

SAFETY PRACTICES

Safety consciousness contributes to the well being of the company, fellow employees, employees and their families. It is the policy of Bradley-Barnes to strive for the highest standards of safety on all our projects. Careful attention to all operations will help control accidents and assure a healthy working environment. Your supervisor will review expected safety practices on the job and ways to prevent accidents. It is every employee's obligation to be aware of, understand and comply with these safety standards.

1. First Aid kits are located in job site trailers and in the storage closet at the Office. On small jobs with no trailers, the First Aid kit will be in the Supervisor's vehicle.
2. Advise your supervisor immediately of all injuries or illnesses incurred at work, no matter how slight they may seem at the time.
3. According to OSHA regulations, the Hazard Communication Standard states that employees have the "Right to Know" what hazards may be in the workplace, how to identify them, and what to do to protect yourself from them. Material Safety Data Sheets (MSDS), informing employees of all aspects of chemicals used in the workplace, are available in the job site trailers. On small jobs with no trailers, the MSDS will be in the Supervisor's vehicle.
4. Practice proper lifting techniques. Bend knees, keep your back straight, and get help for heavy loads.
5. Do not ride on top of loads or get under loads being carried by equipment.
6. Be sure all electrical devices are grounded properly.
7. Check what is behind your vehicle before you back up.
8. Keep storage areas in neat order, so an inventory of materials is available at all times.
9. Do not throw anything from a height until you are sure no one is below you. Always shout a warning before you drop anything.
10. Observe all safety signs posted in or near work areas.
11. Be aware of and follow fire emergency procedures.
12. Never horseplay.
13. Lockout machinery before cleaning, oiling, or repairing.
14. Do not use damaged or broken tools.

15. Do not run on construction sites.
16. Report defective machinery to your supervisor at once.
17. Report all unsafe conditions or practices to your supervisor immediately.
18. Report all vehicular accidents immediately.
19. Wear your hard hats, steel toe boots and safety glasses at all times on job sites.
20. Use seat belts.
21. Attend weekly Safety Talks and comply with general Safety Rules.

ACCIDENT REPORTING & WORKER'S COMPENSATION

If you suffer a job-related injury, no matter how minor, report it to your supervisor at once. Your supervisor will adhere to the following procedures for reporting job-related injuries.

1. Your supervisor will determine the best course of action (1st aid, medical attention, etc.).
2. He/she will fill out a Form 19, fax it to the main office and contact the main office by phone. Only in emergency situations can an employee go for medical attention *prior* to the main office receiving a Form 19.
3. If it is determined that medical attention is needed, you will be provided with the form Medical Authorization and Attending Physician's Report.
4. You will be sent (or taken) to an approved medical facility for treatment.
5. You should be sure the attending physician completes the Physician's Report.
6. Your Superintendent will complete OSHA paperwork.
7. All report originals will be brought by the Superintendent to the main office by the end of the day of the injury/illness. These records will be kept in your employee file.

A drug test must be administered at the Doctor's office that you go to and test results must be sent to the office.

If you lose time from work as a result of a job-related accident, you are eligible for worker's compensation payments to cover loss of income as well as medical expenses, as required by law. The cost of this benefit is paid entirely by Bradley-Barnes.

All worker's compensation related absences from work must be substantiated with documentation.

Employees should make special note to follow all guidelines and company policies in filing for Worker's Compensation. If an employee tests positive for drugs and is injured on a job, it could be grounds for refusal of claim by the insurance company and employment termination.

COMPANY VEHICLE ACCIDENTS

Employees authorized to use company vehicles are covered by our insurance. In the event of an accident with a company vehicle, your assistance will help settle the claim quickly and fairly. At the scene of the accident, secure pertinent information such as names, driver's license and registration numbers, insurance carrier of other drivers, names of any witnesses and reported injuries. Report this information to our office as soon as possible. **Under no circumstances should you make payment of any kind or admit liability.** In case of bodily injury, telephone our office immediately. Our insurance requires that we report all accidents, personal injuries, arrests and fines at the end of each trip. If you are involved in an accident with a company vehicle, call the main office and your supervisor immediately. Any employee that has an accident while driving a company vehicle that is at fault for the accident, shall be responsible for the deductible amount not paid by the insurance company.

SUBSTANCE ABUSE

As part of Bradley-Barnes Construction Company's commitment to safeguard the health of its employees, to provide a safe place for its employees to work and to supply its customers with the highest quality construction and service possible, this policy establishes the Company's position on the use or abuse of alcohol, drugs, or other controlled substances by its employees. Because substance abuse, either while at work or away from work can seriously endanger the safety of employees and render it impossible to supply top quality construction and service, Bradley-Barnes has established this program to detect and control substance abuse.

The intent of this policy is:

1. To provide clear guidelines and consistent procedures for handling incidents of employee's abuse of alcohol, drugs, or controlled substances that affect job performance, and to make every effort to maintain a safe and drug-free workplace.
2. To ensure that employees conform to all state and federal regulations regarding alcohol, drugs, or controlled substances.
3. To offer assistance if desired, through medical health benefits to employees and covered dependents in resolving substance abuse problems.

General Rules:

1. Bradley-Barnes prohibits the unlawful manufacture, distribution, dispensation, presence or use of alcohol, drugs, or other controlled substances on its

property or work sites. Employees violating this prohibition will be disciplined up to and including termination.

2. This policy applies to ALL employees of Bradley-Barnes Construction Company.
3. Health insurance programs are available to all employees and covered dependents for substance abuse treatment.

Exceptions:

1. The first exception will apply to the moderate use of alcohol beverages at Company-sponsored social functions; such exceptions must be authorized by management. (See "Professional Conduct" policy, Section 1)
2. The second exception is for prescription drugs for which the employee has a valid doctor's prescription. Prescription drugs should not be abused and should only be taken according to doctor's instructions.

Substance Abuse Testing:

1. The Company will initiate substance abuse testing in the following circumstances:
 - a. Subsequent to job related injuries that require transportation to a medical facility;
 - b. Reasonable suspicion.
2. Test results:
 - a. Employees who test positive will be offered the opportunity to enroll in and satisfactorily complete an approved substance abuse treatment program. Employees will be required to comply with the treatment counselor's recommendations and all company policies as a condition of continued employment. Failure to do so will result in termination.
 - b. Employees who test positive and refuse treatment will be terminated.
 - c. Employees who test negative will be subject to random re-testing for a period of one (1) year after the initial test. Any subsequent positive test will result in immediate termination.
3. The Company will be responsible for the cost of all Substance Abuse tests resulting from the provisions of this policy.
4. Employees who refuse required Substance Abuse tests resulting from the provisions of this policy are subject to immediate termination.