863-4233

FAIRVIEW RIDGES HOSPITAL
201 EAST NICOLLET BLVD.
BURNSVILLE, MN

952-892-2020

METHODIST HOSPITAL
6500 EXCELSIOR BLVD.
ST. LOUIS PARK, MN

952-932-5353

ST. FRANCIS REGIONAL MEDICAL CENTER
325 WEST FIFTH AVENUE
SHAKOPEE MN

952-445-2273

NORTH MEMORIAL HOSPITAL
3300 OAKDALE AVE N
ROBINSDALE, MN

612-520-5100

THOMAS AND SONS CONSTRUCTION, INC.

SAFETY COMPLIANCE POLICY

SAFETY IS AN IMPORTANT PART OF OUR BUSINESS. THE RULES AND REGULATIONS SET FORTH IN THIS SAFETY PLAN ARE INTENDED TO REDUCE THE RISK OF ACCIDENTS AND INJURIES TO ALL EMPLOYEES. WILLFUL DISREGARD OF THESE RULES WILL NOT BE TOLERATED. DAN THOMAS WILL REVIEW THE NON-COMPLIANT ACTS OF EMPLOYEES AS TO THE SEVERITY OF THE ACT AND DETERMINE APPROPRIATE DISCIPLINARY ACTIONS. FIRST OCCURRENCE, OF NON-COMPLIANCE WILL BE DOCUMENTED AND FILED IN THE EMPLOYEES PERSONNEL FILE FOR A MINIMUM OF ONE YEAR AND GENERALLY WILL RESULT IN A VERBAL WARNING.

SECOND OCCURRENCE OF NON-COMPLIANCE WITH THE SAFETY RULES WILL RESULT IN WRITTEN STATEMENT TO BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE.

THIRD OCCURRENCE OF NON-COMPLIANCE WITH THE SAFETY RULES WILL RESULT IN TERMINATION.

STANDARD SAFETY RULES

DRINKING ALCOHOLIC BEVERAGES OR USING OTHER DRUGS WHILE WORKING AND ON THE JOB SITE WILL NOT BE PERMITTED AT ANY TIME.

ANY EMPLOYEE MISUSING OR CAUGHT STEALING COMPANY OR EMPLOYEE OWNED PROPERTY WILL BE TERMINATED AT ONCE.

FAILURE TO COMPLY WITH THE ABOVE TWO STANDARD RULES WILL RESULT IN **TERMINATION.**

ALL OPERATORS MUST CHECK THEIR EQUIPMENT FOR PROPER FLUID LEVELS BEFORE THE EQUIPMENT IS STARTED. ALL EQUIPMENT MUST BE LOCKED AND SECURED AT THE END OF EACH DAY. FAILURE TO COMPLY WITH THE ABOVE WILL NOT BE TOLERATED. STRICT DISCIPLINARY ACTION WILL BE TAKEN DEPENDING ON THE SEVERITY OF THE ACT.

IT IS THE RESPONSIBILITY OF THOMAS AND SONS CONSTRUCTION TO FURNISH ITS EMPLOYEES WITH A SAFE WORK PLACE. COMPLIANCE WITH THE SAFETY RULES AND REGULATIONS WILL RESULT IN A SAFE WORKING ENVIRONMENT FOR ALL EMPLOYEES.

THOMAS AND SONS CONSTRUCTION, INC. POLICY

MINNESOTA EMPLOYEE RIGHT-TO-KNOW PROGRAM

THE PURPOSE OF THIS NOTICE IS TO INFORM YOU THAT OUR COMPANY IS COMPLYING WITH THE MINNESOTA OSHA EMPLOYEE RIGHT-TO-KNOW STANDARD, BY COMPILING A HAZARDOUS CHEMICALS INVENTORY, BY USING SAFETY DATA SHEETS, BY ENSURING THAT CONTAINERS ARE LABELED IN COMPLIANCE WITH THE GHS, AND BY PROVIDING YOU WITH TRAINING.

THIS PROGRAM APPLIES TO ALL WORK OPERATIONS IN OUR COMPANY WHERE YOU MAY BE EXPOSED TO HAZARDOUS SUBSTANCES OR HARMFUL PHYSICAL AGENTS UNDER NORMAL WORKING CONDITIONS OR DURING AN EMERGENCY SITUATION.

DAN THOMAS IS THE PROGRAM COORDINATOR AND HAS OVERALL RESPONSIBILITY FOR THIS PROGRAM. DAN THOMAS WILL REVIEW AND UPDATE THE PROGRAM AS NECESSARY.

UNDER THIS PROGRAM, YOU WILL BE INFORMED OF THE CONTENTS OF THE EMPLOYEE RIGHT-TO-KNOW STANDARD, THE HAZARDOUS PROPERTIES OF CHEMICALS WITH WHICH YOU WORK, SAFE HANDLING PROCEDURES, AND MEASURES TO TAKE TO PROTECT YOURSELVES FROM THESE CHEMICALS. YOU WILL ALSO BE INFORMED OF THE HAZARDS ASSOCIATED WITH NON-ROUTINE TASKS AND THE HAZARDS ASSOCIATED WITH CHEMICALS IN UNLABELED CONTAINERS OR PIPES.

DAN THOMAS WILL MAKE A LIST OF ALL HAZARDOUS CHEMICALS AND RELATED WORK PRACTICES USED IN THE FACILITY, AND WILL UPDATE THIS LIST AS NECESSARY. OUR LIST OF CHEMICALS IDENTIFIES ALL OF THE CHEMICALS USED IN THE WORK PROCESS AREAS. A SEPARATE LIST IS AVAILABLE FOR EACH WORK AREA AND EACH LIST ALSO IDENTIFIES THE CORRESPONDING SDS FOR EACH CHEMICAL. A MASTER LIST OF THESE CHEMICALS WILL BE MAINTAINED AND IS AVAILABLE IN THE COMPANY OFFICE.

DAN THOMAS WILL MAKE A LIST OF HARMFUL PHYSICAL AGENTS WHEN PRESENT IN THE WORKPLACE AND WHERE WORKERS MAY BE EXPOSED TO THE AGENT THROUGH EQUIPMENT USE, PRODUCT HANDLING OR OTHERWISE. HEAT, NOISE, IONIZING RADIATION AND NON-IONIZING RADIATION SOURCES WILL BE IDENTIFIED FOR EACH WORK AREA. EACH LIST ALSO REFERENCES THE CORRESPONDING PHYSICAL AGENT FACT SHEET FOR EACH SOURCE.

THOMAS AND SONS CONSTRUCTION, INC.
IMPLEMENTATION GUIDE
MINNESOTA EMPLOYEE RIGHT-TO-KNOW STANDARDS

THOMAS AND SONS CONSTRUCTION WILL IDENTIFY AND LIST ALL HAZARDOUS SUBSTANCES AND SURVEY FOR HAZARDOUS PHYSICAL AGENTS IN THEIR WORKPLACE. TO BE INCLUDED ARE HAZARDOUS CHEMICALS THAT ARE GENERATED IN THEIR WORK OPERATION BUT NOT IN THEIR CONTAINERS, SUCH AS WELDING FUMES. THOMAS AND SONS CONSTRUCTION WILL DEVELOP PROCEDURES TO KEEP THEIR LIST CURRENT, AND WHEN NEW SUBSTANCES ARE USED, THEY WILL BE ADDED TO THIS LIST. WHEN CHEMICALS ARE NO LONGER USED THEY WILL BE DISPOSED OF PROPERLY AND REMOVED FROM THE LIST. SDSs WILL BE MAINTAINED FOR 30 YEARS POST-USE OR EMPLOYEE EXPOSURE.

THOMAS AND SONS CONSTRUCTION WILL REQUEST SAFETY DATA SHEET (SDS) FROM THE CHEMICAL MANUFACTURER, DISTRIBUTOR OR IMPORTER OF ALL HAZARDOUS SUBSTANCES IN THEIR POSSESSION. THESE SHEETS MUST CONTAIN THE PHYSICAL AND CHEMICAL PROPERTIES OF A SUBSTANCE, AS WELL AS THE PHYSICAL AND HEALTH HAZARDS AND ROUTES OF EXPOSURE. THEY ALSO MUST INCLUDE PRECAUTIONS FOR SAFE HANDLING AND USE, EMERGENCY AND FIRST AID PROCEDURES AND CONTROL MEASURES.

IF THESE SDS SHEETS ARE INCOMPLETE OR CONFUSING, THOMAS AND SONS CONSTRUCTION WILL CONTACT THE MANUFACTURER OF DISTRIBUTOR FOR MORE INFORMATION. TECHNICAL ASSISTANCE AND SUPPLEMENTARY HAZARD INFORMATION CAN ALSO BE OBTAINED FROM THE OSHA ON-SITE CONSULTATION UNIT.

THOMAS AND SONS CONSTRUCTION WILL ALSO DEVELOP A ROUTINE PROCEDURE FOR REQUESTING SDS EACH TIME A NEW SUBSTANCE IS ORDERED.

THOMAS AND SONS CONSTRUCTION WILL CHECK ALL INCOMING SHIPMENTS OF HAZARDOUS CHEMICALS TO BE SURE THEY ARE LABELED. AT A MINIMUM, ALL CONTAINERS RECEIVED FROM MANUFACTURERS SHOULD BE LABELED WITH THE FOLLOWING THREE PIECES OF INFORMATION;

1. THE IDENTITY OF THE HAZARDOUS SUBSTANCE OR SUBSTANCES.
2. THE APPROPRIATE HAZARD WARNINGS.
3. THE NAME AND ADDRESS OF THE CHEMICAL MANUFACTURERS, IMPORTER, OR OTHER RESPONSIBLE PARTY.

ALL THOMAS AND SONS CONSTRUCTION EMPLOYEES WORKING WITH HAZARDOUS SUBSTANCE MUST BE IDENTIFIED AND PROVIDED WITH TRAINING. A WRITTEN EMPLOYEE RIGHT-TO-KNOW (RTK) PROGRAM WILL BE DEVELOPED AND IMPLEMENTED. THIS WRITTEN PROGRAM WILL DESCRIBE HOW THE TRAINING, THE AVAILABILITY OF INFORMATION AND THE LABELING PROVISIONS OF THE MINNESOTA RTK STANDARD WILL BE MET.

THIS TRAINING WILL BE PROVIDED AT THE FOLLOWING TIMES;

1. PRIOR TO AN EMPLOYEE'S INITIAL ASSIGNMENT TO WORK WITH THE HAZARDOUS SUBSTANCE OR SUBSTANCES.
2. PRIOR TO THE TIME AN EMPLOYEE MAY BE ASSIGNED TO WORK WITH ANY ADDITIONAL HAZARDOUS SUBSTANCE.
3. ANNUALLY.

THOMAS AND SONS CONSTRUCTION WILL DEVELOP A SYSTEM TO ENSURE THAT THE SDS SHEETS ARE AVAILABLE TO ALL AFFECTED EMPLOYEES ON ALL WORK SHIFTS. THE MINNESOTA OSHA POSTER ENTITLED "SAFETY AND HEALTH PROTECTION ON THE JOB" WILL BE POSTED AT ALL WORKPLACES IN A CONSPICUOUS PLACE WHERE NOTICES TO EMPLOYEES ARE TYPICALLY POSTED. THIS POSTER DESCRIBES EMPLOYEES PROTECTIONS AND EMPLOYERS' OBLIGATIONS UNDER THE MINNESOTA OSHA ACT AND THE EMPLOYEE RIGHT-TO-KNOW.

THOMAS AND SONS CONSTRUCTION, INC.

BLOOD BORNE PATHOGENS PLAN

ON JULY 1, 1992, FEDERAL OSHA ANNOUNCED AN "EXCEPTION" TO THE PRE-EXPOSURE HEPATITIS B VACCINATION REQUIREMENT. PRE EXPOSURE VACCINATIONS NEED NOT BE OFFERED TO FIRST-AID PROVIDERS WHOSE PRIMARY JOB ASSIGNMENT IS NOT THE RENDERING OF FIRST-AID BUT WHO, AS A SECONDARY DUTY, IS REQUIRED TO RENDER FIRST-AID AS PART OF THEIR JOB RESPONSIBILITIES. THE HEPATITIS B VACCINATION WILL BE PART OF THOMAS AND SONS CONSTRUCTION'S FOLLOW UP PROGRAM SHOULD AN EXPOSURE OCCUR.

THE PROGRAM

REPORTING OF ALL FIRST AID INCIDENTS INVOLVING EXPOSURE MUST BE DONE BEFORE THE END OF THE WORK SHIFT DURING WHICH THE INCIDENT OCCURS.

REPORTS OF FIRST-AID INCIDENTS MUST INCLUDE THE NAMES OF ALL FIRST-AID PROVIDERS AND A DESCRIPTION OF THE CIRCUMSTANCES OF THE ACCIDENT, INCLUDING DATE AND TIME, AS WELL AS A DETERMINATION OF WHETHER AN EXPOSURE INCIDENT, AS DEFINED IN THE STANDARD, HAS OCCURRED.

EXPOSURE REPORTS MUST BE INCLUDED ON A LIST OF SUCH FIRST-AID INCIDENTS THAT IS READILY AVAILABLE TO ALL EMPLOYEES AND PROVIDED TO OSHA UPON REQUEST.

FIRST-AID PROVIDERS MUST RECEIVE TRAINING UNDER BLOOD-BORNE PATHOGENS STANDARD THAT COVERS THE SPECIFICS OF THE REPORTING PROCEDURES.

ALL FIRST-AID PROVIDERS WHO RENDER ASSISTANCE IN ANY SITUATION INVOLVING THE PRESENCE OF BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS, REGARDLESS OF WHETHER OR NOT A SPECIFIC EXPOSURE INCIDENT OCCURS, MUST HAVE THE VACCINE MADE AVAILABLE TO THEM AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER THE EXPOSURE INCIDENT, IF AN EXPOSURE INCIDENT AS DEFINED IN THE STANDARD HAS TAKEN PLACE, OTHER POST-EXPOSURE FOLLOW PROCEDURES MUST BE INITIATED IMMEDIATELY, PER THE REQUIREMENTS OF THE STANDARD.

AN EXPOSURE INCIDENT MEANS A SPECIFIC EYE, MOUTH, OTHER MUCOUS MEMBRANE, NON-INTACT SKIN OR PARENTERAL CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS.

THOMAS AND SONS CONSTRUCTION, INC.

LEAD IN CONSTRUCTION

FEDERAL OSHA HAS PUBLISHED A STANDARD TO PROTECT CONSTRUCTION WORKERS EXPOSED TO LEAD ON THE JOB. THE ACTION LEVEL, (WHERE THE EMPLOYER MUST TAKE ACTION), IS EMPLOYEE EXPOSURE (WHEN NOT USING RESPIRATORS) OF 30 MICROGRAMS (μg) PER CUBIC METER OF AIR (M^3), CALCULATED AS AN EIGHT-HOUR TIME WEIGHTED AVERAGE (TWA) EXPOSURE IN AN EIGHT HOUR DAY. PERIODIC MONITORING, AND CERTAIN EMPLOYEE TRAINING REQUIREMENTS ARE TRIGGERED WHEN EMPLOYEES ARE EXPOSED AT OR ABOVE THE ACTION LEVEL. NO EMPLOYEE SHALL BE EXPOSED TO LEVELS IN EXCESS OF 50 $\mu\text{g}/\text{M}^3$ (MICROGRAMS PER CUBIC METER OF AIR). THE EMPLOYER IS REQUIRED TO DETERMINE IF ANY EMPLOYEE IS EXPOSED TO LEAD AT OR ABOVE THE ACTION LEVEL. THIS DETERMINATION CAN BE MADE BY USING OBJECTIVE DATA OR HISTORICAL DATA. SOME TASKS ARE PRESUMED TO EXPOSE EMPLOYEES TO LEVELS GREATER THAN 50 $\mu\text{g}/\text{M}^3$ UNLESS TESTING PROVES OTHERWISE. THESE TASKS ARE AS FOLLOWS:

1. WELDING, OXY-FUEL CUTTING, OR ABRASIVE BLASTING ON CONFINED SPACES COATED WITH LEAD-BASED PAINT - PRESUMED EXPOSURE $> 2500 \mu\text{g}/\text{M}^3$.
2. MANUAL DEMOLITION OF CONFINED SPACES SUCH AS DRY WALL COATED WITH LEAD-BASED PAINT-PAINTING WITH LEAD-BASED PAINT-SCRAPING WALLS WITH LEAD-BASED PAINT PRESUMED EXPOSURE $>500 \mu\text{g}/\text{M}^3$

CONTRACTORS MUST INSTITUTE ENGINEERING AND WORK PRACTICE CONTROLS TO REDUCE EXPOSURE AT OR BELOW 50 $\mu\text{g}/\text{M}^3$. WHEN THESE CONTROLS ARE NOT FEASIBLE OR PRACTICABLE, WORKERS MUST USE RESPIRATORY PROTECTION. EMPLOYERS MUST DEVELOP AND IMPLEMENT A WRITTEN COMPLIANCE PLAN PRIOR TO WORKING IN AREAS WHERE EMPLOYEE EXPOSURE TO LEAD WILL BE OVER 50 $\mu\text{g}/\text{M}^3$. SOME ENGINEERING CONTROLS INCLUDE UTILIZING TO LONGER CUTTING TORCHES, MECHANICAL SHEARS AND OR EXHAUST SYSTEMS. THE FOLLOWING IS THE TYPE OF RESPIRATORS THAT CAN BE USED IN LEVELS OVER 50 $\mu\text{g}/\text{M}^3$.

- | | |
|-------------------------------------|--|
| UP TO 500 $\mu\text{g}/\text{M}^3$ | HALF FACE AIR-PURIFYING WITH HIGH EFFICIENCY FILTERS OR HALF FACE AIR-SUPPLIED IN THE DEMAND MODE. |
| UP TO 1250 $\mu\text{g}/\text{M}^3$ | HOOD OR HELMET POWERED AIR PURIFYING WITH HIGH-EFFICIENCY FILTERS OR HELMET AIR-SUPPLIED OPERATED RESPIRATORS. |

EMPLOYERS UTILIZING MUST HAVE A WRITTEN RESPIRATORY PROGRAM WHICH CONFORMS TO 29 CFR 1910.134.

ALL EMPLOYEES EXPOSED ABOVE THE ACTION LEVEL, MUST BE TRAINED IN THE HAZARDS OF LEAD BEFORE STARTING TO WORK. LOOK AT ALL OF YOUR DEMOLITION JOBS, DETERMINED YOUR EXPOSURE AND TAKE ACTION NOW.

THOMAS AND SONS CONSTRUCTION, INC.

ALL SUBCONTRACTORS PERFORMING EXCAVATION WORK AND OR EXCAVATIONS PERFORMED BY THOMAS AND SONS CONSTRUCTION MUST HAVE A "COMPETENT PERSON" ON THE SITE TO DETERMINE SAFE SLOPES FOR ALL EXCAVATIONS. A COMPETENT PERSON MUST HAVE KNOWLEDGE OF THE FOLLOWING INFORMATION:

1. UNDERSTANDING OF DEFINITIONS APPLICABLE TO 29 CFR 1926 SUBPART P.
2. UNDERSTANDING OF SLOPING AND BENCHING SYSTEMS.
3. UNDERSTANDING OF REQUIREMENTS FOR PROTECTIVE SYSTEMS SEC. 1926.652
 - A. PROTECTION OF EMPLOYEES IN EXCAVATIONS.
 - B. DESIGN OF SLOPING AND BENCHING SYSTEMS.
 - C. DESIGN OF SUPPORT SYSTEMS, SHIELD SYSTEMS AND OTHER PROTECTIVE SYSTEMS.
 - D. MATERIALS AND EQUIPMENT.
 - E. INSTALLATION AND REMOVAL OF SUPPORT SYSTEMS.
4. AN UNDERSTANDING OF SOIL CLASSIFICATION.
 - A. DEFINITIONS OF SOILS
 1. TYPE A COHESIVE - CLAY.
 2. TYPE B COHESIVE - CLAY / WELL GRADED SANDS/GRAVELS.
 3. TYPE C WEAK CLAYS - SANDS AND OR GRAVELS.
 - B. UNDERSTANDING TYPES OF SOILS.
 - C. ACTUAL WORKING WITH SOILS, USING ACCEPTABLE METHODS FOR VISUAL AND MANUAL TESTING TO DETERMINE SOIL CLASSIFICATIONS.
 1. THUMB TEST.
 2. POCKET PENETROMETER.
 3. TORVANE SHEAR.
 - D. UNDERSTANDING VISUAL CHECKS FOR A SAFE EXCAVATION.
 1. LOOK FOR SIGNS OF FAILURE/SHEAR CRACKS/VEINS OF WEAK SILTS.
 2. LAYERING OF SOILS - POSSIBLE WEAK.
 3. VIBRATIONS WEAKEN SOILS-TRAFFIC-EQUIPMENT.
5. AN UNDERSTANDING OF THE MAXIMUM ALLOWABLE SLOPES AND HOW TO APPLY ALLOWABLE SLOPES TO TYPES OF SOILS. WORKING WITH THE VARIOUS SLOPE TABLES AS THEY APPLY TO DIFFERENT TYPES OF SOILS.
 1. TYPE A MAX SLOPE .75:1
 2. TYPE B MAX SLOPE 1:1
 3. TYPE C MAX SLOPE 1.5:1
6. INSPECT YOUR SITE AT LEAST ONCE PER DAY FOR SIGNS OF FAILURE - CHECK YOUR SOILS FOR TYPE WHEN STARTING EACH SHIFT AND DURING DAY, IF SOILS CHANGE.

COMPETENT PERSON:

1. ABLE TO RECOGNIZE EXISTING AND PREDICTABLE HAZARDS IN THE WORK PLACE WHICH ARE OR COULD BE:
 - A. HAZARDOUS.
 - B. DANGEROUS TO EMPLOYEES.
 - C. UNSANITARY.

A COMPETENT PERSON HAS THE AUTHORIZATION AND RESPONSIBILITY TO TAKE PROMPT ACTION TO ELIMINATE THE HAZARDS AT ALL TIMES.

THOMAS AND SONS CONSTRUCTION, INC.

CONFINED SPACE ENTRY PROGRAM

DUE TO NATURE OF OUR BUSINESS, WE MUST SOMETIMES ENTER AREAS THAT ARE DEFINED AS CONFINED SPACES WHICH CAN BE DANGEROUS. IN ORDER TO MAINTAIN A SAFE WORKPLACE, THE FOLLOWING PROCEDURE MUST BE FOLLOWED.

1. ALL THOMAS AND SONS CONSTRUCTION EMPLOYEES SHALL BE FAMILIAR WITH THE COMPANY CONFINED SPACE ENTRY PROGRAM, THE USE OF THE ATMOSPHERIC MONITORING EQUIPMENT AND OTHER SAFETY EQUIPMENT PRIOR TO ENTERING ANY CONFINED SPACE.
2. PRIOR TO ENTERING A CONFINED SPACE, THOMAS AND SONS CONSTRUCTION EMPLOYEES MUST HAVE A COMPLETED ENTRY PERMIT AND GAS TEST/ENTRY LOG. GIVE THIS TO THE ATTENDANT. **NOTE:** ENTRY PERMIT MUST BE COMPLETED AND APPROVED BY THE ENTRY SUPERVISOR PRIOR TO ENTERING THE SPACE.
3. A MINIMUM OF TWO (2) PEOPLE (ONE IN THE CONFINED SPACE AND ONE AT THE ENTRANCE) MUST BE PRESENT WHEN ENTERING SPACES.
4. TEST THE AIR WITHIN THE SPACE WITH AN APPROVED AIR MONITOR. OUR AIR TESTING METER MEASURES CARBON MONOXIDE, OXYGEN, HYDROGEN SULFIDE (SEWER GAS) AND COMBUSTIBLES. NOTE: CHECK TO BE CERTAIN THE MONITOR HAS BEEN CALIBRATED WITHIN THE LAST 30 DAYS.
5. IF THERE ARE UNSAFE ATMOSPHERIC CONDITIONS PRESENT, THE MONITOR WILL SOUND AN AUDIBLE ALARM, AND THE LIGHT ON THE MONITOR WILL FLASH. **DO NOT ENTER THE CONFINED SPACE!**
6. IF THE MONITOR DETECTS AN UNSAFE CONDITION, DETERMINE THE SOURCE, ELIMINATE IT IF POSSIBLE, VENTILATE THE CONFINED SPACE UNTIL SAFE LEVELS ARE ACHIEVED, CONTINUE TO VENTILATE AND MONITOR DURING WORK WITHIN THE CONFINED SPACE.
7. ONCE ACCEPTABLE ENTRY CONDITIONS ARE ACHIEVED AND TWO (2) PEOPLE ARE PRESENT, ONE MAY ENTER THE CONFINED SPACE WITH THE OTHER AS AN ATTENDANT PRESENT AT THE OPENING. **NOTE:** CONTINUE VENTILATION DURING THE WORK.
8. ONCE THE CONFINED SPACE IS ENTERED, AND IF THE MONITOR GOES INTO AN ALARM CONDITION FOR ANY REASON, EVACUATE THE CONFINED SPACE IMMEDIATELY.
9. NEVER SMOKE OR USE OTHER FLAMMABLE SUBSTANCES WITHIN 10 FEET OF A CONFINED SPACE OPENING.
10. IF THE EMPLOYEE IN THE CONFINED SPACE NEEDS ASSISTANCE, THE ATTENDANT WILL CALL FOR ASSISTANCE. THEY WILL, **UNDER NO CIRCUMSTANCES ENTER THE CONFINED SPACE.**
11. IF AN EMERGENCY CONDITION EXISTS, CALL 911 AND THEN THE OFFICE IMMEDIATELY SO THAT THE PROPER EMERGENCY VEHICLES CAN BE DISPATCHED.

SCOPE OF CONFINED SPACE RULES

THE FOLLOWING DEFINITIONS AND RULES PRESCRIBE THE MINIMUM STANDARDS FOR PREVENTING WORKER EXPOSURE TO DANGEROUS CONDITIONS SUCH AS:

1. DANGEROUS AIR CONTAMINATION - GASES.
2. LACK OF OXYGEN WITHIN CONFINED SPACES.
3. TOO MUCH OXYGEN WITHIN CONFINED SPACES.
4. OPENING INTO CONFINED SPACE IS TOO SMALL OR DIFFICULT TO REACH AND MAY MAKE RESCUE EFFORTS DIFFICULT.

DEFINITIONS

CONFINED SPACE MEANS ANY SPACE THAT-

1. IS LARGE ENOUGH AND SO CONFIGURED THAT AN EMPLOYEE CAN BODILY ENTER AND PERFORM ASSIGNED WORK; AND
2. HAS LIMITED OR RESTRICTED MEANS FOR ENTRY OR EXIT (FOR EXAMPLE, TANKS, VESSELS, SILOS, STORAGE BINS, HOPPERS, VAULTS, AND PITS ARE SPACES THAT MAY HAVE LIMITED MEANS OF ENTRY.); AND
3. IS NOT DESIGNED FOR CONTINUOUS EMPLOYEE OCCUPANCY.

PERMIT REQUIRED CONFINED SPACES- ANY SPACE THAT COULD CONTAIN ANY OF THE FOLLOWING CONDITIONS:

1. **ATMOSPHERIC CONDITIONS** - A CONDITION IN WHICH DANGEROUS AIR CONTAMINATION, OXYGEN DEFICIENCY OR OXYGEN ENRICHMENT MAY EXIST OR DEVELOP.
2. **ENTRY/EXIT ACCESS** - A CONDITION WHERE THE EMERGENCY REMOVAL OF A DISABLED WORKER IS DIFFICULT DUE TO THE LOCATION OR SIZE OF THE ACCESS OPENING.
3. **ENGULFMENT** - MEANS THE SURROUNDING AND EFFECTIVE CAPTURE OF A PERSON BY A LIQUID OR FINELY DIVIDED (FLOWABLE) SOLID SUBSTANCE THAT CAN BE ASPIRATED TO CAUSE DEATH BY FILLING OR PLUGGING THE RESPIRATORY SYSTEM OR THAT CAN EXERT ENOUGH FORCE ON THE BODY TO CAUSE DEATH BY STRANGULATION, CONSTRICTION, OR CRUSHING.
4. **CONFIGURATION HAZARD** - HAS AN INTERNAL CONFIGURATION SUCH THAT AN ENTRANT COULD BE TRAPPED OR ASPHYXIATED BY INWARDLY CONVERGING WALLS OR BY A FLOOR WHICH SLOPES DOWNWARD AND TAPERS TO A SMALLER CROSS-SECTION
5. ANY OTHER RECOGNIZED HEALTH OR SAFETY HAZARD

CONFINED SPACE ENTRY - ANY ACTION RESULTING IN ANY PART OF A WORKER'S BODY BREAKING THE PLANE OF THE OPENING OF A CONFINED SPACE AND INCLUDES ANY WORK WITHIN THE CONFINED SPACE. LOOKING INTO A MANHOLE OR CONFINED SPACE IS AN ENTRY INTO THE CONFINED SPACE.

DANGEROUS AIR CONTAMINATION - ANY ATMOSPHERE REPRESENTING A THREAT OF DEATH, ACUTE INJURY, ILLNESS OR INCAPACITATION DUE TO THE PRESENCE OF

FLAMMABLE / EXPLOSIVE OR TOXIC SUBSTANCES

FLAMMABLE/EXPLOSIVE ATMOSPHERE -

1. DANGEROUS CONCENTRATION OF A GAS OR VAPOR IS DEFINED AS AN ATMOSPHERE CONTAINING GAS OR VAPOR AT A CONCENTRATION AT OR GREATER THAN 10% OF ITS LOWER EXPLOSIVE LIMIT.
2. DANGEROUS AIR CONTAMINATION DUE TO A COMBUSTIBLE PARTICULATE IS DEFINED AS A CONCENTRATION AT OR GREATER THAN THE LOWER FLAMMABLE/EXPLOSIVE LIMIT FOR THE PARTICULATE. THIS LEVEL MAY BE APPROXIMATED BY A LEVEL OF DUST THAT OBSCURES VISION AT 5'.

OXYGEN DEFICIENCY - IS DEFINED AS AN ATMOSPHERE CONTAINING OXYGEN AT A CONCENTRATION OF LESS THAN 19.5 PERCENT BY VOLUME.

OXYGEN ENRICHMENT - IS DEFINED AS AN ATMOSPHERE CONTAINING OXYGEN AT A CONCENTRATION GREATER THAN 23 PERCENT BY VOLUME.

TOXIC GASES - ATMOSPHERIC CONCENTRATION OF ANY SUBSTANCE FOR WHICH A DOSE OR PERMISSIBLE EXPOSURE LIMIT IS PUBLISHED IN SUBPART G OR SUBPART Z, AND WHICH COULD RESULT IN EMPLOYEE EXPOSURE IN EXCESS OF ITS DOSE OR PERMISSIBLE EXPOSURE LIMIT.

OPERATING PROCEDURES AND WORK TRAINING

IN ORDER TO PROTECT OUR EMPLOYEES, THOMAS AND SONS CONSTRUCTION WILL IMPLEMENT THE FOLLOWING PROVISIONS BEFORE ANY WORKER IS ALLOWED TO ENTER A CONFINED SPACE.

1. DEVELOP, IMPLEMENT AND USE AN ENTRY PERMIT SYSTEM THAT INCLUDES A WRITTEN PERMIT PROCEDURE THAT DETERMINES:
 - A. THE PRESENCE OF CONFINED SPACES AND IDENTIFY THEM TO WORKERS TO PREVENT UNAUTHORIZED ENTRY.
 - B. DETERMINES ACTUAL AND POTENTIAL HAZARDS ASSOCIATED WITH THE SPACE AT TIME OF ENTRY, SO THAT A SAFE ENTRY METHOD CAN BE IMPLEMENTED.
 - C. ENSURE BY TESTING THAT THE MEASURES ARE EFFECTIVE.
 - D. PROVIDE FOR PRE-PLANNED EMERGENCY RESCUE EFFORTS.
2. ENTRY PERMIT FORM MUST BE USED BEFORE ALLOWING ANY WORKER INTO A CONFINED SPACE.
 - A. PERMIT MUST BE COMPLETELY FILLED OUT BEFORE AUTHORIZATION FOR ENTRY BY SUPERVISOR SIGNATURE CAN TAKE PLACE.
3. PERMITS WILL BE AT THE SPACE ENTRY LOCATION AT THE TIME OF ENTRY, AND WILL REMAIN AT THE WORK SITE AS LONG AS WORK IS CONTINUING IN THE CONFINED SPACE.
4. EACH PERMIT FOR CONFINED SPACE ENTRY MUST BE RETAINED FOR A MINIMUM OF 1 YEAR. RETAINED PERMITS WILL BE REVIEWED FOR EVIDENCE OF NON-COMPLIANCE OR HAZARD TRENDS.

OPERATING PROCEDURES

THOMAS AND SONS HAVE A WRITTEN, UNDERSTANDABLE, OPERATING AND RESCUE PROCEDURE WHICH SHALL BE PROVIDED TO AFFECTED WORKERS. THIS OPERATING PROCEDURE WILL CONFORM TO ALL REQUIREMENTS OF THE STANDARD, AND WILL INCLUDE PROVISIONS FOR SURVEILLANCE OF THE SURROUNDING AREAS TO AVOID HAZARDS SUCH AS DRIFTING VAPORS FROM OTHER WORK OPERATIONS OR HAZARDS EXTERNAL TO THE SPACE.

WORKER TRAINING

THOMAS AND SONS CONSTRUCTION PERSONNEL WHO WILL WORK IN, OR IN CLOSE PROXIMITY TO, CONFINED SPACE OPERATIONS WILL BE TRAINED IN ENTRY OPERATIONS AND NON-ENTRY RESCUE PROCEDURES AND ON THE HAZARDS THEY MAY ENCOUNTER. TRAINING WILL BE CONDUCTED ANNUALLY AND BEFORE CONFINED SPACE ENTRY. THE WORKERS WILL BE TRAINED IN THE USE OF THE COMPANY MONITORING INSTRUMENTS AND ANY OTHER EQUIPMENT REQUIRED TO SAFELY ENTER THE SPACE AND PERFORM ASSIGNED WORK, PRIOR TO ENTERING THE CONFINED SPACE.

PROCEDURES

THE FOLLOWING ARE THE STANDARD OPERATING PROCEDURES OF THOMAS AND SONS CONSTRUCTION FOR CONFINED SPACE ENTRIES:

PRE-ENTRY PROCEDURES

THE FOLLOWING SHALL BE IMPLEMENTED BEFORE ENTRY INTO A CONFINED SPACE:

1. DISCONNECT, OR BLOCK/ BLANK / BLIND ALL LINES, PIPES OR DUCTWORK THAT MAY CONTAIN OR CONVEY FLAMMABLE, EXPLOSIVE, TOXIC OR INJURIOUS SUBSTANCES OR MATERIALS THAT MAY ENGULF.
2. CALIBRATE ALL TESTING AND MONITORING EQUIPMENT.
3. **BEFORE** ENTRY IS MADE, TEST THE AIR IN THE CONFINED SPACE. DURING OPERATIONS IN THE CONFINED SPACE, MONITOR CONTINUOUSLY OR AT PERIODIC INTERVALS, FOR DANGEROUS CONDITIONS. A WRITTEN REPORT OF TESTING RESULTS WILL BE KEPT AT THE CONFINED SPACE ENTRY POINT FOR THE DURATION OF THE ENTRY.
4. WORKERS IN CONFINED SPACES THAT HAVE CONTAINED CORROSIVE OR TOXIC SUBSTANCES WILL BE PROVIDED WITH AND WEAR APPROPRIATE PERSONNEL PROTECTIVE CLOTHING.
5. WHEN TESTING SHOWS THE EXISTENCE OF A DANGEROUS CONDITION, EXISTING VENTILATION SHALL BE AUGMENTED BY APPROPRIATE MEANS. BLOWERS CHANGING AIR WHILE EMPLOYEES ARE IN A CONFINED SPACE AND BEFORE ENTRY TO ENSURE LEVELS OF ATMOSPHERIC CONTAMINANTS.
6. NO SOURCES OF IGNITION WILL INTRODUCED INTO A CONFINED SPACE UNTIL APPROPRIATE MEASURES HAVE BEEN TAKE TO ENSURE THAT NO DANGEROUS CONDITION EXISTS DUE TO FLAMMABLE OR EXPLOSIVE SUBSTANCES.
7. NO MACHINE WILL BE ALLOWED INTO CONFINED SPACES, UNTIL ADEQUATE VENTING HAS BEEN INSTALLED AND IS OPERATING.
8. SMOKING WILL NOT INTO BE ALLOWED IN A CONFINED SPACE OR WITHIN 20 FT. OF THE ENTRY. SIGNS WILL BE POSTED ADJACENT TO THE ENTRY NOTING THE NO SMOKING

AREA.

9. NOTIFY EMERGENCY RESCUE DEPARTMENTS PRIOR TO WORK IN A CONFINED SPACE. YOU NEED TO KNOW WHERE TO LOCATE THE PROPER RESCUE PERSONNEL AND EQUIPMENT STAGING AREAS BEFORE ENTERING HAZARDOUS AREAS.

10. PERMITS SHALL BE COMPLETED FOR EVERY PERMIT-REQUIRED CONFINED SPACE ENTRY. THE PERMIT IS LOCATED AT THE END OF THIS SECTION. MAKE COPIES FOR YOUR USE BEFORE STARTING A PROJECT.

ENTRY INTO AND WORK WITHIN A CONFINED SPACE

TYPES OF TYPICAL CONFINED ENTRIES

CLASS 1 - CONFINED SPACE WHERE AN ATMOSPHERE WITH DANGEROUS AIR CONTAMINATION, OXYGEN DEFICIENCY, OR OXYGEN ENRICHMENT IS UNLIKELY TO DEVELOP.

TYPE OF CLASS 1 ENTRIES

CLASS 1A - OPERATIONS WHERE WORKERS PERFORM ROUTINE REPETITIVE ENTRY INTO LOW RISK HAZARD CHAMBERS, WHERE NO RISK OF ENGULFMENT CAN EXIST, AND WHERE THE ATMOSPHERE CANNOT DEVELOP A DANGEROUS CONDITION. THOMAS AND SONS CONSTRUCTION ENTRIES ARE CONSIDERED TO BE TYPE 1A.

CLASS 1B - OPERATIONS WHERE WORKERS ARE REQUIRED TO PERFORM ROUTINE REPETITIVE ENTRY INTO CONFINED SPACES WHERE ENTRY PERMITS ARE REQUIRED. WHERE THE ATMOSPHERE IS UNLIKELY TO DEVELOP A DANGEROUS CONDITION, AND IS UNLIKELY THAT THERE IS A POTENTIAL FOR ENGULFMENT CONDITION. TYPES OF ENTRIES INCLUDE: WET SIDE OF LIFT STATIONS WITH EXISTING VENTILATION, AND COVERS OPEN. NEW CONFINED SPACES IF PROPERLY VENTILATED AND NOT YET HOOKED TO, OR DISCONNECTED FROM AN EXISTING SYSTEM, AND OTHER SPACES PROPERLY VENTILATED.

ESTABLISH ENTRY PRACTICES AND PROCEDURES IN COMPLIANCE WITH THE STANDARD AND ENTRY PERMIT RULES.

1. ALL WORKERS ARE TRAINED IN THESE PRACTICES AND PROCEDURES.
2. BEFORE ENTRY IS MADE, THE ATMOSPHERE WILL BE TESTED FOR OXYGEN CONCENTRATION, COMBUSTIBLE GAS AND SUSPECTED TOXIC MATERIAL IF ANY. CONTINUOUS MONITORING FOR DANGEROUS ATMOSPHERES WILL BE DONE AT ALL TIMES THE CONFINED SPACE IS OCCUPIED.
3. CONTINUOUS AND EFFECTIVE VENTILATION AT A MINIMUM RATE OF 200 CFM OF CLEAN AIR PER OCCUPANT PER MINUTE, OR IN AREAS LARGER THAN 2000 FT³, AN EXCHANGE RATE OF SIX FULL AIR EXCHANGES PER HOUR, WILL BE DONE AT ALL TIMES.

CLASS 2 - CONFINED SPACES, MAN-HOLES, LIFT STATIONS, VAULTS ETC., WHERE AN ATMOSPHERE FREE OF DANGEROUS AIR CONTAMINATION, OXYGEN DEFICIENCY, OR OXYGEN ENRICHMENT HAS BEEN VERIFIED, WHERE A HAZARDOUS ATMOSPHERE OR CONDITION IS LIKELY TO OCCUR. THE FOLLOWING RULES WILL BE FOLLOWED TO IN A CLASS 2 SITUATION:

1. ONE PERSON WILL STANDBY ON THE OUTSIDE OF THE CONFINED SPACE TO GIVE ASSISTANCE IN CASE OF EMERGENCY.
2. VISUAL, VOICE, OR SIGNAL LINE COMMUNICATIONS SHALL BE MAINTAINED BETWEEN ALL INDIVIDUALS IN THE CONFINED SPACE AND THE STANDBY PERSON.
3. AN APPROVED CLASS III HARNESS, WRISTLETS, ANKLETS OR SIMILAR, WITH AN ATTACHED LINE SHALL BE USED WHERE PRACTICAL AND FEASIBLE. THE FREE END OF THE LINE SHALL BE SECURED OUTSIDE THE ENTRY OPENING.
4. THE STANDBY PERSON WILL NEVER ENTER THE CONFINED SPACE NO MATTER WHAT. THE ENTRY WILL ONLY BE MADE AFTER PROPER TESTS HAVE BEEN MADE TO SHOW THAT A DANGEROUS ATMOSPHERE CONDITION DOES NOT EXIST.

5. CLASS 2 PERMITS ARE REQUIRED IT THERE IS ANY POSSIBLY THAT A DANGEROUS ATMOSPHERE COULD EXIST, OR THERE IS ANY THREAT OF A ENGULFMENT CONDITION AND OR A DANGEROUS CONDITION IS POSSIBLE, LIKE MAN-HOLES WITH 27" OPENINGS, LIFT STATIONS, PUMPING STATIONS, VALVE CONFINED SPACES, PITS ETC.

6. A SYSTEM FOR POSITIVE VENTILATION SHALL BE PROVIDED. BLOW FROM THE LAST CONFINED SPACE TO THE OPEN END OF PIPES IN SEWER LINES, PROVIDE BLOWERS BLOWING FRESH AIR IN CONFINED SPACES / LIFT STATIONS. CONTINUOUS AND EFFECTIVE VENTILATION AT A MINIMUM RATE OF 200 CFM OF CLEAN AIR PER OCCUPANT PER MINUTE, OR IN AREAS LARGER THAN 2000 FT³, AN EXCHANGE RATE OF SIX FULL AIR EXCHANGES.

7. A CONFINED ENTRY LOCATIONS, WHERE A HAZARDOUS ATMOSPHERE HAS BEEN VERIFIED, YOU MUST MONITOR THE ATMOSPHERE AT ALL TIMES.

CLASS 3 - CONFINED SPACES WHERE AN ATMOSPHERE FREE OF CONTAMINATION, OR OXYGEN DEFICIENCY OR ENRICHMENT CAN NOT BE VERIFIED. THE REQUIREMENTS OF THIS PART OF THE STANDARD REQUIRE THE USE OF APPROVED RESPIRATORY PROTECTIVE EQUIPMENT, SAFETY HARNESS, HOISTING DEVICES AND STANDBY PERSONS. AT LEAST ONE PERSON ON THE CREW MUST BE TRAINED IN FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR). ONLY TRAINED PERSONS IN THE USE OF RESPIRATORY PROTECTIVE EQUIPMENT WILL MAKE ENTRY IN A CONFINED SPACE CLASS 3 CONDITIONS. THOMAS AND SONS CONSTRUCTION EMPLOYEES WILL **NOT** MAKE ENTRY INTO A CLASS 3 CONFINED SPACE AT ANY TIME.

CLASS 3 ENTRIES MUST ONLY BE MADE BY TRAINED AND EXPERIENCED PERSONNEL, WITH SCBA TRAINING AND ENTRY RESCUE TRAINING.

**THOMAS AND SONS CONSTRUCTION, INC.
 CONFINED ENTRY PERMIT / CHECK LIST
 FOR CLASSIFICATION 1 ENTRIES ONLY**

LENGTH OF PERMIT _____ REPORT # _____

DATE OF ENTRY _____ PROJECT _____

FOREMAN _____ LOCATION _____

PRE-ENTRY

- HAS THE POSSIBILITY OF KNOWN HAZARDS PRESENT BEEN CHECKED? Y / N
- ARE ALL EMERGENCY RESCUE TELEPHONE NUMBERS POSTED? Y / N
- OPERATION AND PERFORMANCE? Y / N
- HAS MONITOR BEEN CALIBRATED AND TESTED? Y / N
- HAS SAFETY HARNESS BEEN CHECKED FOR WEAR? Y / N
- IS CONFINED SPACE BEING PURGED AND VENTILATED? Y / N
- IS TRAINED STANDBY PERSON AVAILABLE? Y / N
- WRITTEN OPERATING PROCEDURES ARE ON JOB? Y / N
- HAS LOCAL EMERGENCY RESCUE TEAM BEEN LOCATED? Y / N
- HAS APPROVED PPE EQUIPMENT BEEN LOCATED? Y / N

- ALL WORKERS HAVE BEEN TRAINED IN PROCEDURES? Y / N
- HAS COMMUNICATION EQUIPMENT BEEN CHECKED OUT? Y / N
- ARE ENTRY LADDERS SAFE? Y / N
- ARE OTHER OSHA REQUIREMENTS IN COMPLIANCE? Y / N
- ALL WORKERS ARE AWARE OF TELEPHONE LOCATION? Y / N

ENTRY

- INITIAL ATMOSPHERE TESTING Y / N
 - OXYGEN TESTING (19.5 % - 23%) Y / N
 - HYDROGEN SULFIDE GAS (BELOW 20PPM) Y / N
 - EXPLOSIVE GAS (LESS THAN 10% LEL) Y / N

- VENTILATE CONFINED SPACE BEFORE ENTRY @ VOLUME OF AIR THREE (3) TIMES VOLUME OF AREA. Y / N

- ENTRY ACCEPTABLE Y / N
- CONTINUOUSLY VENTILATE DURING CONFINED ENTRY AT LEAST 200 CFM PER PERSON OR 6 AIR CHANGES / HR Y / N
- WORKER MONITOR CONFINED SPACE WEARING MONITOR Y / N
- COMMUNICATIONS SYSTEMS WORKING PROPERLY Y / N
- ATMOSPHERE TESTING IN CONFINED SPACE Y / N
 - OXYGEN TESTING (19.5% - 23%) Y / N
 - HYDROGEN SULFIDE GAS (BELOW 20PPM) Y / N
 - EXPLOSIVE GAS (LESS THAN 10% LEL) Y / N
 - ANY ALARMS Y / N
- ALL PROCEDURES ACCEPTABLE AND WITHIN STANDARD Y / N

FOREMAN _____

THOMAS AND SONS CONSTRUCTION, INC.

SILICA PROGRAM

THE FOLLOWING IS A LIST OF ELEMENTS WHICH ARE COVERED IN THE PROGRAM.

1. ON-GOING MEDICAL SURVEILLANCE PROGRAM.
2. HYGIENE FACILITIES AND CLOTHING CHANGE AREAS.
3. PERSONAL EXPOSURE BELOW THE PEL OR AN ABATEMENT PROGRAM.
4. PROGRAM THAT ALSO PROVIDES FOR INTERIM WORKER PROTECTION.
5. HOUSEKEEPING PROGRAM.
6. REGULATED AREA.

THE BELOW REQUIREMENTS ARE NECESSARY IF AN OVEREXPOSURE TO RESPIRABLE CRYSTALLINE SILICA EXISTS.

1. ON GOING PERSONAL AIR MONITORING PROGRAM.
2. TRAINING AND INFORMATION TO WORKERS ON RESPIRABLE CRYSTALLINE SILICA.
3. AVAILABILITY OF AIR AND MEDICAL SURVEILLANCE DATA TO WORKERS.
4. AN EFFECTIVE RESPIRATORY PROTECTION PROGRAM.
5. APPROPRIATE RECORD KEEPING.

AREAS OF CONCERN

IF EMPLOYEES ARE WORKING WITH A PRODUCT THAT CONTAINS CRYSTALLINE SILICA AND DOWNSTREAM EXPOSURE IS REASONABLY ANTICIPATED (SAWING OR CUTTING OF BRICK, TILES, AND CONCRETE BLOCKS). THOMAS AND SONS CONSTRUCTION WILL MAKE SURE OF THE ADEQUACY OF THE SAFETY DATA SHEET (SDS) AND PRODUCT LABELING. CHIPPING, HAMMERING, AND DRILLING OF ROCK, CRUSHING, LOADING, HAULING AND DUMPING OF ROCK, ABRASIVE BLASTING USING SILICA SAND AS THE ABRASIVE, ABRASIVE BLASTING OF CONCRETE (REGARDLESS OF ABRASIVE USED), SAWING, HAMMERING, DRILLING, GRINDING, AND CHIPPING OF CONCRETE OR MASONRY, DEMOLITION OF CONCRETE AND MASONRY CONFINED SPACES, DRY SWEEPING OR PRESSURIZED AIR BLOWING OF CONCRETE, ROCK, OR SAND DUST, ARE AREAS OF CONCERN. EVEN MATERIALS CONTAINING SMALL AMOUNTS OF CRYSTALLINE SILICA MAY BE HAZARDOUS IF THEY ARE USED IN WAYS THAT PRODUCE HIGH DUST CONCENTRATIONS.

ABATEMENT PROCEDURES

RECOGNIZE WHEN SILICA DUST MAY BE GENERATED AND PLAN AHEAD TO ELIMINATE OR CONTROL THE DUST AT THE SOURCE. AWARENESS AND PLANNING ARE KEYS TO PREVENTION OF SILICOSIS. DO NOT USE SILICA SAND OR OTHER SUBSTANCES CONTAINING MORE THAN 1% CRYSTALLINE SILICA AS ABRASIVE BLASTING MATERIALS. SUBSTITUTE LESS HAZARDOUS MATERIALS. USE ENGINEERING CONTROLS AND CONTAINMENT METHODS SUCH AS BLAST-CLEANING MACHINES AND CABINETS, WET DRILLING, OR WET SAWING OF SILICA-CONTAINING MATERIALS TO CONTROL THE HAZARD AND PROTECT ADJACENT WORKERS FROM EXPOSURE.

CONDUCT AIR MONITORING TO MEASURE WORKER EXPOSURES AND ENSURE THAT CONTROLS ARE PROVIDING ADEQUATE PROTECTION FOR WORKERS.

USE ADEQUATE RESPIRATORY PROTECTION WHEN SOURCE CONTROLS CANNOT KEEP SILICA EXPOSURES BELOW THE PEL.

PROVIDE ANNUAL MEDICAL EXAMINATIONS FOR ALL WORKERS WHO MAY BE EXPOSED TO RESPIRABLE CRYSTALLINE SILICA AND ARE REQUIRED TO WEAR A RESPIRATOR 30 DAYS OR MORE PER YEAR. POST WARNING SIGNS TO MARK THE BOUNDARIES OF WORK AREAS CONTAMINATED WITH RESPIRABLE CRYSTALLINE SILICA.

WHEN SAWING CONCRETE OR MASONRY, USE SAWS THAT PROVIDE WATER TO THE BLADE.

REMOVE DUST FROM EQUIPMENT WITH A WATER HOSE RATHER THAN WITH COMPRESSED AIR. USE VACUUMS WITH HIGH-EFFICIENCY PARTICULATE AIR (HEPA) FILTERS, OR USE WET SWEEPING INSTEAD OF DRY SWEEPING. USE ABRASIVES CONTAINING LESS THAN 1% CRYSTALLINE SILICA DURING ABRASIVE BLASTING TO PREVENT RESPIRABLE CRYSTALLINE DUST FROM BEING RELEASED INTO THE AIR.

THE FOLLOWING PERSONAL HYGIENE PRACTICES ARE ESSENTIAL FOR PROTECTING WORKERS FROM RESPIRABLE CRYSTALLINE SILICA AND OTHER CONTAMINANTS SUCH AS LEAD, PARTICULARLY DURING ABRASIVE-BLASTING OPERATIONS.

1. DO NOT EAT, DRINK, OR USE TABACOO PRODUCTS IN DUSTY AREAS.
2. WASH HANDS AND FACE BEFORE EATING, DRINKING, OR SMOKING OUTSIDE DUSTY AREAS.
3. PARK CARS WHERE THEY WILL NOT BE CONTAMINATED WITH SILICA AND OTHER SUBSTANCES SUCH AS LEAD.

PROTECTIVE CLOTHING

TAKE THE FOLLOWING STEPS TO ENSURE THAT DUSTY CLOTHES DO NOT CONTAMINATE CARS, HOMES, OR WORKSITE OUTSIDE THE DUSTY AREAS:

1. CHANGE INTO DISPOSABLE OR WASHABLE CLOTHS AT THE WORKSITE.
2. SHOWER AND OR CHANGE INTO CLEAN CLOTHES BEFORE LEAVING THE WORKSITE.

MEDICAL EXAMINATIONS FOR EXPOSED EMPLOYEES

SEE PROGRAM FOR FULL DETAILS OF MEDICAL EXAMINATIONS HOWEVER AS A MINIMUM A BASELINE EXAMINATION WHICH INCLUDES A MEDICAL AND OCCUPATIONAL HISTORY TO ELICIT DATA ON SIGNS AND SYMPTOMS OF RESPIRATORY DISEASE PRIOR TO EXPOSURE TO CRYSTALLINE SILICA.

AIR MONITORING

AIR MONITORING IS NEEDED TO MEASURE WORKER EXPOSURES TO RESPIRABLE CRYSTALLINE SILICA AND TO SELECT APPROPRIATE ENGINEERING CONTROLS AND RESPIRATORY PROTECTION. PERFORM AIR MONITORING AS NEEDED TO MEASURE THE EFFECTIVENESS OF CONTROLS. COLLECT AND ANALYZE AIR SAMPLES ACCORDING TO NIOSH METHOD NOS. 7500 AND 7602 (NIOSH 1994) OR THEIR EQUIVALENT. THE PEL FORMULA IS $10 / \% \text{ SILICA} + 2$, WITH THE AMOUNT OF SILICA TO BE DETERMINED BY SAMPLING.

THOMAS AND SONS CONSTRUCTION, INC.

RESPIRATORY PROTECTION

DO NOT USE RESPIRATORS AS THE PRIMARY MEANS OF PREVENTING OR MINIMIZING EXPOSURES TO AIRBORNE CONTAMINANTS. INSTEAD, USE EFFECTIVE SOURCE CONTROLS SUCH AS SUBSTITUTION, AUTOMATION, ENCLOSED SYSTEMS, LOCAL EXHAUST VENTILATION, WET METHODS, AND GOOD WORK PRACTICES. SUCH MEASURES SHOULD BE THE PRIMARY MEANS OF PROTECTING WORKERS. HOWEVER, WHEN SOURCE CONTROLS CANNOT KEEP EXPOSURES BELOW THE PEL, CONTROLS, SHOULD BE SUPPLEMENTED WITH THE USE OF RESPIRATORS.

RESPIRATORY PROTECTION PROGRAM

WHEN RESPIRATORS ARE USED, USE THE EMPLOYERS IN PLACE COMPREHENSIVE RESPIRATORY PROTECTION PROGRAM. TYPE CE ABRASIVE-BLASTING RESPIRATORS ARE THE ONLY RESPIRATORS SUITABLE FOR USE IN ABRASIVE-BLASTING OPERATIONS. FOR OPERATIONS OTHER THAN ABRASIVE BLASTING, SEE RESPIRATORY INFORMATION BELOW.

CONDITION MINIMUM RESPIRATORY PROTECTION REQUIRED TO MEET THE PEL (0.05 MG/M ANY HALF-MASK, AIR-PURIFYING RESPIRATOR WITH A HIGH-EFFICIENCY (10 X PEL) PARTICULATE FILTER.

CONDITION 1.25 MG/M ANY POWERED, AIR-PURIFYING RESPIRATOR WITH A (25 X REL) HIGH-EFFICIENCY PARTICULATE FILTER, OR ANY SUPPLIED-AIR RESPIRATOR EQUIPPED WITH A HOOD OR HELMET AND OPERATED IN A CONTINUOUS-FLOW MODE (FOR EXAMPLE, TYPE CE ABRASIVE-BLASTING RESPIRATORS OPERATED IN THE CONTINUOUS-FLOW MODE).

FOR OTHER CONDITIONS CONTACT THOMAS AND SONS CONSTRUCTION.
WHEN IN DOUBT USE THE HIGHEST PROTECTIVE RESPIRATOR FOR MAXIMUM PROTECTION.

THOMAS AND SONS CONSTRUCTION, INC. AFFIRMATIVE ACTION POLICY STATEMENT

THIS IS TO AFFIRM THOMAS AND SONS CONSTRUCTION POLICY OF PROVIDING EQUAL OPPORTUNITY TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT IN ACCORDANCE WITH ALL APPLICABLE EQUAL EMPLOYMENT OPPORTUNITY OR AFFIRMATIVE ACTION LAWS, DIRECTIVES AND REGULATION OF FEDERAL STATE AND LOCAL GOVERNING BODIES OR AGENCIES THEREOF, SPECIFICALLY MINNESOTA STATUES 363.

THOMAS AND SONS CONSTRUCTION WILL NOT DISCRIMINATE AGAINST OR HARASS ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OR RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, DISABILITY, AGE, MARITAL STATUS, FAMILIAL STATUS, LOCAL HUMAN RIGHTS COMMISSION ACTIVITY OR STATUS WITH REGARD TO PUBLIC ASSISTANCE.

THOMAS AND SONS CONSTRUCTION WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT ALL EMPLOYMENT PRACTICES ARE FREE OF SUCH DISCRIMINATION. SUCH EMPLOYMENT PRACTICES INCLUDE BUT ARE NOT LIMITED TO, THE FOLLOWING; HIRING, UPGRADING, DEMOTION, TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, FORMS OF COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP.

THOMAS AND SONS WILL USE Its BEST EFFORT TO AFFORD MINORITY AND FEMALE BUSINESS ENTERPRISES WITH MAXIMUM PRACTICABLE OPPORTUNITY TO PARTICIPATE IN THE PERFORMANCE OF SUBCONTRACTORS FOR CONSTRUCTION PROJECTS THAT THIS COMPANY ENGAGES IN.

THOMAS AND SONS WILL COMMIT THE NECESSARY TIME AND RESOURCES, BOTH FINANCIAL AND HUMAN, TO ACHIEVE THE GOALS OF EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION.

THOMAS AND SONS FULLY SUPPORT INCORPORATION OF NON-DISCRIMINATION AND AFFIRMATIVE ACTION RULES AND REGULATIONS INTO CONTRACTS.

THOMAS AND SONS WILL EVALUATE THE PERFORMANCE OF ITS MANAGEMENT AND SUPERVISORY PERSONNEL ON THE BASIS OF THEIR INVOLVEMENT IN ACHIEVING THESE AFFIRMATIVE ACTION OBJECTIVES AS WELL AS OTHER ESTABLISHED CRITERIA. ANY EMPLOYEE OF THIS COMPANY, OR SUBCONTRACTOR TO THIS COMPANY WHO DOES NOT COMPLY WITH THE EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND PROCEDURES AS SET FORTH IN THIS STATEMENT AND PLAN WILL BE SUBJECT TO DISCIPLINARY ACTION.

ANY SUBCONTRACTOR NOT COMPLYING WITH ALL APPLICABLE EQUAL EMPLOYEE OPPORTUNITY OR AFFIRMATIVE ACTION LAWS DIRECTIVES AND REGULATIONS OF THE FEDERAL, STATE AND LOCAL GOVERNING BODIES OR AGENCIES, THEREOF, SPECIFICALLY MINNESOTA STATUES 363 WILL BE SUBJECT TO APPROPRIATE LEGAL SANCTIONS.

THOMAS AND SONS CONSTRUCTION HAS APPOINTED KYLE THOMAS TO MANAGE THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM. HIS RESPONSIBILITIES WILL INCLUDE MONITORING ALL EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES AND REPORTING THE EFFECTIVENESS FOR THIS AFFIRMATIVE ACTION PROGRAM, AND REQUIRED BY FEDERAL, STATE AND LOCAL AGENCIES. THE CHIEF EXECUTIVE OFFICER OF THOMAS AND SONS CONSTRUCTION WILL RECEIVE AND REVIEW REPORTS ON THE PROGRESS OF THE PROGRAM. IF ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BELIEVES THEY HAVE BEEN DISCRIMINATED AGAINST, PLEASE CONTACT.

KYLE THOMAS
763-428-2229 OFFICE

763-232-4615 CELL

THOMAS AND SONS CONSTRUCTION, INC.

THOMAS AND SONS CONSTRUCTION, INC.

AFFIRMATIVE ACTION RESPONSIBILITIES

KYLE THOMAS WILL MONITOR ALL EMPLOYMENT RELATED ACTIVITY TO ENSURE THAT THOMAS AND SONS CONSTRUCTION EEO/AA POLICIES ARE BEING CARRIED OUT. HE WILL BE GIVEN THE NECESSARY TOP MANAGEMENT SUPPORT AND STAFFING TO FULFILL HIS DUTIES. KYLE THOMAS' DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING.

1. DEVELOP THOMAS AND SONS EEO/AA POLICY STATEMENT AND AFFIRMATIVE ACTION PLAN OR PROGRAM, CONSISTENT WITH THOMAS AND SONS POLICIES, AND ESTABLISH AFFIRMATIVE ACTION GOALS AND OBJECTIVES.
2. IMPLEMENT THE AFFIRMATIVE ACTION PLAN OR PROGRAM INCLUDING INTERNAL AND EXTERNAL DISSEMINATION OF THOMAS AND SONS EEO/AA POLICIES / PLAN.
3. CONDUCT OR COORDINATE EEO/AA TRAINING AND ORIENTATIONS OF COMPANY SUPERVISORS, MANAGERS AND SUBCONTRACTORS TO INFORM THEM OF THEIR RESPONSIBILITIES PURSUANT TO THE AFFIRMATIVE ACTION PLAN / PROGRAM.
4. ENSURE THAT MANAGERS AND SUPERVISORS UNDERSTAND THIS PLAN AND THEIR RESPONSIBILITY TO TAKE ACTION TO PREVENT THE HARASSMENT OF PROTECTED CLASS EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.
5. HOLD REGULAR DISCUSSIONS WITH PROJECT MANAGERS, SUPERVISORS AND EMPLOYEES TO INSURE COMPANY'S EQUAL OPPORTUNITY POLICIES ARE BEING FOLLOWED.
6. ENSURE ALL MINORITY, WOMEN AND HANDICAPPED EMPLOYEES ARE PROVIDED EQUAL OPPORTUNITY AS IT RELATES TO COMPANY-SPONSORED TRAINING PROGRAMS, RECREATIONAL OR SOCIAL ACTIVITIES, BENEFIT PLANS, PAY AND OTHER WORKING CONDITIONS WITH OUT REGARD TO RACE, COLOR, SEX, SEXUAL ORIENTATION, HANDICAP, CREED, RELIGION, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR STATUS WITH REGARD TO PUBLIC ASSISTANCE.
7. REVIEW THE QUALIFICATION OF ALL EMPLOYEES TO ENSURE THAT MINORITIES AND WOMEN ARE GIVEN FULL OPPORTUNITIES FOR TRANSFERS AND PROMOTIONS.
8. PERIODICALLY AUDIT TRAINING PROGRAMS, HIRING AND PROMOTION PATTERNS TO REMOVE IMPEDIMENTS TO THE ATTAINMENT OF GOALS AND OBJECTIVES.
9. DESIGN, IMPLEMENT AND MAINTAIN EEO AUDIT, REPORTING AND RECORD SYSTEMS WHICH WILL MEASURE THE EFFECTIVENESS OF THE CONTRACTORS AFFIRMATIVE ACTION PLAN/PROGRAM, DETERMINE WHETHER OR NOT CONTRACTORS GOALS AND OBJECTIVES HAVE BEEN ATTAINED AND MAKE AVAILABLE TO APPROPRIATE ENFORCEMENT AGENCIES.
10. MAINTAINS, MONITORS AND MEASURES THE COMPANIES PROGRESS TOWARD MEETING ITS AFFIRMATIVE ACTION GOAL.
11. IDENTIFIES PROBLEM AREAS AND RECOMMEND SOLUTIONS TO THE PROBLEMS.

12. COORDINATES THE IMPLEMENTATION OF NECESSARY REMEDIAL ACTIONS TO MEET COMPLIANCE REQUIREMENTS AND GOALS.
13. SERVES AS LIAISON BETWEEN THE COMPANY AND RELEVANT OR APPLICABLE GOVERNMENTAL ENFORCEMENT AGENCIES.
14. SERVES AS LIAISON BETWEEN PROTECTED CLASS GROUPS AND THE COMPANY.
15. COORDINATES RECRUITMENT AND EMPLOYMENT OF WOMEN, MINORITY AND HANDICAPPED OWNED BUSINESS.
16. COORDINATES RECRUITMENT AND UTILIZATION OF WOMEN, MINORITY AND PERSONS.
17. RECEIVES, INVESTIGATES AND ATTEMPTS TO RESOLVE ALL EEO COMPLAINTS.
18. KEEPS MANAGEMENT INFORMED OF LATEST DEVELOPMENTS IN AREA OF EEO.
19. MONITORS SUBCONTRACTORS AND WORK SITES TO ENSURE COMPLIANCE IN SUCH AREAS AS:
 - A. PROPER EMPLOYMENT OF WOMEN AND MINORITY EMPLOYEES.
 - B. PROPER POSTING OF EEO POSITIONS.
 - C. FEMALE AND MINORITY EMPLOYEES WORKING CONDITIONS ARE FREE OF HARASSMENT AND INTIMIDATION.

THOMAS AND SONS CONSTRUCTION, INC.

PROCEDURES FOR DISSEMINATION OF EEO/AA POLICY

INTERNAL

1. THOMAS AND SONS POLICY STATEMENT IS PERMANENTLY POSTED IN AREAS AVAILABLE TO EMPLOYEES AND APPLICANTS. IT IS DISPLAYED AT EACH CONSTRUCTION SITE ON WHICH THOMAS AND SONS IS THE PRIME CONTRACTOR.
2. THOMAS AND SONS EEO/AA WILL BE COMMUNICATED TO EMPLOYEES IN THE SAME WAY THAT OTHER MAJOR PERSONNEL POLICIES OR DECISION ARE COMMUNICATED TO EMPLOYEES.
3. THOMAS AND SONS EEO/AA POLICIES OF THE COMPANY WILL BE INCLUDED IN THE COMPANY SAFETY MANUAL.
4. ALL EXECUTIVE MANAGEMENT AND SUPERVISORY PERSONNEL ARE GIVEN A FULL SCOPE OF THE AFFIRMATIVE ACTION PLAN/PROGRAM AND AMENDMENTS.
5. EACH EMPLOYEE WILL BE GIVEN A COPY OF THE POLICY STATEMENT AND HAVE ACCESS TO THE AFFIRMATIVE ACTION PLAN/PROGRAM. THIS POLICY WILL BE MADE AVAILABLE TO ALL EMPLOYEES INCLUDING PART- TIME, TEMPORARY OR SEASONAL EMPLOYEES.
4. ORIENTATION AND TRAINING SESSIONS WILL BE CONDUCTED TO INFORM ALL EMPLOYEES AND MANAGEMENT OF THE COMPANIES EEO/AA COMMITMENT.
5. DISSEMINATE EEO/AA POLICY BY INCLUDING IT IN ANY ADVERTISING IN THE NEWS MEDIA, SPECIFICALLY INCLUDING MINORITY, FEMALE AND DISABLED NEWS MEDIA.
6. REVIEW COMPANIES EEO/AA POLICIES WITH ALL EMPLOYEES AND MANAGEMENT AT LEAST ONCE A YEAR.
7. INCLUDE NON-DISCRIMINATION CLAUSES IN ALL UNION AGREEMENTS, AND REVIEW ALL CONTRACTUAL PROVISIONS TO ENSURE THAT THEY ARE NON-DISCRIMINATORY.

EXTERNAL:

1. THOMAS AND SONS WILL COMMUNICATE AT PREBID, PRE-AWARD AND PRECONSTRUCTION CONFERENCES THE COMPANIES EEO/AA COMMITMENT AND THE SUBCONTRACTOR'S RESPONSIBILITIES REGARDING EEO
2. THOMAS AND SONS WILL NOTIFY ALL SUBCONTRACTORS, VENDORS AND SUPPLIERS VERBALLY AND IN WRITING OF THEIR EEO/AA AND PROJECT GOALS, REQUIRING SUPPORTIVE ACTION ON THEIR PART. PAYMENTS TO SUB-CONTRACTORS MAY BE SUSPENDED UNTIL THEY COME INTO COMPLIANCE.
3. THOMAS AND SONS WILL NOTIFY ALL RECRUITMENT SOURCES, LABOR UNIONS OR REPRESENTATIVES WITH WHICH WE HAVE A COLLECTIVE BARGAINING AGREEMENT OF OTHER CONTRACT OR UNDERSTANDING MINORITY, FEMALE AND DISABLED NEWS MEDIA, VERBALLY AND IN WRITING, OF THEIR EEO/AA POLICIES AND WILL ENCOURAGE THEM TO ACTIVELY RECRUIT AND REFER WOMEN, MINORITIES AND THE DISABLED TO ASSIST US IN ACHIEVING OUR AFFIRMATIVE ACTION OBJECTIVES.
4. THOMAS AND SONS WILL NOTIFY CURRENT AND POTENTIAL SOURCES OF WORK FORCE SUPPLY: SUBCONTRACTORS, EMPLOYMENT AGENCIES, COMMUNITY LEADERS, SCHOOLS, COLLEGES, CHURCHES OR MISSIONS FREQUENTED BY PROTECTED CLASS PERSONS, AND THE NEWS MEDIA OF OUR EEO/AA POLICIES.
5. THOMAS AND SONS WILL INCLUDE THE STATEMENT "EQUAL OPPORTUNITY EMPLOYER" ON ALL COMPANY STATIONERY, LEASES, CONTRACTS AND IN ADVERTISEMENTS RECRUITING EMPLOYEES AND SUBCONTRACTORS, AND ON EMPLOYMENT APPLICATIONS.
6. THOMAS AND SONS WILL COMMUNICATE TO PROSPECTIVE EMPLOYEES THE EXISTENCE AND CONTENTS OF OUR AFFIRMATIVE ACTION PLAN/PROGRAM AND POLICIES.

THOMAS AND SONS CONSTRUCTION, INC.

HARASSMENT POLICY

IT IS THE POLICY OF THOMAS AND SONS CONSTRUCTION THAT ALL EMPLOYEES HAVE A RIGHT TO WORK IN AN ENVIRONMENT FREE FROM DISCRIMINATION. WE EXPECT ALL EMPLOYEES TO WORK TOWARDS THIS GOAL AND THOMAS AND SONS CONSTRUCTION DOES NOT TOLERATE HARASSMENT BY ANY OF ITS EMPLOYEES, INCLUDING SUPERVISORS, MANAGERS AND OFFICERS.

HARASSMENT CONSISTS OF UNWELCOME CONDUCT, WHETHER VERBAL, PHYSICAL OR VISUAL, THAT IS BASED UPON A PERSON'S PROTECTED STATUS, SUCH AN SEX, RACE, COLOR, ANCESTRY, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, OR OTHER STATUS PROTECTED BY APPLICABLE LAW. WE WILL NOT TOLERATE HARASSING CONDUCT THAT AFFECTS TANGIBLE JOB BENEFITS, THAT INTERFERES UNREASONABLY WITH AN INDIVIDUAL'S WORK PERFORMANCE OR THAT CREATES AN INTIMIDATING, HOSTILE, OR OFFENSIVE WORKING ENVIRONMENT.

SEXUAL HARASSMENT DESERVES SPECIAL MENTION. NO EMPLOYEE, MALE OR FEMALE, MAY ENGAGE IN THE FOLLOWING CONDUCT TOWARDS ANOTHER EMPLOYEE, CUSTOMER, OR ANY OTHER INDIVIDUAL WHILE WORKING AT THE THOMAS AND SONS CONSTRUCTION, INC.

EXAMPLES:

1. MAKING UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR OTHER VERBAL OR PHYSICAL CONDUCT OF SEXUAL NATURE A CONDITION OF AN EMPLOYEE'S OBTAINING EMPLOYMENT OR CONTINUING EMPLOYMENT; OR
2. MAKING SUBMISSION TO OR REJECTION OF SUCH CONDUCT THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING AN EMPLOYEE; OR
3. CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING ENVIRONMENT OR OTHERWISE SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S EMPLOYMENT BY SUCH CONDUCT; OR
4. RETALIATING AGAINST AN EMPLOYEE FOR COMPLAINING ABOUT SUCH CONDUCT.

SEXUAL HARASSMENT CAN OCCUR INTENTIONALLY OR UNINTENTIONALLY. SOME EXAMPLES OF CONDUCT THAT IS PROHIBITED BY THIS POLICY ARE LISTED BELOW. PLEASE NOTE THAT THESE ARE NOT THE ONLY EXAMPLES. IF YOU HAVE A QUESTION ABOUT WHETHER CONDUCT IS PERMISSIBLE UNDER THIS POLICY YOU SHOULD DISCUSS IT WITH KYLE THOMAS OR DAN THOMAS.

DISCRIMINATION COMPLAINT POLICY

It is the policy of Thomas and Sons Construction, Inc. to provide equal employment opportunity to all individuals and not discriminate on the basis of race, color, religion, sex, national origin, age, alliance, marital, or familial status or any other classification which is protected by law. It is the intent of Thomas and Sons Construction, Inc. to be in compliance with all federal and local laws with regards to its hiring policy and employment practices. Thomas and Sons Construction, Inc. will accept and review all discrimination complaints and will address any items that are found to be incorrect or improperly occurring.

The Complaint Procedure will address discrimination complaints regarding race, color, religion, age, sex, marital status, physical disability (including, but not limited to blindness), criminal record, national origin or ancestry, mental disorder (or history thereof), from both current and prospective employees. These individuals have the right to make full utilization of this Complaint Procedure without jeopardizing in any way their current or prospective employee status.

The components of the Complaint Procedure are as follows:

- 1) The Equal Opportunity Employment Officer will receive all written complaints of discrimination. These may be direct from the employee or upon referral from a supervisor who has received a complaint from an employee.
- 2) All discrimination complaints filed under this procedure will be accepted for investigations up to and including thirty (30) days after the date of the alleged discriminatory act.
- 3) All complaints will be recorded on the "Discrimination Complaint" form and signed by the complainant. At this time, the complainant will be counseled as to the other avenues of redress open to him/her; i.e.,

MnDOT Civil Rights (for filing Title VI discrimination complaints)

- Phone: (651) 366-3073
- Time Limit: 180 calendar days

MN Department of Human Rights

- Phone: (651) 539-1100
- Time Limit: One year

U.S. Equal Employment Opportunity Commission (EEOC)

- Phone: (800) 669-4000
- Time Limit: 180 calendar days (300 calendar days under certain circumstances)

U.S. Department of Transportation - Civil Rights

- Phone: (202) 366-4648
- Time Limit: 180 days

If you should have any questions regarding this form, please contact Human Resources.

DISCRIMINATION COMPLAINT POLICY

City of Saint Paul: Human Rights & Equal Economic Opportunity

- Phone: (651) 266-8966
- Time Limit: Complaints are cross-filed with the EEOC (see above)

City of Minneapolis: Department of Civil Rights

- Phone: (612) 673-3012
- Time Limit: One year

4) The Equal Opportunity Employment Officer will take any such founded complaints and their ultimate resolution and make sure future Affirmative Action Plan updates reflect. Corrective measures will also be taken if additional parties were affected.

5) All complaints will be investigated and processed by the designated Equal Opportunity Employment Officer or an outside designated party within thirty (30) days after their receipt.

6) The complainant will be notified, in writing regarding the results of the investigation and the final disposition of the complaint, including any proposed remedial action.

7) Should the complainant disagree with the decision, he/she/they can still avail him/herself/themselves of any, or all of the other avenues of redress previously explained (see #3).

8) In the event an employee wishes to bypass internal complaint procedure, they have the right to file directly to Federal EEOC (Equal Employment Opportunity Commission) and/or the aforementioned avenues in item 3.

9) The Equal Employment Opportunity Officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and of any counseling done in the course of the complaint procedure.