

State of Rhode Island and Providence Plantations
Department of Administration
Division of Purchases

RIVIP BIDDER CERTIFICATION COVER FORM

SECTION 1 - BIDDER INFORMATION

Bidder must be registered as a vendor on the RIVIP system at www.purchasing.ri.gov to submit a bid proposal.

Solicitation Number: 7549957A1
Solicitation Title: HEATING, VENTILATION AND AIR CONDITIONING SERVICES & REPAIR (MPA-136) -
ADDENDUM 1 (9 PGS)
**Bid Proposal Submission
Deadline Date & Time:** 11/2/2015 11:30 AM
RIVIP Vendor ID #: 1165
Bidder Name: JMB Mechanical Inc.
Address: 1008 Plainfield Street
Johnston , RI 02919
USA
Telephone: (401) 944-7500
Fax: (401) 943-0525
Contact Name: Jodie Bellucci
Contact Title: President
Contact Email: jodie@jmbmechanical.com

SECTION 2 —DISCLOSURES

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below. Complete Disclosure 5. If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder.

- N 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.
- N 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.
- N 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

- N 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.
5. List each officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

Jodie Bellucci	1008 Plainfield Street	Johnston, RI 02919
President	70% owner	
John Bellucci	1008 Plainfield Street	Johnston, RI 02919
Vice President	30% owner	

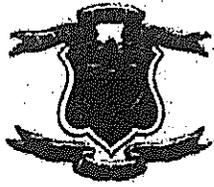
SECTION 3 —CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE BIDDER CERTIFIES THAT:

- Y 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.
- Y 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.
- Y 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.
- Y 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.
- Y 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.
- Y 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.
- Y 7. The Bidder: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.
- Y 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 16-OCT-15
 BID NUMBER: 7549957
 TITLE: HVAC Services and Repair (MPA-136)

BLANKET START : 01-DEC-15
 BLANKET END : 30-NOV-16
 BID CLOSING DATE AND TIME:02-NOV-2015 11:30:00

BUYER: Ohara 2nd, John F
 PHONE #: 401-574-8125

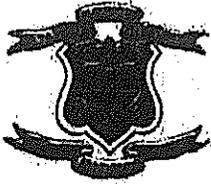
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Straight Time Hourly Rate Onsite Highest Tier	859.00	Hour	82.00	70,438.00
2	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Straight Time Hourly Rate Onsite Medium Tier	1,516.00	Hour	70.00	106,120.00
3	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Straight Time Hourly Rate Onsite Lowest Tier	960.00	Hour	65.00	62,400.00
4	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Overtime Hourly Rate Onsite Highest Tier	8.00	Hour	123.00	984.00
5	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Overtime Hourly Rate Onsite Medium Tier	45.00	Hour	105.00	4,725.00
6	MPA-136 12/1/15-11/30/16 Pipefitter Master 1 Overtime Hourly Rate Onsite Lowest Tier	3.00	Hour	97.50	292.50
7	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	82.00	82.00
8	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	70.00	70.00
9	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	65.00	65.00
10	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	123.00	123.00
11	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	105.00	105.00
12	MPA-136 12/1/15-11/30/16 Pipefitter Journeyperson 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	97.50	97.50
13	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	82.00	82.00
14	MPA-136 12/1/15-11/30/16 Apprentice Pipefitter Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	70.00	70.00

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Request for Quote

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ONE CAPITOL HILL
PROVIDENCE RI 02908

BUYER: Ohara 2nd, John F
PHONE #: 401-574-8125

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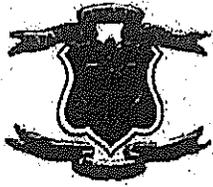
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Requestion Number:

Line	Description	Quantity	Unit	Unit Price	Total
15	MPA-136 12/1/15-11/30/16 Apprenctice Pipefitter Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	65.00	65.00
16	MPA-136 12/1/15-11/30/16 Apprenctice Pipefitter Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	123.00	123.00
17	MPA-136 12/1/15-11/30/16 Apprenctice Pipefitter Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	105.00	105.00
18	MPA-136 12/1/15-11/30/16 Apprenctice Pipefitter Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	97.50	97.50
19	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	82.00	82.00
20	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	70.00	70.00
21	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	65.00	65.00
22	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	123.00	123.00
23	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	105.00	105.00
24	MPA-136 12/1/15-11/30/16 Refrigeration Master 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	97.50	97.50
25	MPA-136 12/1/15-11/30/16 Refrigeration Journeyperson 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	82.00	82.00
26	MPA-136 12/1/15-11/30/16 Refrigeration Journeyperson 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	70.00	70.00
27	MPA-136 12/1/15-11/30/16 Refrigeration Journeyperson 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	65.00	65.00
28	MPA-136 12/1/15-11/30/16 Refrigeration Journeyperson 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	123.00	123.00
29	MPA-136 12/1/15-11/30/16 Refrigeration Journeyperson 1	1.00	Hour	105.00	105.00

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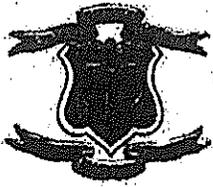
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	Overtime Hourly Rate Onsite Medium Tier				
30	MPA-136 12/1/15-11/30/16 Refrigeration Journeyman 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	97.50	97.50
31	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	82.00	82.00
32	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	70.00	70.00
33	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	65.00	65.00
34	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	123.00	123.00
35	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	105.00	105.00
36	MPA-136 12/1/15-11/30/16 Apprentice Refrigeration Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	97.50	97.50
37	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	87.00	87.00
38	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	75.00	75.00
39	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	67.00	67.00
40	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	130.50	130.50
41	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	112.50	112.50
42	MPA-136 12/1/15-11/30/16 Sheet Metal 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	100.50	100.50
43	MPA-136 12/1/15-11/30/16 Sheet Metal Journeyman 1	1.00	Hour	87.00	87.00

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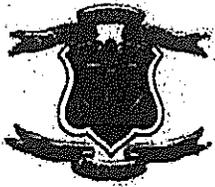
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Line	Description	Quantity	Unit	Unit Price	Total
	Straight Time Hourly Rate Onsite Highest Tier				
44	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	75.00	75.00
45	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	67.00	67.00
46	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	130.50	130.50
47	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	112.50	112.50
48	MPA-136 12/1/15-11/30/16 Sheet Metal Journey person 1 Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	100.50	100.50
49	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Straight Time Hourly Rate Onsite Highest Tier	1.00	Hour	87.00	87.00
50	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Straight Time Hourly Rate Onsite Medium Tier	1.00	Hour	75.00	75.00
51	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Straight Time Hourly Rate Onsite Lowest Tier	1.00	Hour	67.00	67.00
52	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Overtime Hourly Rate Onsite Highest Tier	1.00	Hour	130.50	130.50
53	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Overtime Hourly Rate Onsite Medium Tier	1.00	Hour	112.50	112.50
54	MPA-136 12/1/15-11/30/16 Apprentice Sheet Metal Overtime Hourly Rate Onsite Lowest Tier	1.00	Hour	100.50	100.50
55	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE	1.00	Hour	300.00	300.00
	Rates for items 55 through 58 shall include the following.				

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	All rates shall be inclusive without limitations, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, supervision, insurance, all licenses, permits, overhead and profit and all other requirements necessary for the commencement, performance and completion of the Work.				
56	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE	1.00	Day	2400.00	2,400.00
57	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE	1.00	Week	6800.00	6,800.00
58	MPA-136 12/1/15-11/30/16 Major Equipment (with operator applicable) CRANE Materials are to be provided at COST plus the following (applicable) fee for overhead, pickup and delivery. No additional charges will be acceptable. \$0-500 NO FEE \$501-750 \$75.00 \$751-1000 \$96.00 \$1001-1500 \$125.00 \$1501-2500 \$180.00 \$2501-5000 \$300.00 \$5001-7500 \$438.00 Over \$7501. \$525.00. Acknowledgement of fee structure on materials.	1.00	Month	22000.00	22,000.00

Delivery: As per contract

Terms of Payment: Net 30 days

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Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further. The State, at its sole option, may elect to require presentation(s) by vendors in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete required work within a specified time.

SECTION 14: CONTRACTOR RESPONSE FORM

Provide full and detailed responses to the following Schedules:

Schedule A: Company Profile and Experience

14.1 Corporate profile and comparable work experience. Respondents are to provide a brief summary of their corporate profile and experience in providing similar electrical services to institutional facilities.

Company name: JMB Mechanical Inc.

Year business entity was established: 1996

Corporate profile and comparable work experience:

Since 2009 JMB Mechanical Inc. has been on the Master Price Agreement and has been providing services to numerous state agencies and buildings. This work has included the maintenance, repair, replacing, and installation of HVAC/R equipment in the majority of the buildings. We have installed window ac units in the State House, DOT, and Steadman Govt Center. We have maintained HVAC equipment in the Veterans Home, Veterans Memorial Aud., Chapin Health Lab, Powers Building, DLT, DHS, URI Dining services, URI Tele-Systems Bldgs, and the Cannon Building. We have repaired and maintained the steam heating system in the Cranston Street Armory. We have repaired, maintained, or replaced various boilers, hot water heaters, and central split air conditioning systems with furnaces in the majority of group homes and special care facilities located throughout the State of RI. We have maintained, repaired, and replaced the water towers on the Howard Complex as well as the Cannon and Powers Buildings, and Chapin Health Lab.

SECTION 15: EXPERIENCE AND REFERENCES

Part B: Experience and References

15.1 Experience and References

Provide names, addresses, and contact information for from three (3) owners of projects for which work has been performed in the past five (5) years. Include a brief description of each project. The Division reserves the right to not award a MPA contract to any respondent whose references are deemed to be unsatisfactory.

Year Started: 2015

Year Complete: 2015

Brief Description of Contract: Add air conditioning system to existing Trane heating system.

Company: DEM Environmental Management

Contact Person: Lynn

Telephone and Email: (401) 222-1025

Project and Value: \$6,114.00

Year Started: 2014

Year Complete: 2015

Brief Description of Contract: Replace gas line on roof to accomodate roof replacement. Replace cones for roof for unit heaters. Run new gas piping into new powder coat room and connect to new equipment.

Company: Lumetta

Contact Person: Jim

Telephone and Email: (401) 691-3994

Project and Value: \$30,711.82

Year Started: 2015

Year Complete: 2015

Brief Description of Contract: Replace two rooftop HVAC units.

Company: Teka Interconnection Systems

Contact Person: Maureen

Telephone and Email: (401) 785-4110 msmith@tekais.com

Project and Value: \$13,750.00

SECTION 16: ADDITIONAL REQUIREMENTS

16.1 Must have a 24hr/7 day a week emergency on call service with a dedicated number.

- i. Submit the company protocol for call-in of emergency work.

16.2 Safety Program: Must have a designated Safety Manager with a structured safety program and all employees used and are trained in confined space work.

- i. Submit a copy of the company's Safety Program
- ii. Submit a statement that all employees that perform work are certified for Confined Space Work per OSHA 10 and 30.

16.3 List all company owned equipment necessary to perform the services outlined. Appropriate hand and power tools to do all work. Refrigeration tools, gauges, refrigerant recovery and charging equipment, Pipe cutters, threaders, welding and grinding equipment. All necessary lifting and moving equipment to allow for safe and easy movement of equipment, tools, and supplies to do all work. Multi service van fleet to accommodate multiple jobs at different locations and times. We own all necessary tools to perform maintenance, repair, and replacement of HVAC/R systems.

16.4 List subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each.

Please see attached

SECTION 17: ATTACHMENT A - PROJECT RELEVANT EXPERIENCE:

Submit on Attachment A:

17.1 Indicate three (3) projects work valued at over \$10,000 within the past three (3) years.

- i. Year Started: 2015

Year Complete: 2015

Description of Contract: Replace 20 ton package heating and cooling unit at the Trudeau Center.

Company: State of RI Behavioral Health

Contact Person: Steve DEnoyelle

Telephone and Email: (401) 467-3186 Steve.Denoyelle@bhddh.ri.gov

Project and Value: \$20,745.20

ii. Year Started: 2015

Year Complete: 2015

Brief Description of Contract: Replace three air conditioning
condensing units.

Company: State of RI Dept of Administration

Contact Person: Joe Palombo

Telephone and Email: (401) 265-6629 Joe.Palombo@doa.ri.gov

Project and Value: \$18,688.80

iii. Year Started: 2013

Year Complete: 2013

Brief Description of Contract: Replace two Marvair air conditioning
units.

Company: State of RI Emergency Management

Contact Person: Gilbert Woodside

Telephone and Email: (401) 261-3241 Gilbert.Woodside@ema.ri.gov

Project and Value: \$13,350.40

17.2 Successful record Self Performing on at least three (3) projects valued at over \$50,000 within the past three (3) years.

i. Year Started: 2013

Year Complete: 2013

Brief Description of Contract: Replace roofmounted heating unit at
Community Center

Company: Tri-Town Community Action

Contact Person: Joe Russo

Telephone and Email: (401) 519-1997 jrusso@tri-town.org

Project and Value: \$35,600.00

ii. Year Started: 2014

Year Complete: 2014

Brief Description of Contract: Remove oil burners, install gas
conversion burners, update controls and run new gas piping.
Replace oil fired heater with gas fired unit.

Company: State of RI Behavioral Health

Contact Person: Steve Denoyelle

Telephone and Email: (401) 462-3186 Steve.Denoyelle@bhddh.ri.gov

Project and Value: \$30,904.80

iii. Year Started: 2015

Year Complete: 2015

Brief Description of Contract: Replace compresor and tank assembly for sprinkler system. Replace air compressor. Remove leaking oil boiler and oil lines. Install two gas boilers and piping at State owned group home.

Company: State of Rhode Island Behaviorial Health

Contact Person: Steve Denoyelle

Telephone and Email: (401) 462-3186 Steve.Denoyelle@bhddh.ri.gov

Project and Value: \$38,160.60



FORM W-9
REV 8/15

STATE OF RHODE ISLAND
FORM W-9 PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

Employer ID No. (EIN)

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NAME JMB Mechanical Inc.

ADDRESS 1008 Plainfield Street

CITY, STATE AND ZIP CODE Johnston, RI 02919

PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE

ADDRESS

CITY, STATE AND ZIP CODE

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because either: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified me that I am no longer subject to backup withholding.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

Certification Instructions -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

Please sign here and provide title, date and telephone number:

SIGNATURE *John B. Boudreau* **TITLE** President **DATE** 11/1/15 **TEL NO** 401-944-7500
Original Signature Required (Digital Signature Not Acceptable)

BUSINESS DESIGNATION:

Please Check One: Individual Corporation Trust/Estate Government/Nonprofit Corporation
Partnership Medical Services Corporation Legal Services Corporation
LLC Tax Classification: Single Member (Individual) Partnership Corporation

TIPS:

NAME: Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.

ADDRESS, CITY, STATE AND ZIP CODE: If you operate a business at more than one location, adhere to the following:

- 1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:
Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence RI 02908

Or Email To: doa.pursuppliercoordinator@purchasing.ri.gov

For State Use Only:

IRS ___ RI SOS ___ FED ___ Other _____

RI Supplier # _____ Approved _____

Date Entered _____ Entered By _____



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue
Cranston, RI 02920-4407

TTY: Via RI Relay 711

Lincoln D. Chafee
Governor

Charles J. Fogarty
Director

STATE CONTRACT ADDENDUM

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

PREVAILING WAGE REQUIREMENTS

(37-13-1 ET SEQ.)

The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at www.dlt.ri.gov/pw/Posters.htm .poster/htm or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at www.dlt.ri.gov on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone; (401) 462-8000
TTY; Via RI Relay 711

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at www.dlt.ri.gov/pw.forms/htm, as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journey person ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

An Equal Opportunity Employer/Program. /Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via Rf Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex
1511 Pontiac Avenue
Cranston, RI 02920-4407

Telephone: (401) 462-8000
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Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at www.dlt.ri.gov/pw.

CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: Podio Belluso
Title: President

Subscribed and sworn before me this 30 day of Oct, 2015

Christina Reed
Notary Public
My commission expires: 9/5/18

An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.

TTY via RI Relay 711

4. Respond to each of the items to ensure proposals receive full evaluation consideration for Low/Medium/High skill level. Response directly onto appropriate [Section], including any appendices requested.

5. Submit Copy of your License Number.

Submit Contractor License Number. # 16151

6. NOTE: ALL VENDORS RESPONDING TO THE WITHIN SOLICITATION MUST COMPLETE A PROMPT PAYMENT DISCOUNT ("PPD") FORM AS PART OF THIS MASTER PRICE AGREEMENT SOLICITATION. THE PPD FORM IS LOCATED IN THE ASSOCIATED BID FOLDER "ASSOCIATED FILES".

CONCLUDING STATEMENTS

Notwithstanding the above, the Division reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The Division may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Division's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the MPA contract award pursuant to this RFQ.

Failure to submit any required document or information may deem bid non-responsive.



STATE OF RHODE ISLAND

**CONTRACTORS' REGISTRATION
AND LICENSING BOARD**

REGISTRANT'S NAME

JMB MECHANICAL, INC

AUTHORIZED REPRESENTATIVE

JODIE BELLUCCI

DRIVER'S LICENSE #

RI 8996477

REGISTRATION NO

16151

EXP. DATE

07/1/16

EXECUTIVE DIRECTOR

Greg. J. Rubin

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919
(401) 944-7500 FAX (401) 943-0525
info@jmbmechanical.com
24 Hour Emergency Service

Company Protocol

Emergency Service Calls — The service call process is as follows: A service call is initiated by the responsible party contacting the office, with a service request and necessary approval. The problem is discussed i.e. Where? What piece of equipment? Where is the piece of equipment located within the building? What are the symptoms? Is the unit still operating? The service call is then logged in and dispatched to a technician. The technician responds, within one hour or agreed time (appointment) of the initiated service call request, to the site and checks in with the responsible person and then checks out the problem. The repair is planned and priced out and the person is contacted for an approval for repair or a proposal is issued for written approval.

Maintenance — Calls will be treated same as service call with an agreed response time or pre-planned program.

Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors responding to the within solicitation must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

Bidder Name: JMB Mechanical Inc.

RFQ/RFP Bid Solicitation Number: 7549957

Prompt Payment Discounts ("PPD"). Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. ACH payments increase the prompt pay benefit by ensuring that funds are paid directly to their designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time (additional form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>). Vendors are highly encouraged to enroll and will receive consideration for enrollment.

The State benefits because contractors reduce the cost of products and services through the applied discount. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

The State encourages Vendors to use the RIFANS Supplier Portal which has the functionality to electronically submit invoices against open Purchase Orders. This eliminates mailing and handling time and will increase the payment cycle especially for those suppliers who offer Prompt Payment Discounts.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example:

- 5% - 10 Days
- 4% - 15 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within	
1 %	10 Days	
1 %	15 Days	
1 %	20 Days	
1 %	25 Days	
By checking this box, we certify that we will not offer any Prompt Payment Discounts		
<input type="checkbox"/>		
We will sign up for ACH payment. (please circle response)		
		Yes No
We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response)		
		Yes No

Signature *John Balluca*

Date 11/1/15

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5860

Office: (401) 574-8670
www.mbe.ri.gov

September 24, 2015

Ms. Jodie Bellucci
JMB Mechanical, Inc.
1008 Plainfield Street
Johnston, RI 02919

Dear Ms. Bellucci:

Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a WBE for the State of Rhode Island Minority Business Enterprise Program. Your "Minority Business Certification Number" which you can utilize as proof of your status is MBCN 828. Your company has been approved as a **WBE** to conduct business primarily as a "contractor specializing in the sales, service and installation of all makes and models of heating, air conditioning, and refrigeration equipment (HVAC)" firm under primary NAICS Code 238220.

Your certification remains valid until **10/31/2019** unless revoked sooner based on a determination of ineligibility. It is your responsibility to notify the Minority Business Enterprise Compliance Office of any changes in the ownership or control of your business within 30 days of such changes. At the end of your certification period, if you wish to recertify, your company will undergo a substantive review, including a new site visit, as applicable, as well as a review of personal financial information and economic disadvantaged status.

In order to maintain your certification during the certification period, you must submit your annual review package sixty (60) days prior to your annual review date which is **10/31/2016**. Your annual review package must include: a) a completed No Change Affidavit (b) current corporate federal tax returns, including all federal schedules and attachments, for the applicant firm and any affiliate firms as applicable; (c) copy of your current certification letter from your home state UCP if firm is not based in Rhode Island, and (d) copy of pertinent Rhode Island licenses if business is operating in a licensed industry. Failure to submit your annual review package will result in an administrative removal of your certification.

We wish you success in the State of Rhode Island's Minority Business Enterprise Program; and if we can be of further assistance to you, please contact this office.

Sincerely,

Cheryl A. Burrell, Associate Director
Office of Diversity, Equity and Opportunity

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5860

Office: (401) 574-8670
www.mbe.ri.gov

September 24, 2015

Ms. Jodie Bellucci
JMB Mechanical, Inc.
1008 Plainfield Street
Johnston, RI 02919

Dear Ms. Bellucci:

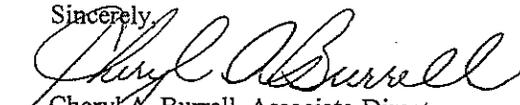
Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a **DBE**. Be advised that the MBE Compliance Office, acting as certification agent for RIDOT, RIAC, and RIPTA, has determined that your firm continues to meet the certification criteria as established by U.S. DOT under 49 CFR Part 26. The number that you may utilize as proof of your certification is MBCN 828. Your company has been approved as a **DBE** to conduct business primarily as a "contractor specializing in the sales, service and installation of all makes and models of heating, air conditioning, and refrigeration equipment (HVAC)" firm under primary NAICS Code 238220.

Please be advised that it is your responsibility to notify the Minority Business Enterprise Compliance Office of any changes in circumstance affecting your ability to meet size, disadvantaged status, ownership, or control requirements, or any material change in the information provided in your application form, within 30 days of such changes. The notice must take the form of an affidavit sworn to by the applicant before a person who is authorized by state law to administer oaths or of an unsworn declaration executed under penalty of perjury of the laws of the United States. Additionally you must attach supporting documentation describing in detail the nature of such changes. Failure to make timely notification of such a change will result in administrative removal of certification for failure to cooperate under 49 CFR 26.109(c).

In order to maintain your certification as a DBE, you must submit your annual review package sixty (60) days prior to your annual review date which is 10/31/2016. (a) a completed No Change Affidavit ; (b) current corporate federal tax returns, including all federal schedules and attachments, for the applicant firm and any affiliate firms, if applicable; (c) copy of your current certification letter from your home state UCP if firm is not based in Rhode Island, and (d) copy of pertinent Rhode Island licenses if business is operating in a licensed industry. Failure to submit your annual review package will also result in an administrative removal of your certification.

We wish you success in the DBE Program, and if we can be of further assistance to you, please contact this office.

Sincerely,


Cheryl A. Burrell, Associate Director
Office of Diversity, Equity and Opportunity

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919

(401) 944-7500 FAX (401) 943-0525

info@jmbmechanical.com

24 Hour Emergency Service

Executive Summary

JMB Mechanical Inc. has been servicing the State of Rhode Island for many years and would welcome the possibility of continuing to do so. We feel as though we have provided exceptional service at a reasonable expense. You will see throughout this proposal that we have sufficient experience to continue serving you well, we charge a rate that is fair, and have a desire to work with the State of Rhode Island.

JMB Mechanical Inc. became a State of Rhode Island corporation in August of 1996. We are a small family owned company who treats our employees, customers, and vendors as part of our family. Our main goal is to provide our customers the most cost effective HVAC/R repairs, maintenance, replacements, and installations using the best expertise possible.

Our head technician and service manager has over forty years experience in the HVAC field. He is responsible to lead our apprentices and journeymen in the right direction by extending his technical knowledge to them. JMB Mechanical's technical approach is fairly simple; we diagnose the problem, make economically feasible repairs, and test/inspect our work. If we find it does not make financial sense to repair a piece of equipment we will quote a replacement. During this entire process the customer is kept informed as to what problem we found, what parts we are replacing, and an estimated approximate repair cost. We expedite our repairs to the best of our ability to leave our customers with a minimal down time. You will see in the organization and staffing section the experience our company has in the HVAC/R field. Also, you will see the relationship we have with our current customers, most of them feel as though they are treated like family and we attend to their needs right away in the most cost effective way.

JMB Mechanical's office staff has the responsibility of meeting all the needs of our customers, technicians, and vendors. Our customers are treated with the respect they deserve and are kept informed by the office staff. The office is usually where the customer places their service or maintenance request, schedules the request, gets an approximate cost of the request, and is kept informed of the status of the repair. Our office staff also tends to the needs of our technicians by scheduling their day, making changes to their schedule when emergencies arise, ordering parts and/or supplies, getting any technical information that they might need, and being the liaison between the customer when they are offsite.

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919

(401) 944-7500 FAX (401) 943-0525

info@jmbmechanical.com

24 Hour Emergency Service

Organization and Staffing

Jodie Bellucci – Jodie will be the initial point of contact for this contract. Her duties and responsibilities include but are not limited to the following:

- Making sure all state, city, and contract policies and procedures are followed.
- Complete all necessary paperwork as to recording service calls, billing, requesting purchase orders, quoting jobs, ordering materials, scheduling jobs, and any other required paperwork.
- Support service technicians that are in the field by providing them with contact names and telephone numbers, purchase orders while at supply house or placing material order, researching information, and any other needs they might have while being on the jobsite.
- All accounting including receivables, payables, payroll, etc...
- Dispatching service technicians to emergency calls that are initiated during the working day.
- Sorting all emails that are sent to company.
- Scheduling work week, jobs, and projects as needed.
- Scheduling personnel training.
- Keeping track of where service technicians have been, where they are, and where they need to go.
- Making executive / financial decisions

You will find Jodie's resume enclosed.

John Bellucci – John is a master mechanical contractor and master sprinkler contractor who is in charge of all service technicians. Enclosed you will find his resume and certifications. His duties and responsibilities include but are not limited to the following:

- Sending technicians to scheduled and unscheduled jobs in the morning.
- Making sure all necessary equipment, materials, and tools are in each service vehicle that will be required for that day/project.
- Answering any technical questions that might arise by office, service technicians, or customers.
- Performing service calls for customers.
- Performing preventive maintenance.
- Answering phone when the office is closed. This duty is transferred to Jodie if for some reason John is unavailable.

Jodie Bellucci and ***John Bellucci*** work very closely with each other. Any duty will be taken over by the other if one is unavailable.

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919
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Joseph DeMayo – Joe's duties and responsibilities include but are not limited to the following:

- Answering telephone calls coming into the office.
- Recording service calls that are placed with office.
- Ordering parts/materials.
- Supporting any employee on the road needing information.
- Delivering equipment, parts, and materials to jobsites.
- Assisting Jodie or John

You will find Joe's resume enclosed.

Robert Dupre – Enclosed you will find Robert (Bob as he likes to be known as) resume and certifications. Bob is a 18 year + Journeyman whose duties and responsibilities include but are not limited to the following:

- Performing service calls and preventive maintenance.
- Supervising certain jobs.
- Measuring and fabricating sheet metal fittings and such.
- Keeping the office staff informed of the status of each job.

Nicola Barone– Nicola is a refrigeration and pipefitter Journeyman. Enclosed you will find his resume and certification. Nicola's (Nick as he likes to be known as) duties and responsibilities include but are not limited to the following:

- Performing service calls and preventive maintenance.
- Informing the office of any parts that are in need of ordering.
- Keeping the office staff informed of the status of each job.

Jodie Bellucci

Education 1994 - 1998 Bryant College Smithfield, RI
Bachelor of Science in Business Administration
▪ Concentration in finance

Professional experience 1996 - Present JMB Mechanical Inc. Johnston, RI
President
▪ Project Management
▪ Planning and development of company growth
▪ Payables, Receivables, and Financial projecting
▪ Bank Reconciliation
▪ Weekly and Monthly closing statements
▪ Year End Statements
▪ Customer relations
▪ Vendor communications
▪ Developing marketing projects
▪ Working closely with company accountant and attorney

Summary of qualifications
▪ One Write Plus accounting software
▪ Strong Microsoft Excel, Word, and Internet knowledge
▪ Excellent organizational skills
▪ Ability to work independently
▪ Team supervision
▪ Communicate well with others
▪ Always willing to accept a challenge
▪ Quick Books accounting software
▪ A1A documents/billing

RESUME FORM

Name: John Bellucci

Title: Service Manager

Licenses Held: Master Mechanical, Fire sprinkler, Crane operator, Backhoe, Forklift

Certificates Held: Refrigerant Recovery/reclaim, NATE, OSHA, CO

Diploma Held: HS, BS, Med, Phd

OEM Courses Taken: Manitowic, Carrier, Trane, York, Hartford Compressor Burnham, Mitsubishi

Years With Your Company: 19

Prior Employer: Advanced Energy

Years With Prior Employer: 20+

Years Of Experience In Each Field: 41+ HVAC/R
(Enter years)

Chiller Service: 41+

High Pressure Boiler Service: 41+

Plumbing: 41+

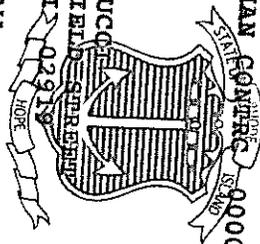
Electrical: 41+ controls & power wiring from panel to equipment

Mechanical Equipment Service: 41+

Experience with Carrier, cleaver Brooks, Friedrich, Honeywell Johnson Controls, Patterson-Kelley, Liebert, McQuag, Slantfin, Trane, Weil McLain, York, Viessmann, Broad, Kewanee, and Stulz

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

MASTER MECHAN CONTRACT 900002614

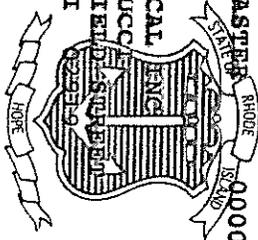


JOHN F BELLUCO
1008 PLAINFIELD SUPERBURY
JOHNSTON RI 02919

JOHN SHAW 01/31/2017
Administrator Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

FIRE PROF MASTERS RHODE ISLAND 000000308

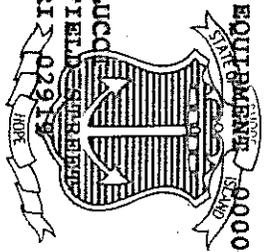


JMB MECHANICAL ENG
JOHN BELLIUCCI
1008 PLAINFIELD STREET
JOHNSTON RI 02839

JOHN SHAW 01/31/2017
Administrator Expiration Date

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

EXCAVATION EQUIPMENT - 90005724



JOHN F BELLUCC
1008 PLAINFIELD SHARPLESS
JOHNSTON RI 02918

JOHN SHAW
Administrator

01/31/2017
Expiration Date



R-410A
Safety

CERTIFICATE NO. 03787830200

JOHN BELLUCCI

**Has successfully completed training and is certified in the
safe handling of R-410A.**

R-410A is also known as "AZ-20", "Suva 410A", and "Puron".

(The above in " are trademark names of Honeywell, Dupont, and Carrier respectively.)

RSES Refrigerant Usage Certification

JOHN F BELLUCCI



has been certified as a
UNIVERSAL
technician as required by
40 CFR Part 82, Subpart F. EPA Program Approval # 099100012
ID# 099100012

PROPER BEHAVIORAL PRACTICES
TECHNICAL SUPPORT AND CONSULTING SERVICES
LABOR - 11
SIGNATURE
JOHN F. DELUGA
EDUCATION
SUNSHINE STATE UNIVERSITY

OSHA 001431776	U.S. Department of Labor Occupational Safety and Health Administration John Bellucci has successfully completed a 10-hour Occupational Safety and Health Training Course in Construction Safety & Health <i>John Bellucci</i> (Date) 10/31/07
-------------------	--



Benchmark

HVAC of EXCELLENCE™

Excellence

Employment-Ready Certified

Certificate No. 0466417481510

JOHN F. BELLUCCI

Has fulfilled the requirements as set forth by
the Board of Regents for technical excellence

Certified Carbon Monoxide Inspector

HVAC Excellence

This is to certify that

John Bellucci

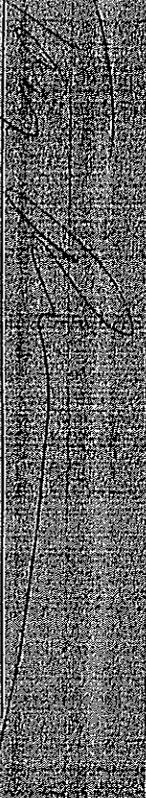
Has successfully completed training in

Stealth and Twin Single Technology

Presented By

HEAT INCORPORATED

April 30, 2000



*Tom P. Rossi
Manager, Technical Service and Training*

YORK

Heating and Air Conditioning

This is to certify that

John F. Bellucci

Has successfully completed training in

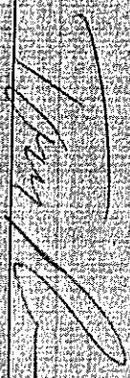
PREPATOR

Packaged Rooftops

Presented By

HEAT INCORPORATED

September 19, 2000



*Tom Pivovar
Manager, Technical Service and Training*

YORK
Heating and Air Conditioning



awards this

Certificate of Achievement

to

John F. Bellucci

for completing all the requirements of the
Absorption Fundamentals School

Ed. H. ...

INSTRUCTOR

March 11 - 13, 1992

DATE

INSTRUCTOR



Awards this

Certificate of Achievement

to

John F. Bellucci

Advanced Energy Delivery Systems, Inc.

for completing all the requirements of the

Elect. Troubleshooting, Cond. Unit Replacements, Brazing, Compressor Testing, Evaporation & Charging, Air Measurement, Air Properties, Metering, Chargeout, Oil Compressor Part, 6D & 6E Familiarization, BESSC Furnace, 38EV/VV Inverter Units, 58SX/SXB Recharges, 48 N.H.I. Rooftops, 48/50DK Rooftops, 48/50 Constant Volume Units, 308B Flooded Systems

March 21, 1999

Instructor

DATE

Distributor Code of New England

DEPT/BURO

GROEN CERTIFIED

John Bellucci

is recognized as a Groen Certified Technician, qualified and trained to provide professional, factory authorized service on the following Groen Equipment:

Product Line	Instructor	Date of Training
<input checked="" type="checkbox"/> Core Products	<i>Alst Marnicko</i>	<i>October 7, 1997</i>
<input checked="" type="checkbox"/> HyperSteam Steamers	<i>Alst Marnicko</i>	<i>September 30, 1997</i>
<input checked="" type="checkbox"/> Combination Ovens	<i>Alst Marnicko</i>	<i>September 29, 1997</i>
<input type="checkbox"/> CapKold Systems		

Alst Marnicko
Bob Narowski
Service Support Manager

Tom Philips
Tom Philips
President

Factory Authorized Service

Certificate of Completion

BE IT KNOWN, the undersigned has successfully completed a


MANTITOWOC
ICE MACHINES

Field Service Seminar

THE REBY, demonstrating a commitment to personal development,
having learned powerful skills which can be used to achieve higher levels
of personal and professional excellence.


Signature of Seminar Participant

MAR 13 2002

Date


Manny M. Henry
Regional Service Manager


Ken H. Mithig
Service Manager

This only certifies completion of the course and does not imply that Mantitowoc, Inc. is responsible or liable for any work or service performed by the aforementioned residents.



WARD MANUFACTURING

61226

Training Certificate

This is to certify that

John F. Bellucci - JMB Mechn

has successfully completed the

WARDDEX Installation Training Session

Date March 7, 2000

Ward Manufacturing, Inc

EDUCATIONAL FOUNDATION

of the

Refrigeration Service Engineers Society



EXPIRATION DATE
NOVEMBER 15, 1991
88111032

THIS CERTIFIES THAT

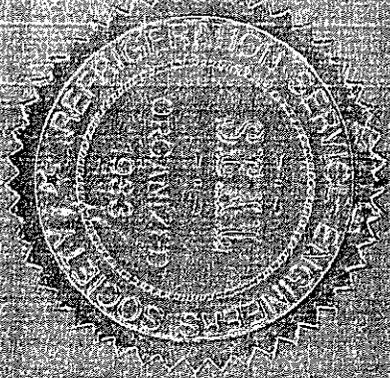
JOHN F. BELLICCI

HAS SUCCESSFULLY PASSED THE CERTIFICATION EXAMINATION IN

REFRIGERATION AND AIR CONDITIONING

AWARDED

NOVEMBER 4, 1988



William Davis
Manager Tests and Testing

Refrigeration Service Engineers Society

A NON-PROFIT EDUCATIONAL ASSOCIATION
DEDICATED TO THE
ADVANCEMENT OF REFRIGERATION AND AIR CONDITIONING
INSTALLATION AND SERVICE ENGINEERS



Certifies that

JOHN BELLUCCI CM

has participated in and satisfactorily completed

12 HOURS OF INSTRUCTION

CENTRIFUGAL COMPRESSOR
TEARDOWN & FAMILIARIZATION

SATURDAY, FEBRUARY 27 & SUNDAY, FEBRUARY 28, 1993

PROVIDENCE MARRIOTT HOTEL, PROVIDENCE, RHODE ISLAND

John Bellucci
Moderator

John Bellucci
International President

NATIONAL EDUCATION PROGRAM

This is to certify that

JOHN BELLUCCI

has successfully completed the

6-Hour Hands On Burner Program

conducted by the R.W. Beckert Corporation

on July 12, 2000



Support T. Berger
Program Instructor

R.W. Beckert Corporation

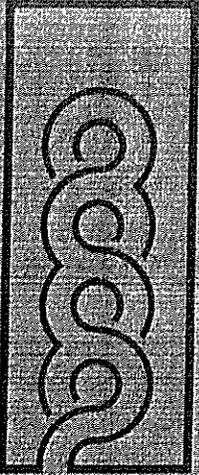
PMAA
Approved

Air Conditioning Contractors of America

Awards to

John Bellinger

this certificate for successful completion of the
prescribed course in subjects relating to Residential
Load Calculation and System Design of heating and
air conditioning systems



President

Committee Chairman

February 8-10, 1987
Phoenix, AZ

Course Date

Awards this
Refinement Service Engineers Society
Certificate of Recognition

to

JOHN BELLUCCI CM

on the occasion of

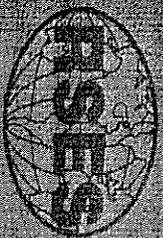
Twenty Years

of continuous membership in the Society

Awarded

2005

REFINEMENT SERVICE



THROUGH KNOWLEDGE

Arny Ruth McDaniel
International Secretary

FOUNDED 1933

Ann Redmond
International President

Comfort-Aire[®]

is proud to announce the appointment of

JMB Mechanical Inc.

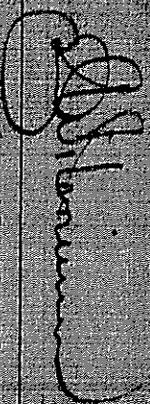
to serve as an

Authorized Repair Station

for Comfort-Aire[®] room air conditioning service

DECEMBER 11, 2007

Date of Appointment



National Service Manager

HEAT CONTROLLER, INC.

1900 Wellworth Avenue • Jackson, Michigan 49205

DUNHAM-BUSH
North American Service
USA

Awards this

Certificate

to

Mr. John Bellucci of JMR Mechanical

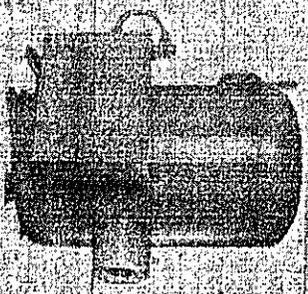
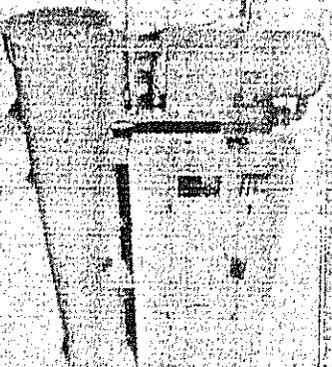
on this the 30th day of October, 2003

*In recognition for satisfactory completion of the
Medium Screw Compressor Training Seminar*

This certificate shall be valid for a period of three years from the above date

Paul J. Brastola Jr.
North American Service Training Manager

12/3/03
D. J. Doherty



Certificate of Completion

This certifies that

JOHN BELLUCCI

Attended the field seminar on

GENERAL INSTRUCTION & OPERATION
E & G SERIES ICE MACHINES


MOTTOMOG
ICE MACHINES

This certificate given in dedication to
Service Training.

DAVE GENCARELLA
Regional Service Manager

Seminar Date: 05/02/90


Ken H. Millar
Service Manager



North American Technician Excellence, Inc.

Be it known that

John Bellucci

*has successfully passed the examinations administered by North American Technician
Excellence, Inc. and is awarded this certificate as evidence of competency as a*

Air Conditioning — ACE Service Technician

Given this day of September 15, 1999

Expires September 14, 2004



Rex P. Boynton, President



North American Technician Excellence, Inc.

Resident, Earl Simons Providence, RI

Be it known that

John Bellucci

has successfully passed the examinations administered by North American Technician Excellence, Inc. and is awarded this certificate as evidence of competency as a

Air-to-Air Heat Pump — ACE Service Technician

Given this day of September 21, 2004

Rex P. Boynton, President

Expires October 2009

Mitsubishi Electric & Electronics USA, Inc.
HVAC Advanced Products Division

presents this certificate to
John Belluccu

JMB Mechanical

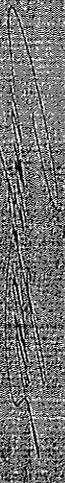
for successfully completing the

It's Now Business Opportunities and Sales Seminar
on Mr. Slim M & P Series product line conducted by **Bud Nardello**

Seminar conducted October 1, 2002 in
Ledyard, CT



Gary Nettinger
National Service Manager
HVAC Advanced Product Division



Grant Little
VP Sales & Marketing
HVAC Advanced Product Division

DUNHAM-BUSH
North American Service
USA

Awards this

Certificate

Mr. John Bellucci of GMR Mechanical

on this the 30th day of October, 2003

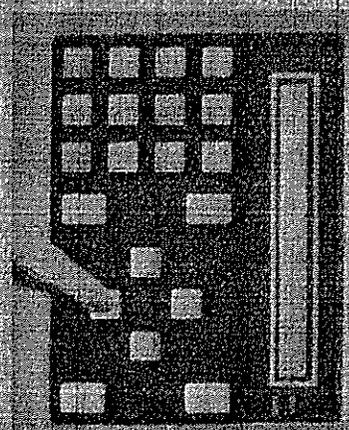
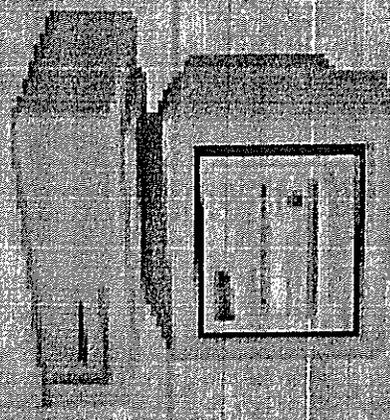
In recognition for attendance at the

MC25-4 & MCS Microcomputer Training Seminar

This certificate shall be valid for a period of three years from the above date

David B. ...
North American Service Training Manager

David





Certifies that

JOHN F. BELLUCCI, CM

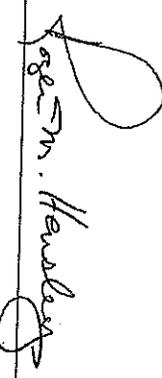
has participated in and satisfactorily completed

*Electrical Training Course
Unit 3*

Date awarded: January 2009



NATE Course ID: 7000-0006
NATE-recognized hours: 40


Chairman, Educational and Examining Board

Joseph DeMayo

Education	1961 – 1965	LaSalle Academy	Providence, RI
	1967 – 1969	RI Junior College	
Professional experience	2007 – Present	JMB Mechanical Inc.	Johnston, RI
	1992 – 2007	Narragansett Bay Commission – Maint Supervisor	
	1978 – 1992	State of Rhode Island – Maint Supervisor Blackstone Valley District Commission Wastewater Treatment Plant	
	1969 – 1978	Tire Shop - Manager	

RESUME FORM

Name: Robert Dupre

Title: Service Technician / Sheet Metal Supervisor

Licenses Held: Sheetmetal Journey I, Refrigeration Apprentice 2nd year

Certificates Held: EPA Technician Type I, II ARI / OSHA Safety

Diploma Held: High Schooo BMC Duretec

OEM Courses Taken: Mitsubishi, Fujitsu, Manitowoc

Years With Your Company: 19

Prior Employer: Perfect Air/ Dependable sheet Metal / Quality HVAC

Years With Prior Employer: 10 Years

Years Of Experience In Each Field: 16+ HVAC 26+ Sheetmetal

(Enter years)

Chiller Service: 16+

High Pressure Boiler Service: 16+

Plumbing: 16+

Electrical: 16+

Mechanical Equipment Service: 16+

EPA Technician Type I / II. Experience with Broad, York, Carrier, Trane, First Co., Goodman, Friedrich, Honeywell, Johnson Controls, Liebert, McQuay, Weil McLain, Patterson-Kelley, Manitowic, Fujitsu, Islandaire, and Stulz.

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training



ROBERT A DUPRE
215 EAST BEARDS NORTH ROAD
TIVERTON RI 02878

JOHN SHAW
Administrator

06/30/2016
Expiration Date

Rhode Island Department of Labor and Training

Professional Regulation On-line

Check a License or Change your Address on-line

Name: *ROBERT DUPRE*
Address: *15 EAST BEARDWORTH ROAD*
TIVERTON, RI 02878
Telephone: *(401) 623-0971*
Apprentice Number: *22100*
Trade: *REFRIGERATION*
Start Date: *6/2/2014*
Completion Date: *6/2/2019*
Renewal Date: *6/30/2016*

[Return to Previous Screen](#)

OSHA

001658136



Department of Labor
Occupational Safety and Health Administration
Regional Office
1000 Connecticut Avenue, N.W.
Washington, D.C. 20036
CONSTRUCTION SAFETY TRAINING
OSHA - Hawaii and the Pacific Islands

FUJITSU

Trainee

Certificate of

is hereby awarded to

ROBERT DURRE

In recognition of successful completion of the

F.A.S.T. TRAINING SEMINAR

Fujitsu Authorized Service Training

organized to instruct and develop skills in proper installation and troubleshooting of ductless mini-split systems.

Henry J. Switzer

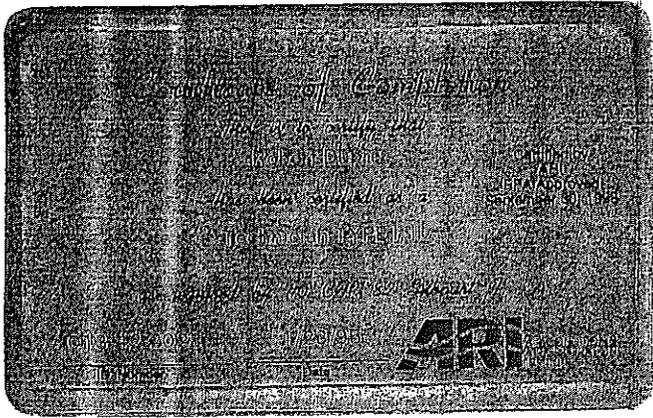
Fujitsu National Trainer

Eight

Hours

March 10, 2009

Date



RESUME FORM

Name: Nicola Barone

Title: Service Technician

Licenses Held: Refrigeration Journeyman 2 + Pipefitter Journeyman 2

Certificates Held: OSHA Certification, EPA Technician

Diploma Held: High School

OEM Courses Taken: Manitowoc, Stulz

Years With Your Company: 2.5

Prior Employer: Classic AC, GEM Plumbing

Years With Prior Employer: 3 , 2

Years Of Experience In Each Field: 13 HVAC

(Enter years)

Chiller Service: 13

High Pressure Boiler Service: 13

Plumbing: 13

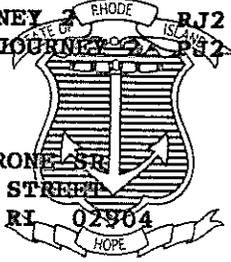
Electrical: 13

Mechanical Equipment Service: 13

EPA Technician. Experience with Broad, York, Carrier, Trane
First Co., Goodman, Friedrich, Honeywell, Johnson Controls,
Leibert, McQuay, Weil McLain, Patterson-Kelley, Manitowic, Fujitsu,
Islandaire, Stulz, Comfortaire.

State of Rhode Island and Providence Plantations
Rhode Island Department of Labor and Training

REFRIG/JOURNEY ^{RHODE} ^{STATE OF} ^{ISLAND} ^{RI} ^{PS} ²
PIPEFITTER/JOURNEY ^{RHODE} ^{STATE OF} ^{ISLAND} ^{RI} ^{PS} ²



NICOLA B BARONE
27 WANSKUCK STREET
PROVIDENCE RI 02904

JOHN SHAW
Administrator

07/31/2015
Expiration Date

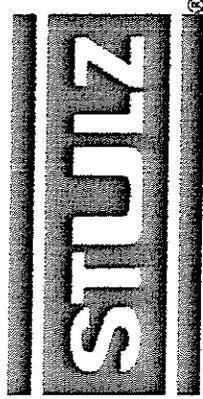
CERTIFICATE OF TRAINING

THIS AWARD CERTIFIES THAT

Nicola Barone
JMB Mechanical, Inc

Has participated and successfully completed the

B202-Owner • HVAC Systems and Microprocessor Controls Training II



Awarded: February 11, 2015

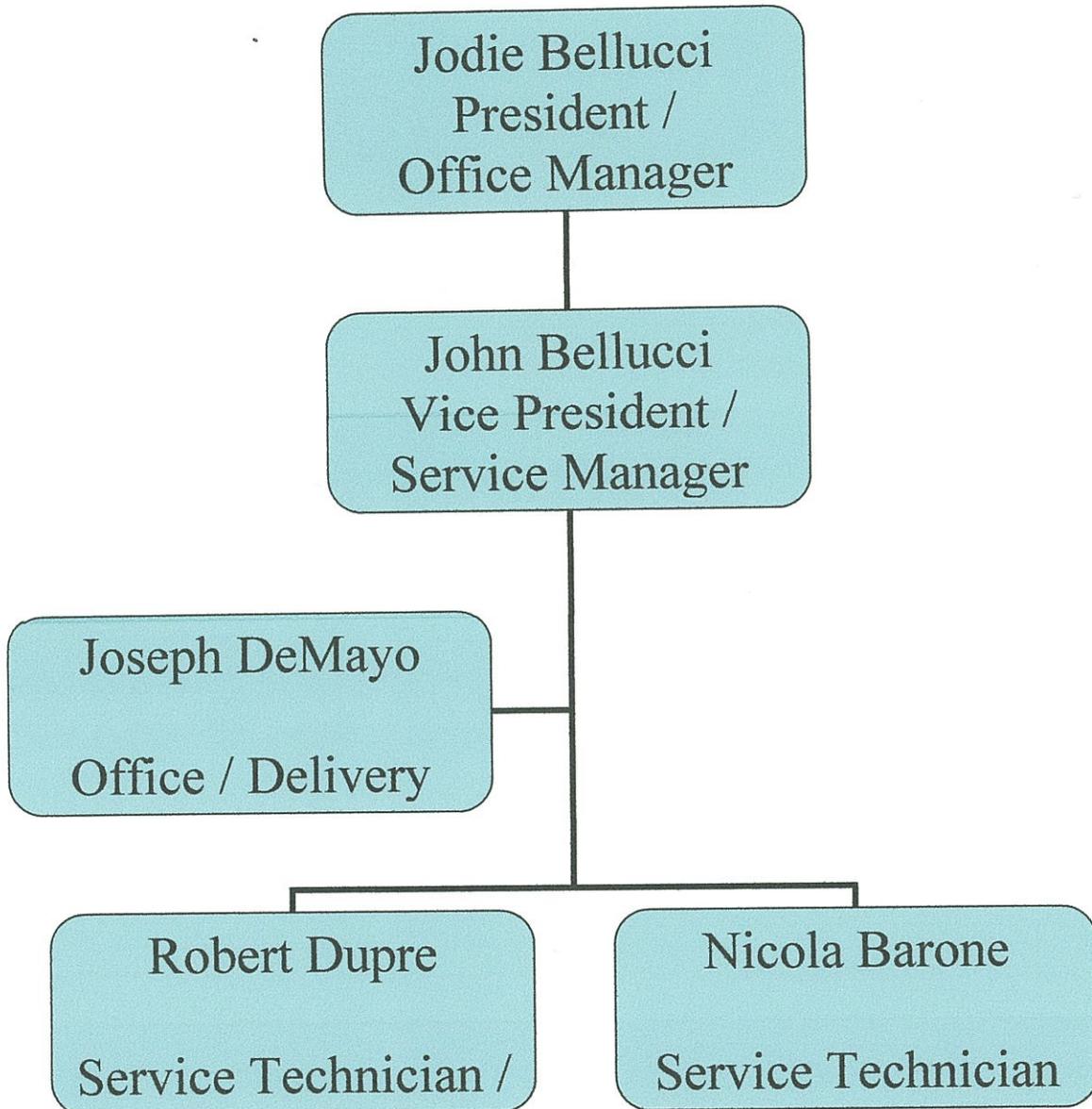
Henry E. Fudge Jr.
Henry Fudge, Technical Trainer

Rich Frantz
Rich Frantz, PS Operations Manager

PSF-TRG-006
Rev B 09/08/2014

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919
(401) 944-7500 FAX (401) 943-0525
info@jmbmechanical.com
24 Hour Emergency Service



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24 Hour Emergency Service

Subcontractors

The following are various subcontractors that we currently use. We have used these subcontractors on various projects, including previous jobs completed for the State of Rhode Island on the current Master Price Agreement.

Air Duct Cleaning 100 Bellows Street #30 Warwick, RI 02888-1531 – We use this subcontractor to clean ductwork and chimneys when requested by our customer.

Bardon's Water Services 3399 South County Trail East Greenwich, RI 02818 – This contractor is a water treatment company. We decided to start using this water treatment company due to the fact that they held some State of Rhode Island contracts.

Bay Crane Northeast– 275 George Washington Hwy., Smithfield, RI 02917 –This subcontractor is used for crane rental with operator, rigging services, and the storage and delivery of larger equipment.

C & K Electric Company 166 Doyle Avenue Providence, RI 02906 –This subcontractor is very familiar with the State of Rhode Island buildings, personnel, and policies due to the fact that they are one of the contractors listed on the electrical master price agreement. We use this contractor to install or assist with electrical service.

Cozzi Electric 560 South Road, East Greenwich, RI 02818 –We use this contractor to install or assist with electrical service.

Cut-Rite Concrete Cutting PO Box 22 Central Falls, RI 02863-0022 –This subcontractor is used when we need to do core drilling that we are not able to do.

Energy Machinery 10 Reservoir Park Drive, Rockland, MA 02370 –This subcontractor is used to perform routine maintenance on air compressors. They are also a supplier whom we purchase some of the air compressors that we provide and install from.

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Fleet Plumbing PO Box 266 North Scituate, RI 02857 – This subcontractor is a full plumbing company and is capable of installing/servicing boilers, water lines, and piping. We use Fleet when a licensed plumbing contractor is required. They are very familiar with working with the State of Rhode Island due to the fact that they are on the State's Plumbing Master Price Agreement.

Frank I. Rounds Company 65 York Avenue, Randolph, MA 02368 – We have been using this contractor for over 6 years. We usually call in this boiler company to assist with technical issues, casting repairs, non-destructive testing, refractory, and re-tubing.

Imperatore Steel Erectors– 2550 Plainfield Pike, Cranston, RI 02921 –This subcontractor is used for crane rental with operator and rigging services.

In Control – 22 Dewey Ave Suite 4 Warwick, RI 02886 –This control subcontractor installs and services all brands of building controls. We use them mostly on service (technical) issues and to assist with new and updating control systems where necessary.

J & G Insulating – 10 Pine Oak Trail West Greenwich, RI 02817 – This subcontractor provides the repairing and installation of insulation on plumbing and HVAC systems.

Johnson Insulation – 3705 Pawtucket Avenue, Riverside, RI 02915 – This subcontractor provides the repairing and installation of insulation for plumbing and HVAC systems.

Korel Controls – One Harry Street, Cranston, RI 02907 –This control subcontractor installs and services all brands of building controls. We use them mostly on service (technical) issues, to service previously installed systems, and to assist with new and updating control systems where necessary.

R.K. Baker & Associates – 316 Pocasset Avenue, Suite 203, Providence, RI 02909 – This subcontractor is used for testing and balance work where necessary.

Robinson Crane Service– PO Box 481, Lincoln, RI 02865 –This subcontractor is used for crane rental with operator.

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info@jmbmechanical.com
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Rycor Services Inc. – 75 Ridge Side Lane, Tiverton, RI 02878 –This control subcontractor installs and services all brands of building controls. We use them mostly on service (technical) issues and to assist with new and updating control systems where necessary.

Siemens– 40 Sharpe Drive, Suite 4, Cranston, RI 02920 –This control subcontractor installs and services Siemens brand of building controls. We use them mostly on service (technical) issues and to assist with new control systems where necessary.

Topp Portable Air (Sunbelt Rentals) 5-B Industrial Road Walpole, MA 02081 – This subcontractor provides us with portable air conditioning units if one of our customer has a need for it. We have been using them since 2006 and they have been bought out within the past two years by Sunbelt.

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24 Hour Emergency Service

Previous Experience and Background

Since 2009 JMB Mechanical Inc. has been on the Master Price Agreement and been providing services to numerous state agencies and buildings. This work has including the maintenance, repair, replacing, and installation of HVAC/R equipment in the majority of the buildings. We have installed window air conditioning units in the State House, Department of Transportation, and Steadman Government Complex. We have maintained HVAC equipment in the Veterans Home, Veterans Memorial Auditorium, Chapin Health Lab, William E. Powers Building, Department of Labor and Training, Department of Human Services, University of Rhode Island Dining Services, University of Rhode Island Tele-Systems Buildings, and the Cannon Building. We have repaired and maintained the steam heating system in the Cranston Street Armory. We have repaired, maintained, or replaced various boilers, hot water heaters, and central split air conditioning systems with furnaces in the majority of group homes and special care facilities located throughout the State of Rhode Island. We have maintained, repaired, and replaced the water towers on the Howard Complex as well as the Cannon Building, the Powers Building, and Chapin Health Lab. At JMB Mechanical we have been responding to various service calls at virtually every building under the supervision of the Department of Administration as well as the Department of Health, Department of Labor and Training, Department of Behavioral Services, and RICLASS. We have served the state well with no outstanding complaints.

Similar Projects – As previously stated we have serviced numerous state owned equipment at the various state owned buildings. Here is a listing using of what equipment we have serviced. All of our technicians (John, Bob, and Nick) have been to each building at one time or another working on various equipment and are familiar with the majority of equipment at each building.

JMB MECHANICAL

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info@jmbmechanical.com
24 Hour Emergency Service

Attorney General's Office - Boiler water side repair, pneumatic system maintenance, pneumatic system compressor replacement, pneumatic system motor replacement, boiler control maintenance and replacement, boiler feed water controls and maintenance, chilled water system piping, chilled water system pumps, tower maintenance, tower repair water side, tower repair motor and belt maintenance, joy fan maintenance, air handler fan maintenance, air handler filter maintenance, air handler coil maintenance and repair, selective air conditioning system maintenance throughout building, split system air conditioning maintenance, exhaust fan maintenance and repair, exhaust fan preventive maintenance plan, aid handler filter preventive maintenance plan, split system preventive maintenance plan, heating system piping repair and maintenance, steam system piping repair and maintenance, heat exchanger piping repair and maintenance, and air dryer maintenance and repair.

Bicentennial Building – Boiler and controls, annual checkup and boiler repair.

Board of Elections – Condensate return pumps, gas power flame burner maintenance, gas power flame repair and parts replacement, split and unitary air conditioning units (repair, annual maintenance, filter checks, and replacement of components) piping repairs and replacement of rotted lines and broken pipes.

Cannon Building – Boiler water side repair, pneumatic system maintenance, pneumatic system compressor replacement, pneumatic system motor replacement, boiler control maintenance and replacement, boiler feed water controls and maintenance, chilled water system piping, chilled water system pumps, tower maintenance, tower repair water side, tower repair motor and belt maintenance, joy fan maintenance, air handler fan maintenance, air handler filter maintenance, air handler coil maintenance and repair, selective air conditioning system maintenance throughout building, split system air conditioning maintenance, exhaust fan maintenance and repair, exhaust fan preventive maintenance plan, air handler filter preventive maintenance plan, split system preventive maintenance plan, heating system piping repair and maintenance, steam system piping repair and maintenance, heat exchanger piping repair and maintenance, and air dryer maintenance and repair.

JMB MECHANICAL

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info@jmbmechanical.com
24 Hour Emergency Service

Computer Center (Service Road) – Split system air conditioning maintenance, Stulz and Leibert computer HVAC system maintenance and repair, chiller maintenance and repair, pump repair replacement and maintenance, heating / cooling controls, provide, install, and maintain telephone air conditioning unit, maintain and repair outdoor coolers, maintain, repair, and re-program all controls, repair piping and leaks, repair valves and actuators, and repair water lines and valves.

Cranston St. Armory – Maintain, repair, and re-program all boilers and controls. Repair steam piping and leaks, repair steam valves and actuators, repair water lines and valving.

Group and Veterans Homes – Repair or replacement of furnaces, air conditioning coils, air conditioning condensing units, condensate pumps, electronic air purifiers, heating/air conditioning zoning systems, gas and oil boilers, hydronic baseboard and related piping, control supplies and wiring for heating and cooling systems, hydronic heating pumps and pump controllers, dehumidification equipment and systems, ductless air conditioning and heating systems, oil tank removal, replacement, repair, and installation, boiler opening, closing and cleaning both gas and oil, all necessary ductwork repairs, modifications or replacement. Generator gas piping and installation, ductwork cleaning and sanitizing, expansion tank removal or replacement, boiler operational, safety, and limit controls replacement, testing and repairing.

Health Lab – Repair boilers, controls, guns, weld crack in water side of boiler and inspect, test, and certify repairs. Repair and maintain all air moving equipment (air handlers including all fans, exhaust fans, supply air fans, split air conditioning systems in labs and restricted areas. All refrigeration systems and refrigerators, freezers, incubators, and low temp units. Repair and replace air compressor equipment and controls for control system and through the building. All filter changes, belt changes, and maintenance of all mechanical equipment.

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919

(401) 944-7500 FAX (401) 943-0525

info@jmbmechanical.com

24 Hour Emergency Service

Pastore Center - Boiler water side repair, pneumatic system maintenance, pneumatic system compressor replacement, pneumatic system motor replacement, boiler control maintenance and replacement, boiler feed water controls and maintenance, chilled water system piping, chilled water system pumps, tower maintenance, tower repair water side, tower repair motor and belt maintenance, joy fan maintenance, air handler fan maintenance, air handler filter maintenance, air handler coil maintenance and repair, selective air conditioning system maintenance throughout building, split system air conditioning maintenance, exhaust fan maintenance and repair, exhaust fan preventive maintenance plan, aid handler filter preventive maintenance plan, split system preventive maintenance plan, heating system piping repair and maintenance, steam system piping repair and maintenance, heat exchanger piping repair and maintenance, and air dryer maintenance and repair.

RI State House – Provide, install, and maintain all air conditioning window units, split air conditioning units, controls, steam piping, drain (condensate) piping, condensate return pumps and piping. Radiator repairs, replacement, and maintenance.

State Office Building – Boiler repairs, pump repairs and replacements. Provide and install window and portable air conditioning units. Provide and maintain split air conditioning system.

Veterans Memorial Auditorium – Rooftop split condenser repair and replacement. Perform air handler maintenance, filter and belt replacements, refrigerant piping repairs, compressor replacements and other refrigeration repairs. Maintenance of electronic air conditioning and heating controls. Indoor air handling units with water cooled compressors, air filters, and belts as well as refrigeration components maintenance and repairs.

Washington Government Center – Repair, replacement, and maintenance of all boilers and controls through out building. Maintain and repair hot water piping, hot water pumps, and pneumatic compressors for control system. Maintain and repair smoke inducer. Provide maintenance and perform repairs to window and split air conditioning units, motors, belts, pulleys in heating perimeter units. Chimney repairs, fresh air damper repairs, replacement, and maintenance.

JMB MECHANICAL

1008 Plainfield Street • Johnston, Rhode Island 02919

(401) 944-7500 FAX (401) 943-0525

info@jmbmechanical.com

24 Hour Emergency Service

William E. Powers Building - Boiler water side repair, pneumatic system maintenance, pneumatic system compressor replacement, pneumatic system motor replacement, boiler control maintenance and replacement, boiler feed water controls and maintenance, chilled water system piping, chilled water system pumps, tower maintenance, tower repair water side, tower repair motor and belt maintenance, joy fan maintenance, air handler fan maintenance, air handler filter maintenance, air handler coil maintenance and repair, selective air conditioning system maintenance throughout building, split system air conditioning maintenance, exhaust fan maintenance and repair, exhaust fan preventive maintenance plan, aid handler filter preventive maintenance plan, split system preventive maintenance plan, heating system piping repair and maintenance, steam system piping repair and maintenance, heat exchanger piping repair and maintenance, and air dryer maintenance and repair.

Zaborano Hospital Complex - Condensate return pumps, gas power flame burner maintenance, gas power flame repair and parts replacement, split and unitary air conditioning units (repair, annual maintenance, filter checks, and replacement of components) piping repairs and replacement of rotted lines and broken pipes.

References — The following are some references where we provide a HVAC maintenance program for:

Blackstone Visitor Center (Rt 295)
Parks & Recreation
1100 Tower Hill Road
North Kingstown, RI 02852
(401) 667-3960 Cappy

Cannon Building
3 Capitol Hill
Providence, RI 02908
(401) 265-6629 Joe

DOA Enterprise
50 Service Avenue
Warwick, RI 02886
(401) 574-9709 Mike Lombardi

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1008 Plainfield Street • Johnston, Rhode Island 02919
(401) 944-7500 FAX (401) 943-0525
info@jmbmechanical.com
24 Hour Emergency Service

Gateways to Change
11 Knight Street
Warwick, RI 02886
(401) 463-0000 X122 Lynn

Human Services
40 Fountain Street
Providence, RI 02903-1898
(401) 462-7918 Lena

J. Arthur Trudeau Memorial Center
3445 Post Road
Warwick, RI 02886
(401) 739-2700 Rob Burgess

James Maher Center
906 Aquidneck Avenue
Middletown, RI 02840
(401) 846-4600 Mary or Dana

Life Inc.
490 Metacom Avenue
Bristol, RI 02809
(401) 651-3281 Mark Adler

Powers Building
One Capitol Hill
Providence, RI 02908
(401) 265-6629 Joe

RI Department of Labor & Training
1511 Pontiac Avenue, Bldg 69
Cranston, RI 02920
(401) 462-8203 Carlton

RI Department of Labor & Training
1330 Main Street
West Warwick, RI
(401) 462-8203 Carlton

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RI Department of Labor & Training
219 Pond Street
Woonsocket, RI
(401) 462-8203 Carlton

RI Emergency Management Radio Towers
645 New London Avenue
Cranston, RI 02920
(401) 261-3241 Gill

RIDE William M Davies
50 Jenckes Hill Road
Lincoln, RI 02865
(401) 728-1500 x249 Frank Engels

St. Catherine Church
3252 Post Road
Warwick, RI 02886
(401) 737-4455 Charlie

TEKA Interconnection Systems
100 Pioneer Avenue
Warwick, RI 02888
(401) 785-4110 Maureen

University of Rhode Island Dining Services
581 Plains Road, Suite 2
Kingston, RI 02881
(401) 874-5503 David

Minority Business Enterprise Status — We are certified by the State of Rhode Island as a WBE and a DBE business, our “Minority Business Certification Number” is MBCN 828. Attached you will find a copy of our certification letters.

Years of Service — JMB Mechanical Inc. has been a State of Rhode Island corporation since August of 1996. We have provided HVAC maintenance and service since our incorporation and continue to do so.

JMB MECHANICAL

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info@jmbmechanical.com
24 Hour Emergency Service

Safety Statement

All employees that perform work are certified as by OSHA 10. Any employee that is required to have or receive OSHA 30 training will do so or has already done so.

Please see our enclosed Safety Program.

Safety Program of

JMB Mechanical Inc

**1008 Plainfield St
Johnston RI 02919**

Policy Changes Disclaimer

JMB Mechanical Inc reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy.

The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. **JMB Mechanical Inc** may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require.

Table of Contents

	Page
I. Management Commitment and Employee Involvement	1
Safety Policy Statement.....	3
Responsibilities and Duties	5
Acknowledgement.....	7
II. Workplace Analysis	9
Risk Tolerance	11
Sample Risk Assessment Worksheet	13
Hazard Recognition	15
Job Hazard Analysis.....	17
Sample Job Hazard Analysis Form.....	19
Accident Investigation Policy	21
Claims Reporting Policy	21
Supervisor's Report of Injury or Illness Form	23
Customer Accident / Incident Reporting Policy.....	25
Customer Incident Report Form	27
Report by Eyewitness Form	29
Manager / Supervisor Investigation	31
Vehicle Accident Review Form	33
III. Hazard Prevention and Control	35
General Safety Guidelines	37
IV. Safety and Health Planning	39
Employee Education and Training.....	41
General Industry	43
Construction Industry Employee Training.....	45
Competent Person.....	45
Construction Toolbox- Tailgate Talks.....	46
Construction Industry.....	47
V. Special Topics.....	49
Compressed Air	51
Compressed Gases	53
Eye Protection.....	55
Flammable and Combustible Liquids.....	57
Hand Safety	59
Hearing Safety	61
Hoists, Cranes & Scissor Lifts.....	63
Ladders	65
Material Handling	67
Portable Hand Tools	69
Power Tools	71
Safe Lifting	73
Guidelines.....	73
Hand Safety When Lifting.....	74
Slip and Fall Prevention.....	75
Welding and Cutting.....	77
Hot Work.....	79
VI. Special Programs.....	83
Confined Space Entry Program.....	85
Confined Space Entry	87
Confined Space Entry Permit.....	91
Fleet Management Program	93
Negligent Entrustment.....	97
Motor Vehicle Record (MVR) Policy.....	99
Motor Vehicle Record Review	101
Driving Policy.....	103
Distracted Driving Policy	105
Vehicle Usage Policy.....	107
Mobile Device Policy for Driving.....	109
Notification of Counseled Driver.....	111

Driver Information Form	113
Driver's Check-up Report.....	115
Commercial Motor Vehicle Authorized Passenger.....	117
Seat Belt Use Policy	119
Lockout / Tagout Program	121
Lockout / Tagout Procedure for Authorized Employees.....	125
Personal Protective Equipment Program.....	127
PPE Assessment Checklist.....	133
Certification of Hazard Assessment Form.....	135
Certification of Training	137

I. Management Commitment and Employee Involvement

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Safety Policy Statement

Safety is everyone's responsibility. It is the desire of **JMB Mechanical Inc** to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that ***no job is so important and no order is so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.



President

Responsibilities and Duties

Management

Responsibilities:

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

Duties:

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

Safety Coordinator

Responsibilities:

- Someone must be responsible for the program.
- In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

Duties:

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provide safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

Supervisors

Responsibilities:

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

Duties:

- Train new employees.
- Re-train present employees.
- Make department inspections.
- Prepare accident reports.
- Enforce safety rules.
- Make daily safety contacts.
- Correct unsafe acts and conditions.

Employees

Responsibilities:

- Workers must learn the hazards of their jobs and abide by safety rules.
- The program requires the wholehearted support of those it was designed to protect.

Duties:

- Abide by safety rules. Report hazardous conditions or concerns.
- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

Acknowledgement

I, _____ (name) hereby acknowledge receipt of the
JMB Mechanical Inc Safety Program.

Signed _____ Date _____

(This portion to be retained by employee)

Acknowledgement

I, _____ (name) hereby acknowledge receipt of the
JMB Mechanical Inc Safety Program.

Signed _____ Date _____

(This portion to be retained by employer in employee personnel file)

II. Workplace Analysis

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Risk Tolerance

Although not always in mind, a business and work place operation can become vulnerable to a variety of adverse events. Risk is sometimes referred to as the uncertainty that goes along with adverse events. The level of risk can vary with each type of event. A risk manager needs to decide the level of risk that is tolerated and develop plans to treat those risks where the consequences might be a threat to the business operations.

Risk Assessment Worksheet

A management technique to evaluate the types of risk can be used to rank priorities according to the possibility of an adverse event and the expected consequences that might result if that event occurs. Priorities can be organized and plans developed to manage the greater threats with this approach.

Potential Adverse Event or Threat

Identify the common and special events or conditions that may potentially have an adverse affect on your operations. The non-all-inclusive list on the next page can be expanded with more details where you want to further define a risk.

Possibility

Industry insight and special knowledge about more than just your business is helpful. Identify how possible an adverse event or potential threat might be able to actually occur. Rank this on a scale of being low with a remote or no chance of happening, or medium, or high for an event that may likely occur.

Impact

Identify the potential consequences or severity that might occur if the event or threat would occur. Rank this on a scale of being low when a minor or insignificant consequence would result if the event occurs, medium, or high for an event that might have extremely damaging results that can not be tolerated.

Risk Priority

A risk might be more acceptable if it is not likely to happen, and if it ever did happen the impact to the business would be minor. Risks having a greater possibility of occurring and with a more severe impact will generally have a higher priority for developing risk management plans.

A priority can be determined based on the combination of both the possibility and impact of a risk. Assigning a number 1 (low), 2 (medium), or 3 (high) to these risk attributes can suggest where the higher priorities are for developing plans and managing the associated risk.

Sample Risk Assessment Worksheet

Determine the value using 1 (low), 2 (medium), or 3 (high) for the possibility and impact for each potential adverse event or threat. Adding the numbers horizontally placed in the "Possibility" and "Impact" columns will result in a "Risk Rank" to suggest a priority.

Potential Adverse Event or Threat	Possibility (a)	Impact (b)	Risk Rank (a+b)
Example- Vehicle accident- severe bodily injury	2	3	5
Employee safety and health			
Employee injury - amputation			
Employee injury - back			
Employee injury - eyes			
Employee injury - hands			
Employee injury – other acute injury			
Employee injury or illness – repetitive trauma			
Occupational illness or disease			
Employee death			
Liability			
Alleged negligence			
Customer injury			
Damage to property of others			
Employment related liability			
Environmental impairment			
Faulty product			
Faulty work			
Motor fleet			
Vehicle accident- bodily injury			
Vehicle accident- damage to other vehicle			
Vehicle accident- damage to your vehicle			
Vehicle theft			
Damage or loss of items in transit			
Property			
Fire			
Fire – electrical			
Fire – heating			
Fire – hazardous process			
Fire – arson			
Natural hazard - tornado			
Natural hazard - flood			
Natural hazard - earthquake			
Natural hazard – ice, snow			
Natural hazard - other			
Property damage - (e.g. from vandalism, vehicles, other)			
Equipment breakdown			
Burglary, robbery, theft			
Supply chain interruption			
Information security			

Example Risk Rank Priority: 1-3 (Low priority) 4 (Medium priority) 5-6 (High priority)

Hazard Recognition

This section provides guidance in the development of checklists for inspections done to help control identified hazards. The objective is to try eliminating the hazards from the work place or to develop methods to manage the risk.

In practical terms, a hazard is associated with a condition or activity that, if left uncontrolled, can result in an injury, an illness, or other adverse events. A survey of the work place should be done to identify the hazards or potential hazards which are easily recognized without intensive analysis.

The first step is usually a deliberate check around the inside, outside, and around the operations for hazards, or the potential for harm. Focus on the type of occupancy, operations, machines, processes and activities that are necessary to perform all aspects of the business. Make a note of your findings when a recognizable or potential hazard is found. Gather the information and consider the possibility of a critical error or mishap and what impact it could have. Establish priorities and develop plans for what is needed to control situations that might have unacceptable consequences.

Review the following to determine if there is a pattern of mishaps, and injury or illness where other safeguards may be needed.

- First aid log or reports
- Workers Compensation claim reports
- OSHA 300 Injury and Illness Log
- Company loss workday incident rate
- Insurance claims for property, liability, and other insured losses
- Public, customer, or employee complaint log or reports
- Vulnerability assessment results
- Process hazard analysis results
- Job hazard analysis reports

Special knowledge may be needed to evaluate how well your business has prepared for special programs that may be required for your operations. Hazards associated with chemicals could need further investigation to review what could go wrong and what safeguards must be implemented to prevent releases of hazardous chemicals stored or used in a process.

Emergency response operations often have special consideration for the safety of people, property, and sometimes the environment. You should determine the level of emergency response employees are intended to engage in, before the response is needed.

Develop rules and requirements to deal with the hazards. A checklist provided for employees to use helps to standardize the process. Employee training and safety meeting activity can also be developed along with the worksite inspections to help assure the recognized hazards are communicated.

Remember, the sample job site inspection forms provided in this section must be tailored to your specific operations. Your checklist should have clear objectives with specific expectations for each item. Involve the user in the development of the checklist to make sure it fits with the flow of work.

Job Hazard Analysis

A more formal analysis may be needed for some jobs or tasks. A job hazard analysis, or sometimes called a job safety analysis, focuses on job tasks as a way to identify hazards before they occur. This approach focuses on the relationship between the worker, the task, the tools, and the work environment. The results of this type of analysis can be used to develop standard operating procedures.

First, select the job to analyze in the workplace. A job hazard analysis can be conducted on many jobs. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new operations or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions

A person with the technical knowledge related to the job being evaluated should be involved in looking at the worksite and its current condition. Breakdown the job and develop a description of the tasks and/or operations that will be performed. Then, identify the hazards associated along with the possible consequences for those tasks and operations. Hazards can include physical, chemical, biological, behavioral conditions. It is good to involve an employee in the job hazard analysis to provide realistic feedback and insight.

Ideally, the company will take steps to eliminate or reduce hazards to an acceptable risk level. Determine the type of controls used for protection from the hazards. Controls can include substitution or engineering the hazard out, administrative programs, and behaviors or practices when the hazard is present.

The physical capacity needed to do the job may also be identified and could be helpful in developing a job description used by a medical professional before making a determination for returning an injured employee back to work.

Sample Job Hazard Analysis Form

Job or Task Title: _____ Job or Task Location: _____

Completed By: _____ Date Evaluated: _____

	Task or Step	Task Hazard	Hazard Control Method
1			
2			
3			
4			
5			
6			

An additional special program is required where personal protective equipment (e.g. protective eyewear, respirators, hearing protection) is used as a method to control hazards.

Accident Investigation Policy

For JMB Mechanical Inc

Accidents and incidents, in which employees are injured or narrowly escape injury, clearly expose hazards. Accident investigation analysis, to identify accident causes, permits development of measures to help prevent future injuries. An accident reporting form may be used to:

- 1) record the accident or near miss,
- 2) determine the accident cause, and
- 3) help plan for follow-up action in preventing repetitive accidents.

As part of this safety program, examples of accident reporting forms are provided for such an investigation. Remember, these forms are just a guideline and should be tailored to your particular business operations.

Claims Reporting Policy

For JMB Mechanical Inc

All accidents, especially those involving injuries, should be reported to the safety director, store manager, or other person responsible for reporting to your insurance carrier. Each provider of insurance coverage has differing standards for claim reporting and guidelines should be followed to ascertain promptness in reporting. Forms for each coverage should be included in this manual and should be labeled for each coverage provided. The claims department of your insurance carrier will provide sample forms for this purpose.

Property & Casualty Claims Office:

Telephone: _____

Workers Compensation Claims:

Telephone: _____

Supervisor's Report of Injury or Illness Form

Type of injury: Disabling Medical First Aid Only Illness Unclassified

Name of Employee _____ Department _____

Occupation _____ Years Experience _____

Place of Accident _____ Date _____

Time _____ Witnesses _____

Sent to Doctor _____ Given First Aid _____ Refused _____

1. Place of accident or exposure _____

2. What was employee doing when injured? _____

3. How did accident occur? (Describe fully) _____

4. Part of body affected _____

5. Name of object or substance which directly injured employee _____

6. What is being done to prevent similar accidents or injuries _____

Signature of Supervisor _____ Date _____

Cause:

Mark Basic Cause X

1. __ Operating without authority
2. __ Operating at unsafe speed
3. __ Making safety devices inoperative
4. __ Using unsafe equipment or equipment unsafely
5. __ Unsafe loading, placing, mixing
6. __ Taking unsafe position
7. __ Working on moving or dangerous equipment
8. __ Distraction, teasing, horseplay
9. __ Failure to use personal protective device

Mark Contributing Cause If Any X

1. __ Inadequately guarding
2. __ Unguarded
3. __ Defective tools or equipment
4. __ Unsafe design/construction
5. __ Hazardous conditions
6. __ Unsafe illumination
7. __ Unsafe ventilation
8. __ Unsafe clothing
9. __ Weather conditions

Why was the unsafe act committed? _____

Why did the unsafe condition exist? _____

Follow Up Action _____

Safety Director/Committee Member _____ Date _____

Customer Accident / Incident Reporting Policy

JMB Mechanical Inc is implementing a customer Accident/Incident/Injury Reporting Policy, effective immediately. This policy is intended to standardize procedures associated with accidents, incidents, or injuries at our business. A benefit of this policy is continuous improvement in safety awareness at our business.

JMB Mechanical Inc

Date

The following procedure guidelines will be followed whenever there is a customer accident, incident, or injury:

1. Immediately report any accident, incident, or injury to a supervisor or manager.
2. Determine extent of injuries and provide first aid, if possible and allowed by company policy. If the employee in the immediate area does not know what to do, find someone who does.
3. Call ambulance, or other emergency personnel, if condition warrants. Emergency numbers are posted near telephones.
4. Document all accidents, incidents, or injuries, no matter how small or insignificant they may seem to be.
 - a. Provide a Customer Incident Report Form to the customer for completion and signature. If the customer will not complete and sign, have an employee complete the form as closely as possible and note that the customer would not sign.
 - b. Determine if there are any witnesses to the accident, incident, or injury. Provide the witness a copy of the Report by Eyewitness Form for their completion and signature.
 - c. The supervisor, or manager, will complete an investigation of the accident/incident/injury and complete the Manager/Supervisor Investigation of Customer Accident/Incident Form.
5. Photograph the area or hazard as soon as possible after the accident, incident, or injury has occurred. (A camera that will imprint date/time of photograph is preferable)
6. If video monitoring is used, review the videotape for a record of the accident, incident, or injury. Be careful to preserve the tape.

Customer Incident Report Form

Store/Dealership: _____ Date Incident Reported: _____

Date of Incident: _____ Time of Incident: _____

Where did the incident occur? _____

Describe in detail how the incident occurred: _____

Describe any injuries: _____

Name of Person Involved: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Notifications (Ambulance, Emergency Rescue): _____

Other actions taken: _____

Comments: _____

Witness name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Person Completing Report: _____ Date: _____

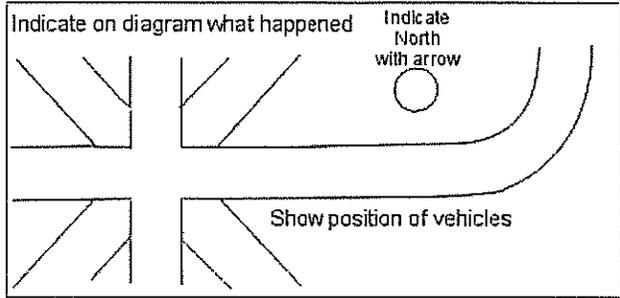
Vehicle Accident Review Form

Section A (To be completed by driver)

Name _____

Date, time and location of accident

Weather conditions _____



Description of accident _____

Primary cause of accident _____

How to prevent future accident _____

Signed _____ Date _____

Section B (To be completed by driver's supervisor)

I have reviewed this accident with the driver involved and have the following comments:

Name _____ Date _____

Section C (Safety Committee Review)

The Committee has reviewed this accident and has found that it should be judged:

_____ Preventable _____ Non-Preventable

Consideration of the facts indicated the following action should be taken to prevent such an accident in the future:

_____ Driver notified in writing _____ Driver notified verbally

Name _____ Position _____ Date _____

III. Hazard Prevention and Control

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General Safety Guidelines

For JMB Mechanical Inc

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment should be in good repair. Damaged equipment should be reported to your supervisor immediately.
3. Report unsafe acts or unsafe conditions to your supervisor without delay.
4. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
5. Keep all mechanical safeguards in position during operation.
6. Put main switch in "off" position whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. **Horseplay**, such as scuffling, practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. **Electrical equipment is not to be tampered with in any way.**
10. **Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.**
11. The covers on **switch boxes and fuse stations are to be kept closed at all times.**
12. All employees are requested to **walk - not run while they are within** the work area.
13. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
14. Compressed air should never be used for cleaning clothes, cooling or practical jokes. **Violation of this rule can result in serious injury or death.**
15. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
16. No worker will be permitted to use flammable solvents in an open container. **Flammables must be stored and handled in approved safety containers.**
17. First aid will be administered only by the First Aid Department or specifically authorized personnel. Under no circumstances shall any employee attempt to remove foreign objects from the eyes or ears of a fellow employee.
18. Riding hand trucks and hitching rides on forklifts is prohibited.
19. The use of any tools, machinery or equipment for the personal use of any employee, whether on company time or shall not be permitted.
20. Only qualified maintenance persons authorized by supervision are permitted to repair machinery and equipment.
21. Safety equipment such as brushes, safety glasses, shields, safety shoes, etc., shall be used whenever the operation or job requires them.

Employees who violate these safety guidelines may be subject to disciplinary action.

IV. Safety and Health Planning

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Employee Education and Training

Education and training are the foundations of a Loss Control Program. If the hazards are not known, prevention cannot be practiced. New employees must be trained. Continuing education is a fact of today's business world. Safety is no exception. Training is one of the main cornerstones of any Safety Program.

The primary purpose of safety training is to help employees learn how to work safely and to reduce mishaps while performing their specific function.

Safety training is recommended:

1. For all new employees,
2. When new equipment, procedures, or processes have been introduced, and
3. When employee safety performances needs improved.

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands on training. While lecture and discussion formats are fine, employees may not understand the procedures until they actually perform the tasks with someone there to assist them.

Subjects to consider for training:

- Company Safety Rules/Policy
- Job Orientation
- Hazard Communication
- Emergency Response
- Fleet and Transportation Safety
- Unique Operations or Activities
- Specific Employee Work Assignments
- Waste Management

An "employee safety orientation checklist" can be provided to you as part of this safety program. Use it as a guideline to develop your own training checklist.

OSHA's seven step voluntary training guidelines are a good place to start when setting up a training program. This allows for an organized approach by following proven techniques.

- Step 1 - Determining if training is needed
- Step 2 - Identifying training needs
- Step 3 - Identifying goals and objectives
- Step 4 - Developing learning activities
- Step 5 - Conducting program effectiveness
- Step 6 - Evaluating program effectiveness
- Step 7 - Improving the program

The OSHA 10-Hour and 30-Hour General Industry course helps to provide a certain level of safety training, and is widely known as a standard for OSHA orientation training. This training may be used to learn more about the occupational safety and health standards applied to workplace decisions.

The length and complexity of industry standards make it difficult to evaluate where training may be needed. As an aid, the general industry OSHA training-related requirements are listed on the next page. Additional standards may be included for other industries, such as construction. The requirements for posting information, warning signs, and labels are excluded, as are most references to the qualifications of people assigned to test workplace conditions or equipment.

General Industry

The following list includes the general industry standards that specifically indicate required training.

General Industry 29 CFR Part 1910

- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------|------|-----------------|---------|---------------------|---------|---------------------------|---------------------|---|----------------------|------------------------|-------------|--------------------|-----------------------------|-----------|-------------------------------|-----------------|----------------|---------------|--------------|--------------------|---------------------------|-----------------------|----------------------------|---------------------------|----------------------|------------------------|--|----------------|--|-------------------|--|
| <p>Subpart E <input type="checkbox"/> Means of Egress
 <input type="checkbox"/> Employee Emergency Plans and Fire Prevention Plans</p> | <p>Subpart N <input type="checkbox"/> Materials Handling and Storage
 <input type="checkbox"/> Servicing of Multi-Piece and Single-Piece Rim Wheels
 <input type="checkbox"/> Powered Industrial Trucks
 <input type="checkbox"/> Moving the Load
 <input type="checkbox"/> Crawler Locomotives and Truck Cranes</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart F <input type="checkbox"/> Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
 <input type="checkbox"/> Powered Platforms for Building Maintenance - Operations - Training
 <input type="checkbox"/> Care and use Appendix C, Section 1</p> | <p>Subpart O <input type="checkbox"/> Machinery and Machine Guarding
 <input type="checkbox"/> Mechanical Power Presses
 <input type="checkbox"/> Mechanical Power Presses - Instructions to Operators
 <input type="checkbox"/> Training of Maintenance Personnel
 <input type="checkbox"/> Operator Training
 <input type="checkbox"/> Forging Machines</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart G <input type="checkbox"/> Occupational Health and Environmental Control
 <input type="checkbox"/> Dip Tanks - Personal Protection
 <input type="checkbox"/> Inspection, Maintenance, and Installation
 <input type="checkbox"/> Hearing Protection
 <input type="checkbox"/> Training Program</p> | <p>Subpart Q <input type="checkbox"/> Welding, Cutting, and Brazing
 <input type="checkbox"/> General Requirements
 <input type="checkbox"/> Oxygen - Fuel Gas Welding and Cutting
 <input type="checkbox"/> Arc Welding and Cutting
 <input type="checkbox"/> Resistance Welding</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart H <input type="checkbox"/> Hazardous Materials
 <input type="checkbox"/> Flammable and Combustible Liquids
 <input type="checkbox"/> Explosives and Blasting Agents
 <input type="checkbox"/> Bulk Delivery and Mixing Vehicles
 <input type="checkbox"/> Storage and Handling of Liquefied Petroleum Gases
 <input type="checkbox"/> Process Safety Management of Highly Hazardous Chemicals
 <input type="checkbox"/> Contract Employer Responsibilities
 <input type="checkbox"/> Mechanical Integrity
 <input type="checkbox"/> Hazardous Waste Operations and Emergency Response
 <input type="checkbox"/> Hazardous Waste Cleanup Workers
 <input type="checkbox"/> New Technology Programs
 <input type="checkbox"/> Hazardous Waste - Emergency Responders</p> | <p>Subpart R <input type="checkbox"/> Special Industries
 <input type="checkbox"/> Pulp, Paper, and Paperboard Mills
 <input type="checkbox"/> Laundry Machinery and Operating Rules
 <input type="checkbox"/> Sawmills
 <input type="checkbox"/> Logging
 <input type="checkbox"/> Telecommunications
 <input type="checkbox"/> Derrick Trucks
 <input type="checkbox"/> Cable Fault Locating
 <input type="checkbox"/> Guarding Manholes
 <input type="checkbox"/> Joint Power and Telecommunication Manholes
 <input type="checkbox"/> Tree Trimming - Electrical Hazards
 <input type="checkbox"/> Electric Power Generation, Transmission, and Distribution
 <input type="checkbox"/> Grain Handling Facilities
 <input type="checkbox"/> Entry Into Bins, Silos, and Tanks
 <input type="checkbox"/> Contractors</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart I <input type="checkbox"/> Personal Protective Equipment
 <input type="checkbox"/> Respiratory Protection
 <input type="checkbox"/> Respiratory Protection for M Tuberculosis</p> | <p>Subpart S <input type="checkbox"/> Electrical Safety-Related Work Practices
 <input type="checkbox"/> Content of Training</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart J <input type="checkbox"/> General Environmental Controls
 <input type="checkbox"/> Temporary Labor Camps
 <input type="checkbox"/> Specifications for Accident Prevention Signs and Tags
 <input type="checkbox"/> Permit Required Confined Spaces
 <input type="checkbox"/> The Control of Hazardous Energy (Lockout/Tagout)
 <input type="checkbox"/> Lockout or Tagout Devices Removed
 <input type="checkbox"/> Outside Personnel</p> | <p>Subpart T <input type="checkbox"/> Commercial Diving Operations</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart K <input type="checkbox"/> Medical Services and First Aid</p> | <p>Subpart Z <input type="checkbox"/> Toxic and Hazardous Substances</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Asbestos</td> <td style="width: 50%;">Lead</td> </tr> <tr> <td>4-Nitrobiphenyl</td> <td>Cadmium</td> </tr> <tr> <td>Alpha-Naphthylamine</td> <td>Benzene</td> </tr> <tr> <td>Methyl Chloromethyl Ether</td> <td>Coke Oven Emissions</td> </tr> <tr> <td>3, 3'-Dichlorobenzidine (and its salts)</td> <td>Bloodborne Pathogens</td> </tr> <tr> <td>Bis-Chloromethyl Ether</td> <td>Cotton Dust</td> </tr> <tr> <td>Beta-Naphthylamine</td> <td>1,2-Dibromo-3-Chloropropane</td> </tr> <tr> <td>Benzidine</td> <td>Acrylonitrile (Vinyl Cyanide)</td> </tr> <tr> <td>4-Aminodiphenyl</td> <td>Ethylene Oxide</td> </tr> <tr> <td>Ethyleneimine</td> <td>Formaldehyde</td> </tr> <tr> <td>Beta-Propiolactone</td> <td>4, 4' Methyleneedianiline</td> </tr> <tr> <td>2-Acetylaminofluorene</td> <td>Ionizing Radiation Testing</td> </tr> <tr> <td>4-Dimethylaminoazobenzene</td> <td>Hazard Communication</td> </tr> <tr> <td>N-Nitrosodimethylamine</td> <td>Occupational Exposure to Hazardous Chemicals in Laboratories</td> </tr> <tr> <td>Vinyl Chloride</td> <td></td> </tr> <tr> <td>Inorganic Arsenic</td> <td></td> </tr> </table> | Asbestos | Lead | 4-Nitrobiphenyl | Cadmium | Alpha-Naphthylamine | Benzene | Methyl Chloromethyl Ether | Coke Oven Emissions | 3, 3'-Dichlorobenzidine (and its salts) | Bloodborne Pathogens | Bis-Chloromethyl Ether | Cotton Dust | Beta-Naphthylamine | 1,2-Dibromo-3-Chloropropane | Benzidine | Acrylonitrile (Vinyl Cyanide) | 4-Aminodiphenyl | Ethylene Oxide | Ethyleneimine | Formaldehyde | Beta-Propiolactone | 4, 4' Methyleneedianiline | 2-Acetylaminofluorene | Ionizing Radiation Testing | 4-Dimethylaminoazobenzene | Hazard Communication | N-Nitrosodimethylamine | Occupational Exposure to Hazardous Chemicals in Laboratories | Vinyl Chloride | | Inorganic Arsenic | |
| Asbestos | Lead | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Nitrobiphenyl | Cadmium | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alpha-Naphthylamine | Benzene | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Methyl Chloromethyl Ether | Coke Oven Emissions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3, 3'-Dichlorobenzidine (and its salts) | Bloodborne Pathogens | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bis-Chloromethyl Ether | Cotton Dust | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beta-Naphthylamine | 1,2-Dibromo-3-Chloropropane | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Benzidine | Acrylonitrile (Vinyl Cyanide) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Aminodiphenyl | Ethylene Oxide | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethyleneimine | Formaldehyde | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beta-Propiolactone | 4, 4' Methyleneedianiline | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-Acetylaminofluorene | Ionizing Radiation Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-Dimethylaminoazobenzene | Hazard Communication | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N-Nitrosodimethylamine | Occupational Exposure to Hazardous Chemicals in Laboratories | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vinyl Chloride | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inorganic Arsenic | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Subpart L <input type="checkbox"/> Fire Protection
 <input type="checkbox"/> Fire Brigades
 <input type="checkbox"/> Training and Education
 <input type="checkbox"/> Portable Fire Extinguishers
 <input type="checkbox"/> Fixed Extinguishing Systems
 <input type="checkbox"/> Fire Detection Systems
 <input type="checkbox"/> Employee Alarm Systems</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Construction Industry Employee Training

Construction Safety Training and Education

Construction industry companies should instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. Employees that need to handle or use poisons, caustics, and other potentially harmful or dangerous substances should be provided instructions in the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required. Where harmful plants or animals are present, employees who may be exposed should be instructed about the potential hazards and how to avoid injury, and the first-aid procedures.

All employees that are required to enter into a hazardous confined or enclosed space should be informed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment that may be required. A "confined or enclosed space" means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.

Competent Person

The general safety and health provisions for a construction safety program provides for inspections of the job sites, materials, and equipment to be made by competent persons. A competent person is one designated by the employer and capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them.

OSHA 10-Hour and 30-Hour Construction Course

By training and/or experience, a competent person is knowledgeable of the applicable standards. The OSHA 10-Hour and 30-Hour Construction course helps to provide a certain level of safety training, and is widely known as a standard for OSHA orientation training, as well as is required for certain construction projects.

Construction Toolbox- Tailgate Talks

Supervisors at construction sites should conduct a brief "toolbox" or "tailgate" safety meeting with their crews at the beginning of the job to emphasize safety - especially with particular machinery, tools and materials.

Planning and Organizing

Unless planning a general training session, the subject of the toolbox talk should be relevant to the work done at the location. Size up the worksite. Take into consideration any extreme weather conditions that can affect the worksite, special work instructions involved, special precautions, energy source controls, and personal protective equipment requirements. Identify tools or equipment (ladders, scaffolds, material handling, etc.) for which a safety instruction or reminder would apply. Review findings from safety inspections including corrective actions.

Prepare an outline or notes to aid the presentation. Using a scenario or story to describe conditions, which can or has happened, is often helpful for the participants in relating to the subject.

Have a safety meeting sign-up sheet for each meeting that includes each attendee's name, the date, subject, and the supervisor's name.

Presentation

Focus on the tasks to be done during the day, or during the extent of the project, along with the types of problems or hazards that may be present and how these might be handled at the jobsite. Encourage employee participation, but keep the meeting short, and to the point.

In terms of safety:

1. Describe what the worker should do.
2. Explain the expected outcome.
3. Provide credible examples of adverse consequences and how to avoid them.
4. Be specific about any methods or controls that should be used.
5. Include a reminder about any personal protection, if needed.
6. Point out any coordination with other contractors.
7. Verify understanding and ask if there are any questions.

References

- For machinery or tools, consult the manufacturer's operations manual or instructions.
- For handling toxic substances, get a copy of the Safety Data Sheet.

Other useful references:

- Electronic Library of Construction Occupational Safety and Health (Look for "Toolbox Talks")
<http://www.elcosh.org/index.php>
- National Institute for Occupational Safety and Health (Look for "Construction Topics")
<http://www.cdc.gov/niosh/construction/>
- OSHA's Alliance Program Participants (Look for "Toolbox Talk")
https://www.osha.gov/dcsp/alliances/alliance_products.html
- Fatality Assessment and Control Evaluation Program (Search Reports by North American Industry Classification System) <http://www.cdc.gov/niosh/face/default.html>
- Construction Digest of frequently used OSHA standards in the construction industry.
<https://www.osha.gov/Publications/osha2202.pdf>

Construction Industry

The following list is the OSHA construction industry standards that specifically indicate required training.

Construction Industry 29 CFR Part 1926

- | | |
|---|--|
| <p>Subpart C <input type="checkbox"/> General Safety and Health Provisions
 <input type="checkbox"/> Safety Training and Education
 <input type="checkbox"/> Employee Emergency Action Plans</p> | <p>Subpart P <input type="checkbox"/> Excavations
 <input type="checkbox"/> General Protection Requirements</p> |
| <p>Subpart D <input type="checkbox"/> Occupational Health and Environmental Controls
 <input type="checkbox"/> Medical Services and First-Aid
 <input type="checkbox"/> Ionizing Radiation
 <input type="checkbox"/> Nonionizing Radiation
 <input type="checkbox"/> Gases, Vapors, Fumes, Dusts, and Mists
 <input type="checkbox"/> Hazard Communication
 <input type="checkbox"/> Methyleneedianiline
 <input type="checkbox"/> Lead in Construction
 <input type="checkbox"/> Process Safety Management of Highly Hazardous Chemicals
 <input type="checkbox"/> Hazardous Waste Operations and Emergency Response</p> | <p>Subpart Q <input type="checkbox"/> Concrete and Masonry Construction</p> <p>Subpart R <input type="checkbox"/> Steel Erection
 <input type="checkbox"/> Bolting, Riveting, Fitting-up, and Plumbing-up</p> |
| <p>Subpart E <input type="checkbox"/> Personal Protective and Life Saving Equipment
 <input type="checkbox"/> Hearing Protection
 <input type="checkbox"/> Respiratory Protection</p> | <p>Subpart S <input type="checkbox"/> Underground Construction, Caissons, Cofferdams, and Compressed Air
 <input type="checkbox"/> Underground Construction
 <input type="checkbox"/> Compressed Air</p> |
| <p>Subpart F <input type="checkbox"/> Fire Protection and Prevention</p> | <p>Subpart T <input type="checkbox"/> Demolition
 <input type="checkbox"/> Preparatory Operations
 <input type="checkbox"/> Chutes
 <input type="checkbox"/> Mechanical Demolition</p> |
| <p>Subpart G <input type="checkbox"/> Signs, Signals, and Barricades Signaling</p> | <p>Subpart U <input type="checkbox"/> Blasting and Use of Explosives
 <input type="checkbox"/> General Provisions
 <input type="checkbox"/> Blaster Qualifications
 <input type="checkbox"/> Surface Transportation of Explosives
 <input type="checkbox"/> Firing the Blast</p> |
| <p>Subpart I <input type="checkbox"/> Tools - Hand and Power
 <input type="checkbox"/> Powder-Operated Hand Tools
 <input type="checkbox"/> Woodworking Tools</p> | <p>Subpart V <input type="checkbox"/> Power Transmission and Distribution
 <input type="checkbox"/> General Requirements
 <input type="checkbox"/> Overhead Lines
 <input type="checkbox"/> Underground Lines
 <input type="checkbox"/> Construction in Energized Substations</p> |
| <p>Subpart J <input type="checkbox"/> Welding and Cutting
 <input type="checkbox"/> Gas Welding and Cutting
 <input type="checkbox"/> Arc Welding and Cutting
 <input type="checkbox"/> Fire Prevention
 <input type="checkbox"/> Welding, Cutting, and Heating In Way of Preservative Coatings</p> | <p>Subpart X <input type="checkbox"/> Stairways and Ladders
 <input type="checkbox"/> Ladders
 <input type="checkbox"/> Training Requirements</p> |
| <p>Subpart K <input type="checkbox"/> Electrical
 <input type="checkbox"/> Ground Fault Protection</p> | <p>Subpart Y <input type="checkbox"/> Diving
 <input type="checkbox"/> Commercial Diving Operations</p> |
| <p>Subpart L <input type="checkbox"/> Scaffolding - Training Requirements</p> | <p>Subpart Z <input type="checkbox"/> Toxic and Hazardous Substances
 <input type="checkbox"/> Asbestos
 <input type="checkbox"/> 13 Carcinogens
 <input type="checkbox"/> Vinyl Chloride
 <input type="checkbox"/> Inorganic Arsenic
 <input type="checkbox"/> Cadmium
 <input type="checkbox"/> Benzene
 <input type="checkbox"/> Coke Oven Emissions
 <input type="checkbox"/> 1,2-Dibromo-3-Chloropropane
 <input type="checkbox"/> Acrylonitrile
 <input type="checkbox"/> Ethylene Oxide
 <input type="checkbox"/> Formaldehyde
 <input type="checkbox"/> Methylene Chloride</p> |
| <p>Subpart M <input type="checkbox"/> Fall Protection - Training Requirements</p> | <p>Subpart CC <input type="checkbox"/> Cranes, Derricks</p> |
| <p>Subpart N <input type="checkbox"/> Hoists, Elevators, and Conveyors
 <input type="checkbox"/> Material Hoists, Personnel Hoists, and Elevators</p> | |
| <p>Subpart O <input type="checkbox"/> Motor Vehicles, Mechanized Equipment, and Marine Operations
 <input type="checkbox"/> Material Handling Equipment
 <input type="checkbox"/> Site Clearing</p> | |

V. Special Topics

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Compressed Air Guidelines

- Check the condition of the hose. Air hoses are designed to withstand pressure, but become weakened at bends, kinks, and connections to shut-off valves and nozzles. Such weak points may swell and burst, throwing pieces of hose in every direction, also causing the hose to thrash about dangerously.
- Keep the air hose off the floor. It is a tripping hazard and is subject to damage by trucks, doors, and dropped tools.
- Always coil the hose, without kinks, and hang it over a broad support when not in use.
- Where you have choice of pressure, use the lowest pressure possible.
- Air pressure against the skin may penetrate deeply to cause internal hemorrhage and intense pain. Air that enters body openings may burst internal organs.
- It is dangerous to use compressed air to remove dust from clothing. Use safer, better ways of cleaning dust from your clothes. Dust blown from anything merely rises and settles again to become a nuisance.
- Air compressors shall be equipped with pressure relief valves and pressure gauge.
- Use low pressure (under 30psi) and the correct nozzle to remove duct or particles from jigs, fixtures or deep holes in parts. Wear cup type goggles and set up shields to protect others in the area.
- For transferring liquids from properly rated pressure vessels, check air pressure, attach hose connection tightly, remain at control valve to shut off in emergency, and make sure bleed-off valve and pressure relief valve work. Never use compressed air to transfer flammable liquids.
- Air filters shall be installed on the compressor intake to ensure only clean, uncontaminated air enters the compressor.
- Safety devices on compressed air systems shall be checked frequently.
- Before any repair work is done on the pressure system of a compressor, the pressure shall be bled off and the system locked-out.
- Signs shall be posted to warn of the automatic starting
- Feature of the compressors.
- The belt drive system shall be totally enclosed to provide protection for the front, back, top and sides.
- When compressed air is used with abrasive blast cleaning equipment, the operating valve shall be of the type that must be held open manually.
- A clip on chuck and an in line regulator (preset to 40psi) shall be required when compressed air is used to inflate auto tires.

Compressed Gases Guidelines

Any material that is under pressure can be dangerous if it is not handled properly. If the material is a compressed gas it may be flammable, explosive, reactive, toxic or a combination of these. Because of the hazards of compressed gases, it is important to know what you are working with, what the hazardous properties are, and how to safely handle the compressed gas cylinder.

The following compressed gases require special treatment:

Oxygen: Oxygen is not flammable, but increases the tendency of things around it to burn or explode. Keep oxygen cylinders away from combustible or flammable materials and fire hazards, including oil or grease on your hands, clothes and work area. Oxygen should not be used for compressed air.

Chlorine and Fluorine: These gases are highly corrosive and irritating and will attack many materials. When combined with acetylene, and exposed to light, they may explode. In water chlorine will form corrosive hydrochloric acid, attacking iron or steel equipment. A gas mask and other protective equipment should be available.

Ammonia: Ammonia is a highly corrosive gas that requires quick access to a gas mask and other protective equipment.

Acetylene and Hydrogen: Both are highly explosive gases requiring extreme caution when handling. Hydrogen escapes easily around threaded fittings. Friction of escaping gas can ignite spontaneously. Hydrogen has no odor to warn of a leak.

- Cylinders should always be chained in upright position to a wall, cylinder truck, cylinder rack or post. This becomes more important when gas is in use, as a regulator is attached to the cylinder valve and the safety cap is not in place.
- Always replace the cylinder cap when the cylinder is not in use or when it is being moved.
- Never place cylinders in hallways or work areas where they could be hit by fork lift trucks or struck by falling objects.
- Never hammer, pry or wedge a stuck or frozen cylinder valve to loosen it, and never use a wrench. If a valve will not open by hand, call the gas distributor.
- Do not rely on the color of the cylinder to identify the gas inside, as suppliers use different color codes. Return any unidentifiable cylinders to the supplier.
- Keep cylinders away from electrical circuits and excessive heat. Cylinders are made of steel and will conduct electricity.
- Keep cylinders away from the sparks, hot slag of molten metal resulting from welding, cutting, machining or foundry operations. Using or storing cylinders at temperatures in excess of 130 degrees F is in violation of DOT regulations. Keep cylinders out of direct sunlight as gases expand when heated. A cylinder at 2200 psig and 70 degrees F will increase in pressure to 2451 psig at 130 degrees F.

- Always "crack" the cylinder valve (open it slightly and close it immediately) before attaching a gas regulator to any cylinder, **except hydrogen or fuel gas cylinders**. Cracking removes any dirt that may be lodged in the valve outlet, and prevents dirt from entering the regulator. Wipe out the outlet connections on hydrogen or fuel gas cylinders with a clean, dry, lint free cloth. Do not stand in front of the valve outlet while cracking it, and do not point the outlet at anyone.
- Always use a cylinder wrench or other tightly fitting wrench to tighten the regulator nut and hose connections.
- Store fuel gas cylinders away from oxygen and compressed gas cylinders. OSHA regulations require stored oxygen cylinders be separated from fuel gas cylinders and combustible materials by at least 20 feet or by a noncombustible barrier at least 5 feet high having a fire resistive rating of a least one-half hour.
- Keep unauthorized persons away from the cylinder storage areas. Use a lock or fence if necessary.
- **"No Smoking"** signs should be posted around all fuel gas and oxygen storage areas.
- Under certain conditions, otherwise harmless gases can kill. Inert gases such as argon, helium, carbon dioxide and nitrogen can cause asphyxiation. Always use these gases in well ventilated areas.

Eye Protection Guidelines

In all operations where striking and struck tools are used, or where the cutting action of a tool causes particles to fly, eye protection (American National Standards Institute Z87.1- *Practice for Occupational and Educational Eye and Face Protection*) is needed by the user of the tool and by others who may be exposed to flying particles.

- Protective equipment, including personal protective equipment for eyes and face, shall be provided, used, and maintained in a sanitary and reliable condition. This protection should be provided whenever it is necessary by reason of hazards of processes or entrainment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
- Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
- Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, employers shall make conveniently available a type of protector suitable for the work to be performed, and employees shall use such protectors.
- Persons whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, shall wear goggles or spectacles of the following types: spectacles whose protective lenses provide optical protection or goggles that can be worn over corrective lenses mounted behind the protective lenses.
- Safety goggles or face shields should be worn when woodworking or cutting tools, such as chisels, brace bits, planes, scrapers, and saws are used and there is a chance of particles falling or flying into the eyes.
- Eye protection should be worn when working with grinders, buffing wheels and scratch brushes.
- Jobs such as cutting wire and cable, hand drilling, removing nails, chipping concrete, shoveling material or working under objects where particles of materials may fall require eye protection.
- Wear eye protection, keep it clean and fit for use, wear the right protection for the job.

Follow appropriate first aid for eye injuries.

Flammable and Combustible Liquids Guidelines

A flammable liquid is defined as any liquid whose flash point, the temperature at which vapors can ignite when there is a spark, flame or static electricity, is below 100 degrees F. At higher concentrations and higher temperatures the vapors of the liquid can ignite or explode without a spark. Most flammable liquids are volatile, evaporate quickly and reach a concentration in the air that could lead to an explosion. Some highly volatile flammable liquids are gasoline, acetone and alcohol. Containers with these flammable liquids must be marked with a red label indicating the hazard. To work safely with flammable liquids the three potential hazards: temperature, concentration of vapor and ignition sources must be controlled. A combustible liquid is defined as any liquid whose flash point is at or above 100 degrees F.

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
- No more than 60 gallons of flammable or combustible liquids shall be stored in any one storage cabinet. No more than three storage cabinets may be located in a single storage area.
- Inside storage rooms for flammable and combustible liquids shall be of fire resistive construction, have self closing fire doors at all openings, 4 inch sills or depressed floors, a ventilation system that provides at least six air changes within the room per hour, and electrical wiring and equipment approved for Class I, Division 1 locations.
- Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage shall be graded to divert possible spills away from building or other exposures, or shall be surrounded by a curb or dike. Storage areas shall be located at least 20 feet from any building and shall be free from weeds, debris and other combustible materials not necessary to the storage.
- **"No Smoking"** signs shall be posted in service and refueling areas.
- Drums containing Class I flammable liquids shall be grounded and bonded before and during dispensing into containers.
- All flammable and combustible liquid wastes shall be kept in fire-resistant, covered containers.
- Appropriate fire extinguishers shall be mounted within 50 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials.
- Listed Safety containers shall be used for the dispensing of flammable or combustible liquids.
- All spills of flammable or combustible liquids shall be cleaned up promptly.
- All flammable or combustible liquid storage tanks shall be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying or atmosphere temperature changes.
- All flammable or combustible liquid storage tanks shall be equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.
- Flammable liquids shall be stored separately from other chemicals, especially reactive such as oxidizers.
- All containers containing a flammable or combustible liquid shall be labeled correctly and clearly.

Hand Safety Guidelines

Sources of Injuries:

Burns

Cuts

Electrical shock

Absorption of chemicals

Pinching

Crushing

Cold

Vibration

Repetitive motion

- Analyze the work place for hazards to the hands. Look at each job and consider the possible hazards to the hands.
- Make sure all tools and machines are well maintained. Make sure all guards are in place.
- Employees must be properly trained in the use of the tools and machines in their area.
- Determine the proper protective equipment and make sure it is available to all employees who need it. Reinforce it by developing a company-wide hand protection policy.

Preventing Hand Injuries:

- Use protective gloves or other protection whenever necessary. There are gloves to protect against heat, cold, sharp objects, chemicals, electricity and a wide variety of other hazards.
- Gloves should not be worn around tools and machinery with rotating or moving parts, such as grinders, drills, lathes or milling machines.
- Watches, rings, bracelets, or other jewelry should be removed and loose fitting clothing avoided.
- Use tools and equipment **only** for the job they were designed for.
- The work place should be clean and well organized, and the tools and equipment well maintained.
- Tools and equipment should have their guards in place.

Hearing Safety Guidelines

- Hearing protection should be considered in areas where sound levels exceed 85 dBA, and must be used where levels are 90 dBA or greater.
- Wear proper ear plugs for low level noise abatement.
- Ear muff hearing protection, along with ear plugs, may be needed in high level noise areas.
- Keep hearing protection clean and fit for use.
- Check ANSI Standard S 3.19 Method for the Measurement of Real-Ear Protectors and Physical Attenuation of Earmuffs to determine the efficiency of a specific device for a given noise exposure.
- Sound absorbing materials can be used to isolate the noise source helping to prevent the spread of noise.
- Altering or enclosing equipment or using quieter work processes can reduce overall noise levels.

Hoists, Cranes & Scissor Lifts Guidelines

These are the suggested general guidelines for hoists and cranes. Your business may require additional safety guidelines to meet your specific safety needs.

The proper installation, operation, testing and maintenance of cranes and hoisting devices are a continuing responsibility of the owner/user. All hoists and cranes should be inspected per OSHA guidelines. This includes annual, as well as daily pre-use inspections. These should be documented, signed, and dated. Special attention should be paid to load hooks, ropes, brakes and limit switches.

- The safe load capacity of each hoist should be clearly posted on the hoist body.
- All employees working with hoisting apparatus should be trained on safe lifting/rigging practices and operating rules. The operator is responsible for compliance to safe procedures and to maintaining safe operating conditions of the lifting equipment.
- A load should be picked up only when it is directly under the hoist.
- All hoists should be attached to their supports and have adequate design factor for the maximum loads to be hoisted.
- All lifting hooks will have operating safety latches.
- All slings will be inspected prior to use.
- Each control cord should be nonconductive, unless they are grounded.
- Each control cord should be clearly marked "*hoist*" or "*lower*."
- Equipment should be kept away from energized power lines.
- When a crane is being used, standard hand signals should be posted at the site. Employees operating the crane should be trained in the hand signals, as per the construction industry guidelines.
- Only trained and certified employees should be allowed to operate any hoisting or crane device.

Ladders Guidelines

A ladder is an appliance usually consisting of two side rails joined at regular intervals by crosspieces called steps, rungs or cleats, on which a person may step in ascending or descending. There are variations called step ladder, single ladder, extension ladder, fixed ladder, job-made ladder, platform ladder, and sectional ladder. Ladders are constructed of wood, metal, aluminum or fiberglass.

Proper Selection

- Select a ladder of proper duty rating to support combined weight of user and materials.
- Ladders are available with duty ratings of 200, 225, 250, and 300 lbs.
- Select a ladder of proper length to safely reach the desired height.

Inspection Before Each Use

- Inspect thoroughly for missing or damaged components. Never use a damaged ladder and never make temporary repairs.
- Inspect thoroughly for loose fasteners. Make sure all working parts are in good working order. Lubricate if necessary.
- Clean ladder of all foreign material (wet paint, mud, snow, grease, oil).
- Destroy ladder if damaged, worn, or exposed to fire or chemicals. Bring back the ladder to the shop, tag for inspection; put a note on your daily report and management will make the decision of destruction.

Consider Before Each Use

- Metal ladders conduct electricity. Keep away from electrical circuits or wires.
- Consult manufacturer for use in chemical or other corrosive environments.
- Use ladder only as outlined in instructions. Ladders are designed for one person only.
- Do not use in high winds or during a storm.
- Keep shoes clean. Leather shoes should not be used.
- Never leave ladder set-up and unattended.

Proper Setup and Use

- Use help in setting up ladder if possible.
- Do not place on unstable, loose or slippery surfaces. Do not place in front of unlocked doors. Ladders are not intended to be used on scaffolds.
- Secure base section before raising ladder to upright position. Do not raise or lower with fly section extended.
- Extend and retract fly section only from the ground when no one is on the ladder.
- Do not overextend. A minimum overlap of section is required as follows:
 - Ladder size up to and including 32 feet---3 foot overlap
 - Over 32 feet up to and including 36 feet---4 foot overlap
 - Over 36 feet up to and including 48 feet---5 foot overlap
 - Sizes over 48 feet---6 foot overlap
- Position ladder against upper support surface. Make sure ladder does not lean to the side. Ladder must make a 75 degree angle with the ground.
- Erect ladder approximately 3 feet beyond upper support point.
- Check that top and bottom of ladder are properly supported. Make sure rung locks are engaged before climbing.
- Face ladder when climbing up or down. Maintain a firm grip. Use both hands in climbing.
- Keep body centered between side rails. **Do not over reach.** Get down and move ladder as needed.
- Fly section must have safety shoes if used as a single ladder.

Proper Care and Storage

- Hang ladder on racks at intervals of 6 feet for support.
- Never paint a wooden ladder. Treat with wood preservative.
- Protect wooden ladder from exposure to the elements, but allow good ventilation. Keep away from heat and moisture.

Material Handling Guidelines

- Aisles and doorways should provide adequate clearances.
- Aisles and doorways should be designated, permanently marked and kept clear to allow unhindered passage.
- Hand operated and motorized vehicles should be adequate for the load and operation.
- All dock plates and loading ramps should be constructed and maintained with sufficient strength to support the required load.
- Maintain hand operated and motorized vehicles in a safe operating condition.
- Pallets should be of the proper size and strength to the imposed load.
- Shelving should be maintained and of proper strength to support the required load.
- Hooks with safety latches should be used when hoisting materials.
- Securing chains, ropes and slings should be adequate to support the required load.
- Keep floors clean, dry and free of oil.
- Practice proper lifting techniques.
- Use hand operated or motorized vehicles to move heavy loads.
- Employees should be trained in the proper operation of material handling equipment.

Portable Hand Tools Guidelines

- The correct tool should be utilized for the job and used in a correct manner.
- If a job requires excessive force or bending of the wrist creating stress, a powered tool or a differently shaped tool should be used.
- Tools should be kept in good working condition. Damaged, worn or defective tools can cause injuries and should not be used.
- Keep tools in a safe place. Do not leave tools on the floor or above work areas.
- Sharpened tools should not be carried in pockets or left in tool boxes with cutting edges exposed.
- Appropriate personal protective equipment, such as safety goggles and gloves, should be worn to protect against hazards that may be encountered while using hand tools.
- Keep impact tools, such as chisels and punches, free of mushroomed heads.
- Keep wooden handles free of splinters or cracks, and assure a tight connection between the tool head and the handle.



Power Tools Guidelines

- Electric power operated tools should either be approved double insulated, be properly grounded, or used with ground fault circuit interrupters.
- Power tools should not be used until proper instruction has been given and authorization given by a supervisor.
- Guards on machinery and equipment should not be removed without authorization.
- The power tool should be off and motion stopped before the tool is set down.
- Disconnect the tool from power source before changing bits or blades, or attempting any repair or adjustment. Never leave a running tool unattended.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated and grounded. Do not use frayed or damaged cords.
- A power tool must never be used with a safety guard removed.
- All fixed power driven woodworking tools should be provided with a disconnect switch that can either be locked or tagged in the off position.
- Only trained employees will be allowed to operate power actuated tools. All power actuated tools will be tested daily before use and defects discovered before and during use will be corrected. Tools will not be loaded until immediately before use.
- Never operate power actuated tools in, near or around water.

Safe Lifting Guidelines

Most back injuries are the result of improper lifting techniques. The worst lifting situations occur when the body is extended over the load. Keep the back straight to shift the weight of the load being lifted onto powerful leg muscles, thus reducing the lever effect caused when the body is extended over the load.

- Keep in good physical condition. Difficult lifting tasks should not be attempted if not accustomed to vigorous exercise.
- Think before lifting. Make certain there is adequate space and clear aisle ways. Also, plan for a place to set the load down.
- Maintain a good grip on the load by using the palms of the hands.
- Lift with the load close to the body. The closer the load is to the spine, the less force it exerts on the back. This is one of the most important rules in lifting.
- Test the load before handling it. If it appears to be too heavy or bulky, get help or some type of mechanical aid.
- Place the feet close to the load. The feet should be far enough apart for stability, have one foot slightly ahead of the other and pointed in the direction of movement.
- Tighten stomach muscles. Abdominal muscles support the spine when lifting, offsetting the force it exerts on the back.
- Lift with your legs. The stronger leg muscles are better suited for lifting than the weaker back muscles.
- Keep the back straight, head up whether lifting or putting down the load. Avoid twisting, it can cause injury.

Think Before You Lift

Mental Lifting - Lift the load **twice**, by first lifting the load mentally.

Find a Better Way - Mechanical help can be used to avoid heavy loads, twisting motions, repetitive motions, bulky loads, vertical lifting and uneven surfaces. Pushcarts, conveyors, two wheeled carts, hoists, or forklifts are good examples of material handling devices that can be used.

Push, Don't Pull - Twice as much can be pushed than pulled, while running less risk of back injury.

Watch Your Footing - Wear proper footwear, take small steps, go slowly and clear a proper pathway free from tripping hazards.

Hand Safety When Lifting

- Inspect materials for splinters, jagged or sharp edges, burrs, and rough or slippery surfaces.
- Grasp the object with a firm grip.
- Keep fingers away from pinch and shear points, especially when setting down materials.
- When handling pipe, lumber or other long objects, keep hands away from the ends to help prevent them from being pinched.
- Wipe off greasy, wet or dirty objects before trying to handle them.
- Keep hands free from oil and grease.

Slip and Fall Prevention Guidelines

Slips, trips and falls can happen to anyone, anytime, anywhere. No single method can be used to prevent all slips and falls.

The most common causes of slips and falls include: unsafe use of ladders, jumping on or off lift gates, slippery surfaces, inappropriate footwear, poor lighting, obstacles on walkways, inattention and haste.

- Mop floor in area of spills immediately and post a sign stating "**Wet Floor**". Never leave spills unattended.
- Follow the flooring manufacturer instructions for cleaning and treatment.
- An oil absorbing material should be used to control small oil spills in the work place.
- During inclement weather keep rugs, mats, and floors dry. Snow and ice should be removed from all sidewalks, drives and access points used by the general public or employees. **Post wet floor signs.**
- Keep all floors, stairs, ladders, walkways, sidewalks and driveways in good repair.
- Be aware that electrical cords cause many tripping injuries.
- Good housekeeping is a must in accident prevention.
- Stairs, aisles and walkways should be clearly marked and kept free of any material.
- Look at each job and work area to consider the possible hazards.

Common Hazards

- Slippery areas
- Blocked walkways and stairs
- Ladders
- Electrical cords
- Poor lighting
- Housekeeping conditions

Preventative Measures

- Proper footwear
- Warning signs
- Non-skid surface
- Correct use of tools and ladders
- Floor mats
- Proper lighting

Welding and Cutting Guidelines

- Wear proper eye safety protection during welding and cutting operations.
- Ventilation should be provided whenever welding, cutting or heating is being performed.
- Arc welding and cutting operations will be shielded by noncombustible or flame-proof shields to protect employees from direct rays.
- A suitable fire extinguisher should be readily available when welding, cutting or heating operations are being conducted.
- Always clear the area below cutting or welding operations so hot slag will not drop on hoses, cables, or employees.
- When electrode holders are left unattended, electrodes should be removed and the holder should be placed or protected so it can not make electrical contact. All arc welding and cutting cables should be completely insulated.
- Always wear required eye protection to guard against slag while chipping, grinding and dressing of welds. Always wear a welding hood to protect eyes from flash burn.
- Fuel gas and oxygen hoses must be easily distinguishable and not interchangeable. Inspect hoses daily and repair or replace if defective.
- Always store cylinders properly on a welding cart or secured to a wall with a chain.
- All tank valves should be closed when equipment is not in use.
- Do not cut or weld around gasoline tanks or attempt to weld or cut a container that has stored a flammable or combustible liquid.
- Welding or cutting equipment should not be operated unless proper training has been provided.

Hot Work Guidelines

It is important to support the Hot Work Policy of any facility where work is done. These facilities may require the use of a Hot Work Permit system where a permit is issued for a specific hot operation to be conducted during a set period of time. This is a method of work authorization that includes fire safety checks.

Hot work is any operation producing open flames, heat, or sparks. Some examples of hot work are cutting, grinding, brazing, welding, soldering, thawing pipe, and torch-applied roofing. Hot work introduces a potential ignition source to combustible materials. Failure to follow a hot work policy can contribute to an extreme fire loss.

Hot Work Permits are approved by the local facility manager. Permits are given to the person performing the work and usually only approved for 24 hours. General permits are not issued. Each specific job will be issued a separate permit. Once issued, the permit should be posted in a conspicuous location near the work site so it may be observed during welding and cutting operations.

The authorization should not be given for hot work operations until all safety precautions and requirements listed on the permit are met. Under no circumstances is a permit to be issued sight unseen. The local facility manager must inspect the area where hot work operations will be performed before a hot work permit tag is issued. Precautions to be followed before, during, and after hot work operations are listed in the following guidelines.

Fire Prevention and Protection

- Get a "Hot Work Permit" filled out by the facility manager before doing any hot work.
- If the object to be welded, cut, or soldered cannot be moved, all movable fire hazards in the vicinity should be taken to a safe place away.
- If the object to be welded or cut cannot be moved, and all the fire hazards cannot be removed, then guards must be used to confine the heat, sparks, and slag for protecting the immovable fire hazards. Only approved welding blankets should be used to cover combustible materials.
- If hot work operations are conducted in a building protected by automatic sprinklers, verify the sprinkler system is in-service before conducting any hot work operations.
- A fire watch must be continuously present during the entire hot work activity and 30 minutes after completion. In addition, a follow up check of the work area should be done every 30 minutes for 4 hours after the welding and cutting are completed where moderate combustion may occur.
- If the requirements listed above cannot be followed, welding and cutting should not be performed.

The use of permits may be discretionary in certain situations. Permits are required when a recognized fire hazard exists or there is a need for special precautions. When "hot work" is routine such as a minor soldering required in day to day maintenance, or plumbing, and there is no unusual fire hazard, then a permit may not be required. Even when a permit may not be required, persons undertaking any "hot work" are responsible for fire safety precautions appropriate to the situation.

Hot Work Permit

(Post in area of work)

Date ___/___/___ Time _____

Building _____

Work to be done _____

Special Precautions _____

Fire Watch Required? _____ Yes _____ No

Fire Safety Supervisor _____

The location where this work is to be done has been examined, necessary precautions taken, and permission granted for this work (see below).

Permit Expires ___/___/___ Time _____

Work Authorized By: (Signed) _____

Time Started _____ Completed _____

Final Check

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite side of wall(s)) were inspected 30 minutes after the work was completed and were found fire-safe.

Signed _____ Time _____ Date ___/___/___

Before approving any hot work permit the Fire Safety Supervisor will inspect the work area and confirm that precautions have been taken to prevent fire in accordance with NFPA 51B.

Precautions

- Sprinkler system in service
- Hot work equipment in good repair

Within 35 Feet of Work

- Floors swept clean of combustibles
- Combustible floors wet down, covered with damp sand, metal, or other shields
- All wall and floor openings covered
- Covers suspended beneath work to collect sparks

Work on Walls or Ceilings

- Construction is non-combustible and with out combustible covering(s)
- Combustibles moved away from opposite side of wall

Work on Enclosed Equipment

(Tanks, containers, ducts, dust collectors, etc.)

- Equipment cleaned of all combustibles
- Containers purged of flammable vapors

Fire Watch

- To be provided during and 30 minutes after operation
- Supplied with a fully charged and operable fire extinguisher
- Trained in use of equipment and in sounding fire alarm

Final Check

- To be made 30 minutes after completion of any operation unless Fire Watch is provided

VI. Special Programs

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Confined Space Entry Program

Confined Space Entry

Federal rules require employers to determine what kinds of spaces their workers are in, what hazards could be there, how those hazards should be made safe, what training workers should receive, and how to rescue those workers if anything goes wrong. Further details are described in the requirements of 29 CFR 1910 Subpart J and 1926 Subpart AA.

A written program is required where a “permit space” entry exposure exists.

Only workers who have been assigned and trained to work in a permit space may do so. Additionally, before workers can enter a permit space, **JMB Mechanical Inc** will write a permit that specifies what safety measures must to be taken and who is allowed to go in. Entering a space without using a completed permit is only when all workers’ exposure to confined space hazards are eliminated.

Definitions

A “confined space” is any area having limited means of entry and/or exit which makes it difficult to enter, leave, or work in, and is not intended for regular continuous employee occupancy. Confined spaces include, but are not limited to such areas as: storage tanks, cargo tanks, manholes, grain bins and silos, bulk material hoppers, autoclaves, furnaces and boilers, plenums, pits, crawl spaces, attics, and many more.

A “permit space” is a confined space that may have a hazardous atmosphere, engulfment hazard, or other serious hazard, such as exposed wiring, that can interfere with a worker’s ability to leave the space without assistance.

A “qualified person” means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated an ability to solve or resolve problems relating to the subject matter, the work, or the project.

Contractors and Construction Industry

Construction industry operations require a competent person to evaluate the work site and identify confined spaces, including permit spaces. The entry supervisor must be a qualified person responsible for determining if acceptable entry conditions are present, and for authorizing entry and overseeing entry operations, and for terminating entry.

Controlling contractors and host employers along with the entry employer (company who’s worker enters a confined space), will discuss the confined spaces with each other, and their hazards, before and after entry. The controlling contractor, rather than the host employer, is the primary point of contact for information about permit spaces at the work site. The host employer must provide information it has about permit spaces at the work site to the controlling contractor, who then passes it on to the employers whose employees will enter the spaces. Likewise, entry employers must give the controlling contractor information about their entry program and hazards they encounter in the space, and the controlling contractor passes that information on to other entry employers and back to the host.

The controlling contractor is also responsible for making sure employers outside a space know not to create hazards that can affect the space, and that entry employers working in a space at the same time do not create hazards for one another’s workers.

Policy

The main purpose of all confined space entry standards is to protect the people working in confined spaces where toxic, explosive, and asphyxiating atmospheres may exist and from possible engulfment by loose materials.

If at **least** one (1) of the four (4) following conditions exist in the designated work area, it is considered a "permit required" confined space:

1. Contains or has the potential to contain a **hazardous atmosphere**;
2. Contains a material that has the potential for **engulfing** an entrant;
3. Has an internal configuration such that the entrant could be trapped or **asphyxiated**;
4. Contains any other recognized **serious safety or health hazard**.

All employees of **JMB Mechanical Inc** are **prohibited** from entering a confined space until a confined space entry permit is issued and signed by the client's entry supervisor in charge of that confined space work area.

Anyone working within a confined space should take necessary precautions to guard against this hazard. This would include independent subcontractors as well. Construction industry operations require a competent person to evaluate the work site and identify the confined spaces, including permit spaces. A sign reading, "DANGER -- Permit-Required Confined Space, Do Not Enter" will be posted at locations identified as permit spaces.

The procedure at **JMB Mechanical Inc** requires that at **least** these minimum criteria be met prior to commencing any work:

1. Testing and continuously monitoring conditions in the permit space, including engulfment hazards.
2. Stationing an attendant outside the permit space during entry and while work is being performed in the confined space. The responsibilities of the attendant are as follows, but not limited to:
 - A. Monitoring authorized entrants in the confined space;
 - B. Being familiar with the hazard(s) in the confined space and the behavioral effects of the hazard(s);
 - C. Staying in contact with entrants making sure they are not experiencing any negative effects;
 - D. Ordering entrants out of the confined space if deemed necessary;
 - E. Summoning rescuers, preventing unauthorized entry, and performing **non-entry** rescues;
 - F. Staying in position and **not** attempting any entry of the confined space, should any rescue situation occur;
 - G. **Not** performing any other duties that might divert attention away from monitoring and protecting the safety of the authorized entrants of the confined space.
3. Establishing procedures to summon rescuers and prevent unauthorized personnel from attempting any rescue. If there is a need to rely on local emergency services, then arrangements are needed for the first responders to give the company advance notice if they will be unable to respond for a period of time.
4. Requiring a permit including the following information:
 - A. Identification of the space;
 - B. Purpose of the entry;
 - C. Date and duration of the permit;
 - D. List of authorized entrants;
 - E. Names of current attendants and qualified entry supervisor;

- F. List of hazards in the permit space;
- G. List of measures to isolate permit space and eliminate or control hazards;
- H. Explanation of acceptable entry conditions;
- I. Results of initial and periodic testing;
- J. Rescue and emergency services and means to summon such services;
- K. Communication plan for entrants and attendants;
- L. List of required equipment (i.e., respirators, communication systems, lighting, alarms, test equipment);
- M. Any additional permits required (i.e., hot work, lock out/tag out);
- N. Any other necessary information, as required.

Note: If the original permit is canceled or the time period has expired, a **new** permit will need to be issued following the standard procedure. A permit may be suspended, instead of cancelled, when there have been changes from the entry conditions listed on the permit or an unexpected event requiring evacuation of the space. The space must be returned to the entry conditions listed on the permit before re-entry.

5. Training employees to ensure initial understanding, with annual refresher training, as mandated by the standard.
6. The people involved in confined space entry are required to know and do the following:
 - A. Know the hazards they face;
 - B. Recognize signs or symptoms of exposure;
 - C. Understand the consequences of exposure;
 - D. Know the use of any needed equipment;
 - E. Have passed medical tests required to wear needed equipment;
 - F. Communicate with attendants, as necessary;
 - G. Exit as quickly as possible whenever ordered or altered by alarm, warning sign, prohibited condition, or other;
 - H. The qualified entry supervisor must verify that all conditions and procedures have been met before he/she signs the permit for work to begin.
7. Ventilating the confined space and monitoring the atmosphere at all times. Employees must wear all necessary personal protective equipment and follow permit procedures **every** time they enter the confined space;
8. Providing explosion proof lighting inside the confined space (12 volt or battery powered/or with ground fault interrupters);
9. Testing the atmosphere inside the confined space, before each shift change and after each work interruption, to ensure the following ranges: oxygen 19.5% to 22.0%, hydrogen sulfide 0%, and explosive vapors 0%;
10. Requiring personnel entering confined spaces to wear a safety body harness with life line attached, to permit rapid exit or rescue;
11. Ensuring all electrical power has been locked out and tagged out, and all process lines, including sewer and drain connections have been discontinued or otherwise plugged;
12. Locking out and tagging out all power driven and agitating equipment serving the confined space;
13. Requiring that personal protective safety equipment be worn in areas other than the confined space and that equipment may include respirators, fire retardant clothing, or rubber steel-toed boots.

Confined Space Entry Permit

This permit is to be kept at the job site and returned to the office upon job completion.

Name of Confined Space Being Entered

Purpose for Entering

Hazards Identified and Methods of Control

Special Entry Conditions Required

Ventilation Modification:	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Low voltage lamps and air tools required?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lockouts and/or blind flange needed?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hoisting equipment, harness, and lifelines present?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rescue arrangements coordinated?	NA <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Entry Certified For: Date: _____ Time: _____ Through Date: _____ Time: _____

Name of Attendant: _____

Authorized Entrant(s): _____

Initial and Periodic Tests

Monitoring Done By: _____ Date: _____

For atmospheric tests, record continuous monitoring every two hours where applicable:

	Results	Initial Concentration	Concentration	Concentration	Concentration	Concentration
	Time: 00:00					
	Oxygen Minimum 19.5% Maximum 22.0%					
	Explosive (LFL%)					
Toxic Gases	H2S					
	CO2					
	CO					
	Cl					

Fleet Management Program

Fleet Management Program

Purpose: To help Reduce vehicle accidents
 Reduce employee injuries
 Protect the public
 Increase profit by decreasing losses

Fleet Safety Supervisor:

Appoint a fleet safety supervisor. This may be the owner, office manager or one of the senior drivers. This specific individual should be designated to be in charge of fleet safety. The fleet safety supervisor should possess knowledge and understanding of safe driving so that he or she can educate and train new and experienced drivers. The fleet safety supervisor should also be able to communicate well with drivers and management on matters related to fleet safety.

Underage Drivers:

Commercial trucks should not be driven by any person under age 21. Truck tractor units must not be driven by any person under age 25. Experience shows that youthful operators of these types of units are more prone to be involved in motor vehicle accidents than older, more experienced operators.

Driver Selection:

Decision making strategies to avoid accidents depend on hiring drivers who have the skills and behaviors critical to safe driving. Awareness is possibly the most important single factor separating good drivers from others. There are several aspects to awareness, including situational awareness and awareness of one's own capabilities and limitations. Situational awareness refers to the immediate driving environment, which includes weather and road conditions, and other factors that can cause sudden changes in the situation. Those drivers who have good situational awareness are usually able to anticipate probable actions of others and choose potential escape paths. A good driver might be defined as one who avoids dangerous situations, a distinction that may be based on strategic decision making done outside the driving environment. Try to determine, during an interview, if the prospective driver has behaviors such as impulsiveness or anger.

Hiring:

A motor vehicle report should be obtained on all prospective drivers and the employer should personally interview these applicants. In this interview, the employer should ask questions regarding previous work experience, educational background, knowledge of basic working rules, and past driving records. A schedule to reorder motor vehicle reports should be maintained. Unless each driver is continuously monitored with some form of reporting to management, annual reorders should be considered.

Training:

Institute a program to properly train all new employee drivers. Statistics show that properly trained drivers are less likely to become involved in accidents than those with little or no training.

- A. All new drivers of commercial vehicles with gross vehicle weights of over 10,000 lbs. should be accompanied by either the fleet safety supervisor or by an experienced driver for a minimum of three days of driving.
- B. When an employee driver changes from driving a single rear axle unit to a dual rear axle unit or to a truck tractor unit, the driver should be accompanied by the fleet safety supervisor or an experienced driver for at least one day.

Counseling Employees:

Employee evaluation should be conducted by the fleet safety supervisor. The supervisor should recognize those drivers who establish good driving records. An employee whose record reveals violations and/or at fault accidents approaching the maximum allowed by the company driving policy should be counseled by the fleet safety supervisor.

Any driver with an impaired driving charge should immediately be counseled by the fleet safety supervisor. That employee should not be allowed to drive a company vehicle for at least three years and until proper and adequate counseling (defensive driving, alcohol or drug rehabilitation) has been completed.

Leasing or Loaning Vehicles:

Leasing or loaning business vehicles to anyone under the age 25 is not allowed, including:

- Under age 25 child of an employee
- Under age 25 customer unless accompanied by an employee (such as a demonstration drive)

Safety Meetings:

The fleet safety supervisor should periodically hold meetings with all drivers to discuss new issues or problems that are being encountered.

Negligent Entrustment

- Involves negligent hiring, supervision, and retention of employees.
- Is directly related to the severity of risk to a third party by an incompetent employee.
- Focuses of pre-employment investigation into an employee's background and exhibited behaviors while employed.
- Business owners have a responsibility to ensure that employee drivers are competent to operate vehicles.
- Expensive judgments and punitive damages have been awarded that far exceed insurance coverages.
- A logical method to limit liability is to review motor vehicle records regularly.
- Checking records gives the employer a defense: "We ran the MVR. The driver has a good record. How could we have known? What else could we have done?"

Motor Vehicle Record (MVR) Policy

It is the policy of **JMB Mechanical Inc** to obtain and review the Motor Vehicle Record (MVR) on each prospective driver* before an offer for employment is extended to the individual. Management will review the Motor Vehicle Record to ascertain the applicant or employee holds a valid license and their driving record is within the parameters set by company driving policy.

* A "driver" is someone who could not perform the duties assigned to them without driving a vehicle.

Management will conduct an annual review of each employee's driving performance, where driving is a part of his or her job. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may then be ordered and reviewed. As a company policy MVRs are checked each three years on all employees where driving is part of their job description, annually on drivers under the age of 25, and annually on drivers identified during a previous review as needed closer supervision. If the employee's driving record does not meet the criteria set by management, driving privileges may be revoked, or other disciplinary action may be taken.

JMB Mechanical Inc

Date

Motor Vehicle Record Review

Name: _____

Social Security #: _____

I have reviewed the driving record of the above named driver and have carefully considered the accident record: any evidence he/she has violated laws governing the operation of motor vehicles, especially such violations as: speeding, reckless driving, and operation while under the influence of alcohol or drugs, indicating the driver has exhibited a disregard for the safety of the public. The Motor Vehicle Record (MVR) results were also applied to the standards of this company as found in **JMB Mechanical Inc** Driving Policy. Having done the above, I find that:

- the driver meets the minimum requirements for safe driving; or
- the attached sheet outlines the disciplinary action taken; or
- the driver is disqualified from driving a motor vehicle.

Reviewed by: _____ Date: _____

Title: _____

Driving Policy

JMB Mechanical Inc has made a commitment of safety, service, and quality to both our employees and customers. **JMB Mechanical Inc** mandates that both our employees and non-employees operate all vehicles owned by or used by **JMB Mechanical Inc** in a safe and economical manner. The following summarizes policy guidelines:

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

Accidents

All accidents are to be reported to management of **JMB Mechanical Inc** within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and determination made as either preventable or non-preventable.

A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MVR Standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years:
 - Driving while under the influence or while disabled by use of drugs;
 - Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or Breath Analyzer Test);
 - Leaving the scene of an accident without reporting it;
 - Homicide, assault, or criminal negligence resulting from the operation of a vehicle;
 - Driving while license is suspended or revoked;
 - Reckless or dangerous driving, which results in injury to a person;
 - Racing; and/or
 - Passing a stopped school bus;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of **JMB Mechanical Inc**.

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

All current drivers of **JMB Mechanical Inc** must have a signed copy of the following on file with management:

- Mobile Device Policy
- Distracted Driving Policy
- Vehicle Usage Policy

Signed: _____ **Date:** _____

Distracted Driving Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. For the good of all our employees and the community in which we operate, it is our company policy that you not engage in activities that cause you to become distracted from this responsibility, including, but not limited to:

- Using a cell phone or other mobile device
- Adjusting the controls of a CD player or radio
- Searching for items in the vehicle such as CDs and coins
- Eating or drinking beverages
- Reading maps or other printed material
- Programming GPS navigation systems

It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies your agreement to comply with **JMB Mechanical Inc** driving and distracted driving policies and MVR Standards, and that you are willing to accept the consequences of failing to follow the policy.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Vehicle Usage Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. **JMB Mechanical Inc** has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Vehicles must be operated in a manner consistent with the Driving Policy of **JMB Mechanical Inc**.
- Seat belts must be worn at all times when the company vehicle is in motion.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo will be secured and all doors locked while en route and while company vehicles are parked.
- All accidents must be reported to the manager consistent with **JMB Mechanical Inc** Accident Reporting Policy. You, the employee, are responsible for reimbursing **JMB Mechanical Inc** for all damages to the vehicle(s) not covered by insurance, provided that **JMB Mechanical Inc's** accident review shows a preventable type accident.
- All traffic violations received while operating the assigned vehicle will be paid by you, the employee;
- No permission may be given for any other person, including family members, to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by the company. Use of a radar detector will result in revoked driving privileges.
- Hitchhikers and passengers, other than company employees, are not permitted in company vehicles.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies your agreement to comply with **JMB Mechanical Inc** driving and vehicle usage policies and MVR Standards, and that you are willing to accept the consequences of failing to follow the policy.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Mobile Device Policy for Driving

Please read our Mobile Device Policy and return it to your supervisor.

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from the use of mobile devices while driving we have created the following rules that apply in the scope of your employment.

- Employees are not permitted to use a hand held mobile device for either outgoing or incoming calls.
- Employees are not permitted to use a hands free device for either outgoing or incoming calls.
- Employees are not permitted to access the internet, read or respond to emails or text messages.
- The above restrictions apply anytime the vehicle is in motion.
- Employees are expected at a minimum to abide by all state laws including those related to mobile device usage.

Company Consequences for failing to follow company policy:

Employees may be given warnings prior to being terminated for violation of this policy.

Employees who violate this policy may be subject to disciplinary action.

Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies that you agree to comply with this policy, and you are willing to accept the consequences of failing to do so.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Driver Information Form

Date: _____ Policy #: _____
Fax #: _____

1. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
2. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
3. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
4. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
5. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
6. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
7. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
8. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____
9. Driver _____ DOB _____
Type Of Vehicle _____ D.L.# _____
Job Title _____

Driver's Check-up Report

Vehicle _____ Mileage _____ Date _____

	OK	Repair	Repairs Made		OK	Repair	Repairs Made
Glass	_____	_____	_____	Tire-wheels	_____	_____	_____
Horn	_____	_____	_____	Brakes	_____	_____	_____
Mirrors	_____	_____	_____	Fuel system	_____	_____	_____
Oil pressure	_____	_____	_____	Exhaust system	_____	_____	_____
Parking brakes	_____	_____	_____	Air lines-hoses	_____	_____	_____
Wipers	_____	_____	_____	Cooling system	_____	_____	_____
Low air pressure	_____	_____	_____	Trailer light	_____	_____	_____
Vac. warning device	_____	_____	_____	& connector	_____	_____	_____
Vacuum gauge	_____	_____	_____	Suspension	_____	_____	_____
Air gauge	_____	_____	_____	Springs	_____	_____	_____
Extinguishers	_____	_____	_____	Steering	_____	_____	_____
First aid kit	_____	_____	_____	Chocks	_____	_____	_____
Fuses-electrical	_____	_____	_____	Coupling	_____	_____	_____
Emergency reflectors	_____	_____	_____	Head lights	_____	_____	_____
Tire chains	_____	_____	_____	Stop lights	_____	_____	_____
Placards	_____	_____	_____	Tail lights	_____	_____	_____
_____	_____	_____	_____	Clearance	_____	_____	_____
_____	_____	_____	_____	Reflectors	_____	_____	_____
_____	_____	_____	_____	Hazard lights	_____	_____	_____
_____	_____	_____	_____	Signals	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Driver's Signature _____

Mechanic's Signature _____ Date _____

Remarks: _____

Commercial Motor Vehicle Authorized Passenger

JMB Mechanical Inc has policy which prohibits the practice of transporting unauthorized persons in a commercial motor vehicle.

Unless specifically authorized in writing, a driver is not permitted to have any other person ride along in a commercial vehicle unless the other person is an employee of **JMB Mechanical Inc** or is assigned to that vehicle by the company. Such authorization is also required if a driver wants to have a non-employee family member ride along in the commercial motor vehicle.

JMB Mechanical Inc will maintain the following authorization at our principal place of business. At our discretion, a driver may also carry a copy of this authorization.

The following individual is authorized to be transported in our commercial vehicle.

Name: _____

From location: _____

To destination: _____

This authorization expires after the date: ____/____/____.

Authorization approved by: _____

Seat Belt Use Policy

JMB Mechanical Inc values the lives and safety of our employees. Wearing a seat belt helps reduce the risk of serious injury or death in motor vehicle accidents. Accordingly, the policy of **JMB Mechanical Inc** is employees and passengers are required to wear a seat belt when driving or riding in any motor vehicle on company business.

Employee Acknowledgement

I understand failure to abide by the above policy will result in disciplinary action, which may include suspension without pay or termination of employment.

Signature of Employee

Date

Lockout / Tagout Program

Lockout / Tagout Program

Purpose

The purpose of the Lockout/Tagout program at **JMB Mechanical Inc** is for employee safety. It is designed to protect individuals who might be involved in or affected by the servicing or maintenance of machines and equipment, from injuries resulting from unintended machine motion or unintended release of energy.

Scope

This program covers all such equipment servicing and/or maintenance activities on **JMB Mechanical Inc** property and shall include the work of outside contractors to the degree described here after. Also, certain routine adjusting, cleaning or setup activities performed by employees may be subject to these procedures.

Program

Management

The **Safety Director** shall have the responsibility for the overall management of the Lockout/Tagout Program, including providing for the training of **JMB Mechanical Inc** personnel, periodic program revisions as they may become necessary and annual inspections to determine the effectiveness of the procedure. The safety director shall maintain a list of trained, authorized individuals. Supervisors shall ascertain that only authorized persons who have received proper training are initiating Lockout/Tagout procedures. They shall make sure that adequate communication between affected persons takes place when Lockout/Tagout is being used.

Definitions

Lockout is the procedure of blocking the source of energy to a machine or piece of equipment, and keeping it out, in order to perform maintenance or repairs. Lockout is accomplished by placement of a lockout device at the power source of equipment so that the equipment powered by that source can not be operated until lockout device is removed.

Tagout is the procedure of placing a tag on the power source. It is a special tag which acts as a warning to others the dangers of starting up the equipment. It is not a physical restraint. Tags must be applied by hand and clearly state that the equipment being controlled can not be operated until tag is removed.

Energy Sources on which lockout/tagout must be used to protect individuals from the release of hazardous energy include but not limited to the following.

- Electrical
- Mechanical
- Pneumatic
- Fluid and gases
- Hydraulic
- Thermal
- Water under pressure
- Gravity

Authorized person means any employee who has undergone the training prescribed herein for users of Lockout/Tagout.

Training

All employees shall be trained in the recognition of, and compliance with, the warning system.

Authorized employees training shall consist of the following:

- Explanation of the rules.
- How to use the Procedure and who to notify.
- Identification of machinery energy sources at **JMB Mechanical Inc.**

All necessary lockout devices and warnings tags will be issued after training is completed.

Lockout / Tagout Rules

1. If an outside contractor is called in to perform work at **JMB Mechanical Inc.**, it shall be the responsibility of the company supervisor involved to advise the contractor of any locks or tags which might affect the contractor or his employees. Whenever a company supervisor actively directs the work of any such workers, it shall be the responsibility of that supervisor to apply lockout/tagout procedures if they are necessary. If an outside contractor creates a hazardous condition for **JMB Mechanical Inc** employees by failure to observe or execute proper lockout/tagout procedures, it shall be immediately reported to the safety director or company supervisor.
2. Lockout/Tagout shall be applied when maintaining or servicing any powered equipment or machinery, whether mechanical, electrical, pneumatic, natural gas, water pressure, hydraulic, thermal, or gravity.
3. The supervisor and/or the mechanic working on the equipment shall direct the Lockout/Tagout procedure. In the event there is more than one person working on the equipment, each shall put his/her lock and/or tag on the equipment, as directed by the procedure.
4. If work on equipment which has been locked out tagged is to continue to another shift, the supervisor shall notify any persons on subsequent shifts who might be affected.
5. Each authorized employee using this program shall be issued a lock and key for their use only. Only that person who applied his lock or lockout device may remove it.
6. Certain personnel will be issued locks and/or lockout devices when it becomes evident that routine maintenance, setup or adjustments to their equipment subjects them to hazard from unexpected start up or energy.
7. It shall be the responsibility of the person initiating the lockout/tagout procedure to inform the area supervisor when the machine or equipment is taken out of commission and when it is put back into commission.
8. Each person's lockout equipment (lock, lockout device, or tag) shall have their name affixed to it for easy identification.
9. If it becomes necessary to disable machinery/equipment for tagout by means of blocking hydraulic, electrical, pneumatic or other such systems, only persons qualified to work on those systems shall initiate the tagout procedure.
10. Supervisors shall enforce these lockout/tagout procedures and rules. Violations of these rules are considered serious and must be followed with disciplinary action.

JMB Mechanical Inc

Lockout / Tagout Procedure for Authorized Employees

Preparation for Lockout or Tagout

Make a survey to located and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, others) may be involved.

Sequence of Lockout or Tagout System Procedure

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by normal stopping procedures (depress stop button, open toggle switch).
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated or restrained by methods such as repositioning, blocking, or bleeding down.
4. Lock out and/or tag out the energy isolating devices with assigned individual lock(s) or tag(s). Note: When tagout alone is used (without lockout) energy sources must be disabled (removed fuses or circuit breakers, close valves and remove handles, disconnect wires) so that the same level of safety is achieved as would be achieved with lockout.
5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

Note: Return operating control(s) to "Neutral" or "Off" position after the test.

6. The equipment is now locked or tagged out.

Restoring Machines or Equipment to Normal Production Operations

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

Procedures Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place their own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. Each employee will then use their own lock to secure the multiple lockout device. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the device.

Basic Rules for Using Lockout or Tagout System Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other isolating device where it is locked or tagged out.

Personal Protective Equipment Program

Personal Protective Equipment Program

I. Purpose

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls, or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required, and that such use will lessen the likelihood of occupational injury and/or illness.

II. Scope

This program addresses only minimum requirements of eye, face, head, foot, hand and/or dermal protection. Separate programs exist for respiratory and hearing protection, since the need for participation in these programs is established through industrial hygiene monitoring.

III. Hazard Assessment and Equipment Selection

JMB Mechanical Inc will, in compliance with Occupational Safety and Health Administration (OSHA) Personal Protective Equipment standards, as found in 29 CFR 1910.132 through 1910.138, conduct inspections of all workplaces to determine the need for PPE and to help in selecting the proper PPE for each task performed.

Management of **JMB Mechanical Inc**, in conjunction with supervisors, will evaluate each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. A certificate will be completed for each work location listing the findings of the inspection and the specific PPE needed for that location. Each survey will be documented, using the Certification of Hazard Assessment Form, identifying the workplace surveyed, the person conducting the survey, findings of potential hazards, and the date of the survey.

Once the hazards of a workplace have been identified, management of **JMB Mechanical Inc** will determine the suitability of the PPE currently available. New or additional PPE will be selected by management, supervisors, and employees that ensure the level of protection greater than the minimum required to protect the employees from identified hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

IV. Responsibilities

Management is responsible for the development, implementation, and administration of the Personal Protective Equipment Program. This includes:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- Conducting periodic workplace reassessments as requested by supervisors and/or as determined by management.
- Maintaining records of hazard assessments.
- Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Providing guidance to the supervisor for the selection and purchase of approved PPE.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- Providing appropriate PPE and making it available to employees.
- Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- Maintaining records on PPE assignments and training.
- Supervising staff to ensure the PPE Program elements are followed and the employees properly use and care for PPE.
- Seeking assistance from management to evaluate hazards.
- Notifying management when new hazards are introduced or when processes are added or changed.
- Ensuring defective or damaged equipment is immediately replaced.

Employees, as users, are responsible for following the requirements of the PPE Program. This involves:

- Wearing the PPE as required.
- Attending required training sessions.
- Informing the supervisor of the need to repair or replace PPE.

V. Protective Devices

All PPE will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet the applicable ASTM International, ANSI (American National Standards Institute) or NIOSH (National Institute of Safety & Health) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated standards which have been incorporated into the OSHA PPE regulations, as found in 29 CFR 1910.132 through 1910.138 for general industry, and in 29 CFR 1926 Subpart E for the construction industry.

Careful consideration will be given to comfort and fit in order to ensure the PPE will be used. Protective devices are generally available in a variety of sizes. Care will be taken to ensure the right size is selected.

Eye and Face Protection

Prevention of eye injuries requires all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. The supervisor of each identified eye hazard area will have a sufficient quantity of goggles and/or plastic eye protectors, which afford the maximum amount of protection possible. If the personnel wear personal glasses they will be provided with a suitable eye protector to wear over them. OSHA regulations require each affected employee who wears prescription lenses while engaged in operations involving eye hazards will wear eye protection that either incorporates the prescription into its design or wear eye protection worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. Personnel requiring prescription safety glasses should contact the main office to have their request for prescription safety glasses processed.

Suitable protectors will be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases or vapors, bioaerosols, or potentially injurious light radiation.

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.
- Side protectors will also be used when there is a hazard from flying objects.
- Goggles and face shields will be used when there is a hazard from chemical splash.
- Face shields will only be worn over primary eye protection (safety glasses or goggles).
- For those employees who wear prescription lenses, eye protectors will either incorporate the prescription in the design or fit properly over the prescription lenses.
- Protectors will be marked to identify the manufacturer.
- Equipment fitted with appropriate filter lenses will be used to protect against light radiation. Tinted or shaded lenses are not filter lenses unless they are marked or identified as such.

Emergency eyewash facilities, meeting the requirements of ANSI Z358.1, will be provided in all areas where the eyes of an employee will be exposed to corrosive materials. All emergency eyewash facilities will be located where they are easily accessible in an emergency.

Head Protection

Head protection will be furnished to, and used by all employees and contractors engaged in construction work, and in all work areas identified as required during the hazard assessment of that particular work area. Head protection will be worn when hazards from falling or fixed objects or electrical shock are present.

Foot Protection

Safety shoes will be worn where identified as required during the hazard assessment of each particular work area.

- Safety shoes or boots, with impact protection, are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy loads, which could be dropped; and for other activities where objects might fall onto the feet.
- Safety shoes or boots, with compression protection, are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over the feet of an employee.
- Safety shoes or boots, with puncture protection, are required where sharp objects such as nails, wire, tacks, screws, large staples, or scrap metal can be stepped on by employees.

Hand Protection

Suitable gloves will be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, or harmful temperature extremes are present. Glove selection will be based on performance characteristics of the gloves, conditions, duration of use, and hazards present.

In selecting gloves for use during chemical exposure the first consideration will be the exact nature of substances encountered. Read the instructions and warnings found on chemical containers and/or Safety Data Sheets (SDS) prior to working with any chemical. Recommended glove types are usually listed in the section for personal protective equipment.

Cleaning and Maintenance

All PPE will be kept clean and properly maintained. Cleaning is particularly important for eye and face protection, where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so the PPE provides the requisite protection. Personal protective equipment should not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Training

Any employee who is required to wear PPE will receive training in the proper use and care of the PPE. Initial training will be from instructional materials provided with the PPE by the manufacturer of the product. Periodic retraining will be offered to employees and supervisors as needed. Training will include, but not necessarily be limited to, the following subjects:

- When it is necessary for PPE to be worn?
- What PPE is necessary?
- How to properly don, doff, adjust, and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

After completion of the training employees will be required to demonstrate they understand the components of the Personal Protective Equipment Program, and how to use PPE properly, or they will be retrained.

Recordkeeping

Written records will be kept with the names of the persons trained, the type of training provided, and the dates when training occurred. Training records will be maintained on each employee a minimum of 3 years. An evaluation for each work site, as recorded on the Hazard Assessment Certification Form, will be completed at minimum of each 3 years.

PPE Assessment Checklist

JMB Mechanical Inc

Date: _____

Complete if employees are subjected to eye, head, hand, foot, and/or dermal exposure.

General Policies

- Yes No Has a workplace survey been conducted to determine which PPE items are necessary?
- Yes No Is this survey documented?
- Yes No Is all protective equipment maintained in a sanitary condition and ready to use?
- Yes No Have employees been trained and tested on how and when to use PPE items?
- Yes No Are temporary or rotated shift employees, vendors, and visitors advised on the use of PPE items?
- Yes No Are these same groups required to wear PPE while in the work area?
- Yes No Has Safety Data Sheet information been surveyed for required PPE usage?
- Yes No Are employee training records maintained accurately and kept up to date?

Use and Disposal

- Yes No Are procedures in place for decontamination/disposal of PPE items?
- Yes No Are PPE items for reorder verified for the same level of protection when there is a change in manufacturer?
- Yes No Is the compatibility of replacement parts (such as respirator cartridges) also verified?
- Yes No Are procedures in place for cleaning up hazardous materials?

Vision Protection

- Yes No Are protective goggles, glasses, and face shields provided and worn when there is any danger of flying particles or corrosive materials?
- Yes No Are approved safety glasses required to be worn when there is a risk of eye injuries, such as punctures, abrasions, contusions, or burns?
- Yes No Are employees who use corrective lenses required to wear approved prescription safety glasses with goggles and face shields?

Apparel

- Yes No Are protective gloves, aprons, shields, or other precautions (protective cream) provided wherever there is a danger employees could be cut or exposed to corrosive, hazardous, or infectious materials?
- Yes No Are eyewash facilities and a quick drench shower within any work area where employees are exposed to injurious corrosives?
- Yes No Are hard hats inspected periodically for damage to the suspension system and the shell?
- Yes No Are employees who work in identified areas required to wear protective footwear?

Respirators, Hearing Protection

- Yes No Are approved respirators provided for regular or emergency use where needed?
- Yes No Is protection provided against occupational noise exposure when required?
- Yes No Is hearing testing also provided?

Personal Protective Equipment Certification of Hazard Assessment Form

Location: _____ Date: _____

Specific Tasks Performed at this Location: _____

Analysis Conducted By: _____

I. Overhead Hazards

Hazards to consider include:

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop object on others below
- Sharp objects or corners at head level

Hazards Identified: _____

	<u>Yes</u>	<u>No</u>
Head Protection	<input type="checkbox"/>	<input type="checkbox"/>
If yes, type:		
<input type="checkbox"/> Type G (General) Impact & penetration resistance, low voltage exposure, proof-tested at 2,200 volts		
<input type="checkbox"/> Type E (Electrical) Impact & penetration resistance, high voltage exposure, proof-tested at 20,000 volts		
<input type="checkbox"/> Type C (Conductive) Impact & penetration resistance, no electrical exposure		

II. Eye and Face Hazards

Hazards to consider include:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Chemical splashes • Smoke & fumes • Lasers/optical radiation • Projectiles | <ul style="list-style-type: none"> • Dust • Welding operations • Bioaerosols |
|---|---|

Hazards Identified: _____

	<u>Yes</u>	<u>No</u>
Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>
Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>
Face Shields	<input type="checkbox"/>	<input type="checkbox"/>

III. Hand Hazards

Hazards to consider include:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Chemicals • Temperature extremes • Exposed electrical • Material handling | <ul style="list-style-type: none"> • Sharp edges, splinters • Biological agents • Sharp tools, machine parts |
|--|---|

Hazards Identified: _____

	<u>Yes</u>	<u>No</u>
Hand Protection	<input type="checkbox"/>	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chemical resistant		
<input type="checkbox"/> Temperature resistant		
<input type="checkbox"/> Abrasion resistant		
<input type="checkbox"/> Other (Explain) _____		

IV. Foot Hazards

Hazards to consider include:

- Heavy materials handled by employees
- Exposed electrical wires
- Wet conditions
- Sharp edges or points (puncture risk)
- Unusually slippery conditions
- Construction/demolition

Hazards Identified: _____

	<u>Yes</u>	<u>No</u>
Foot Protection	<input type="checkbox"/>	<input type="checkbox"/>
Safety Shoes	<input type="checkbox"/>	<input type="checkbox"/>
Types:		
<input type="checkbox"/> Toe protection		
<input type="checkbox"/> Metatarsal protection		
<input type="checkbox"/> Puncture resistant		
<input type="checkbox"/> Electrical insulation		
<input type="checkbox"/> Other (Explain) _____		

V. Other Identified Safety and/or Health Hazards:

Hazards Identified	Recommended Protection
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on this day.

JMB Mechanical Inc

 Date

