

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: 7550642A1
Solicitation Title: ELECTRICAL/ELECTRONIC MAINTENANCE & REPAIR (MPA 41) (1PG)

**Bid Proposal Submission
Deadline Date & Time:** 7/29/2016 10:00 AM

RIVIP Vendor ID #: 496
Bidder Name: Robert F. Audet, Inc.
Address: 2883 South County Trail

East Greenwich , RI 02818
USA

Telephone: (401) 884-3310
Fax: (401) 884-3316
Contact Name: John Miguel
Contact Title: Vice President
Contact Email: estimating@rfaudet.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

- 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



State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

ADDENDUM # 1

7/19/16

Solicitation #7550642

Title: Electronic / Electronic Maintenance & Repair (MPA 41)

Submission Deadline: July 29, 2016 @ 10:00 am (ET)

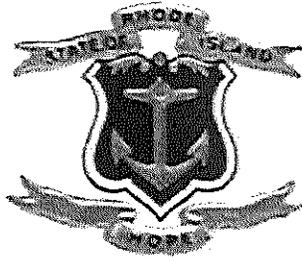
Per the issuance of ADDENDUM #1 the following are noted:

Correction to solicitation Contract/Blank dates.

The term of the MPA 41 contract shall commence on or about September 1, 2016 and expire August 31, 2017.

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Gary P. Mosca
Senior Buyer



Solicitation Information

DATE: July 5, 2016

RFQ: #7550642

TITLE: Electrical / Electronic Maintenance and Repair (MPA 41)

Submission Deadline:

DATE: July 29, 2016

TIME: 10:00 AM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **July 15, 2016 @ 4:00 PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

**Gary P. Mosca,
Senior Buyer**

Applicants must register on-line at the Division of Purchases' Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page "RIVIP Bidder Certification Cover Form" attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The State of Rhode Island (the "State"), by and through its Division of Purchases (the "Division") on behalf of all State agencies ("User Agencies"), solicits Master Price Agreement ("MPA") proposals from licensed electricians ("Contractors") who are experienced in maintenance and repair of electrical and electronic systems in commercial, industrial, and residential facilities in accordance with the terms of this request for proposals ("RFQ") and the Division's General Conditions of Purchase, which may be obtained at www.purchasing.ri.gov . If awarded, the term of the MPA contract shall commence on or about September 1, 2016 and expire August 31, 2016 unless terminated, cancelled, by the Division.

Contractors may be required to perform any or all of the services specified herein. Contractors shall enter into a MPA contract with the State consistent with the terms of this RFP and responses thereto.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. All costs associated with developing or submitting a proposal in response to this RFQ, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
3. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
4. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
5. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
6. It is intended that an award pursuant to this RFQ will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work.

Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

7. All proposals should include the vendor's FEIN or Social Security number as evidenced by an IRS Form W₉, downloadable from the Division's website at www.purchasing.ri.gov.
8. The purchase of services under an award made pursuant to this RFQ will be contingent on the availability of funds.
9. Vendors are advised that all materials submitted to the Division for consideration in response to this RFQ shall be subject to the Rhode Island "Access to Public Records Act", R. I. Gen. Laws § 38-2-1, *et seq.* shall be without exception, and shall be available for public inspection upon request once an award has been made.
10. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.
11. "Equal Employment Opportunity Act", R.I. Gen. Laws § 28-5.1-1 provides as follows: (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
12. In accordance with R.I. Gen. Laws § 7-1.2-140, no foreign corporation, (a corporation without a Rhode Island business address), shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
13. Vendors must comply with the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: BACKGROUND

The Work will entail the installation and modification of miscellaneous electrical maintenance, repair and installation projects as well as 24-hour emergency service call response. Task orders will be issued by user agencies. Some of the required services ("Projects") may be for routinely scheduled maintenance and repair and other services may be in response to emergency situations.

Services shall be provided by Contractors on an "as needed, when requested" basis. This request for proposals does not guarantee that the State will utilize any contractor for a minimum/maximum amount of time or for a minimum/maximum dollar value over the term of the MPA contract.

The prices/rates provided in this Master Price Agreement (MPA) represent the maximum price/rate that may be charged by Contractors to User Agencies. The User Agencies reserves the right to negotiate a lower price/rate from one or more of the MPA Contractors or request lump sum fixed fee quotes based on specific requirements or quantities or acquire a time and materials method for specific projects.

SECTION 3: SCOPE OF WORK

General Scope of Work

Contractor will provide electrical service, including labor and equipment, for all State agencies, facilities buildings owned or occupied by the State of Rhode Island including but not limited to all State Educational Facilities as needed. Service will include all testing, scheduled maintenance, emergency repairs and other work necessary on the State's electrical primary and secondary distribution systems not to exceed 600V for low to medium voltage or any systems in excess of 600V for high voltage.

- 3.1 Contractor(s) must have proper PPE for all service calls and address work/services including but not limited to those enumerated herein:
- 3.2 Contractors must perform repairs, fabrication, operations and maintenance of minimum 600V voltage electrical systems and associated equipment for low voltage services and excess of 600V voltage electrical systems and associated equipment for high voltage services.
- 3.3 Contractors are responsible for testing equipment and troubleshooting complex electrical problems to develop effective resolutions.
- 3.4 Contractors must have an understanding of the operation and maintenance of tools and equipment of the trade.
- 3.5 Contractors must establish and maintain effective working relationships with those contacted in the course of the Project such as customers, project managers, inspectors, and other crafts, including assisting others and working cooperatively.

- 3.6 Contractors shall maintain records related to work performed including use of computers.
- 3.7 Contractors must be able to read and interpret plans, diagrams, drawings, instructions, and related technical materials.
- 3.8 Contractors must be able to plan and direct the work of semi-skilled and apprentice workers.
- 3.9 Contractors shall be responsible for properly disposing of any materials removed or replaced. In addition, any areas disturbed or damaged must be restored to their original condition.
- 3.10 Contractors must respond to service calls if requested by a User Agency and be available 24 hours per day, 7 days per week, and 365 days per year (24x7x365). Response time to emergencies and routine request is expected to be timely, and proposals will be reviewed in part on the Contractor's ability to provide such "on-call" service and by written commitment to respond timely to both scheduled and emergency situations. Contractors must send a qualified licensed electrician to the User Agency location and supply all necessary tools, equipment, and replacement parts to perform repairs or diagnose the problems. Such supplies, materials and parts shall be of the highest quality and the cost of such shall be billed as reflected in the bid document.

Contractor(s) must respond as requested by the Eligible Entity:

- i. Emergency calls – Contractor must respond within two (2) hours or less of initial call as directed by the User Agency.
 - ii. Service calls – Contractor must respond by phone within one (1) hour and establish a mutually agreed arrival time at the User Agency.
- 3.11 Contractors must be able to make preliminary assessments of the electrical problems based upon the telephone communications with the User Agency.
 - 3.12 Failure to arrive at the User Agency location without a qualified licensed electrician may be considered an unacceptable service call. Contractors shall not charge for an unacceptable service call and the User Agency shall not be required to pay for an unacceptable service call.
 - 3.13 Contractors must receive prior approval from the User Agency to perform any and all projects including additional repairs and services that are not part of the initial service call. Failure to receive prior approval may constitute unauthorized repair or service, and contractors shall not be compensated for such services. In addition Contractors shall be held accountable for any unauthorized services and responsible for compensating the User Agency if any damage occurs. User Agencies the contracting authority shall be responsible for requesting Contractor service and compensating Contractors.

- 3.14 Contractors shall be responsible for cleaning the work area after the Project is completed, this includes removal of all package material, sweeping the area of debris, removing all debris (if applicable) and leaving the work area in a safe condition.
- 3.15 Contractors shall be responsible for informing designated User Agency personnel to status of all work in progress on a daily basis including but not limited to estimated completion date, parts delivery dates and accrued and project costs.
- 3.16 The User Agency must be advised and must approve if more than (1) person is necessary on the project.
- 3.17 Contractors shall be required to complete User Agency "time-in/time-out logs. All Projects related work is to be coordinated through designated User Agency personnel. In addition, a suitable Contractor work order form shall be maintained by the User Agency documenting Contractor personnel on the Project site, together with start and completion times. The Contractor representatives must sign the work order form and retain a copy for his/her files. Work order forms shall be used for verifying billable hours.
- 3.18 All Contractors personnel shall dress appropriately with clear identification of the employee's name.
- 3.19 Contractors shall maintain a twenty-four (24) hour capability with sufficient manpower, equipment and vehicles to assure emergency repair response and a two (2) hour response time is expected for emergency service. The Contractors' response staff should be the individual or individuals most familiar with the distribution system.
- 3.20 Contractors shall receive a copy of the User Agency's electrical distribution schematic and shall be required to maintain said schematic throughout the duration of the Project.
- 3.21 Contractors must be located within 60 miles of Rhode Island.
- 3.22 Travel time shall not be an allowable expense. All billable time is for on-site services unless approved in writing by the User Agency.
- 3.23 Contractors shall be responsible for supplying all equipment needed to complete Projects including but not limited to: voltage testers, line fault testing equipment, drilling equipment, line pulling equipment, safety equipment and all other equipment as needed or required. All tools and equipment are to be included in the Contractors hourly rate. Charges for additional equipment beyond the scope of a standard service call must be authorized in writing by the User Agency.
- 3.24 All line faults will be tested utilizing both voltage and line fault testing equipment according to the National Electrical Code and NETA standard.

3.25 In addition to license requirements, Contractors responding to this RFQ must certify that all work/services performed for User Agencies shall be performed by an individual(s) holding valid Rhode Island electrical licenses.

SECTION 4: Price and Related Factors:

Award(s) will be made to the vendors that offer the best value to the State. The State may determine that an offer is unacceptable if the pricing offered is significantly unbalanced.

4.1 Fixed Fee Lump Sum Award:

*This method will apply to those projects that have a defined scope of work.

No individual Project shall exceed the maximum cost of thirty thousand dollars (\$30,000) for low/medium voltage services and fifty thousand dollars (\$50,000) for high voltage services. A minimum of three (3) written quotes will be required from user agency. The Contractor shall submit a properly itemized proposal covering the requested Work. This proposal shall be itemized to include the various components of work and shall be segregated by labor, materials and equipment in a format satisfactory to the User Agency. Any amount in excess of the maximum dollar amount must be reviewed and receive authorized by the Division. The Division reserves the right to solicit quotes from all Contractors for any project regardless of its estimated value. Contractors must conduct a no cost site inspection and issue a no cost written price quote for any project at the request of the User Agency. The quotation shall be provided within three (3) business days of the original request, and shall include a detailed summary in accordance with the MPA contract rates. The User Agencies shall be under no obligation to pay for Work done without prior approval and the State may at its sole option request alternative quotations.

The cost of the services to be performed under the time and materials provision shall not be increased over the initial cost estimate without a written estimate signed by the agency and Contractor. Contractors must document and submit an estimate for a change in cost or time with sufficient data to allow an evaluation of the estimate. Provide detailed breakdown of the cost and estimate for labor and materials including a detailed breakdown for subcontractors or vendor's work. Include copies of written estimates from subcontractors or vendors.

4.2 Time and Materials Award:

*This method is for those projects or special tasks for which the specifications are uncertain or difficult to determine in advance.

Projects or special tasks may include but not limited to:

1. Evaluate/inspect the existing distribution system.
2. Update the existing one-line drawings including identification of feeders, switch configurations and transformer nameplate data.
3. Identify areas within the electrical system for improving reliability and redundancy.
4. Assist the Utility Department with developing a preventative maintenance plan.
5. Identify and document all distribution system related equipment. (Including nameplate data, age and condition).
6. Assist the Utility department with developing a master plan for replacement of equipment and cables deemed at/near end of useful life.

Note: The additional tasks above will require varying levels of expertise. It is understood that these tasks will be implemented on a T&M basis utilizing personnel described in the proposal.

Contractors shall submit an itemized proposal to User Agencies which include the various components of work/services for a Projects segregated by labor, materials and equipment in a format satisfactory to User Agencies. The allowable markup for indirect overhead and profit on all items shall be limited to 15%. The Owner shall be entitled to any and all material or trade discounts (off list prices) that the electrical vendor receives. Material quotes or invoices shall provide the discounted rate.

In the event a time and materials option has been deemed in the best interest of the State a not to exceed amount must be provided by the Contractor to the Agency. The not to exceed amount shall not exceed \$30,000.00 per Project.

Each task will be assigned to Contractor by an authorized Agency representative in a detailed, written work authorization.

Contractor(s) shall be required to complete an agency "time-in/time-out log when on project site. Agencies will provide a designated individual to coordinate and supervise any/all Time and Materials work orders. In addition a vendor work order form shall be maintained by the agency documenting contractor personnel on the job site and start and completion times. The Contractors representative is required to sign the vendor work order form and retain a copy. This document will be used for verifying billable hours.

The cost of the services to be performed under the time and materials provision shall not be increased over the initial cost estimate without a written estimate signed by the agency and Contractor. Contractors must document and submit an estimate for a change in cost or time with sufficient data to allow an evaluation of the estimate. Provide detailed breakdown of the cost and

estimate for labor and materials including a detailed breakdown for subcontractors or vendor's work. Include copies of written estimates from subcontractors or vendors.

SECTION 5: CONTRACTOR REQUIREMENTS

- 5.1 Contractors must comply with all local, State and Federal laws, rules, obtain required permits and adhere to all regulations for electricians; possess a valid Rhode Island master electrician's license; have a current Rhode Island contractor's license; and, must be registered with the Rhode Island Secretary of the State Corporations Division.
- 5.2 Contractors shall invoice the User Agency within 30 days of a completed service call at the rates agreed to in the MPA contract. The User Agency shall make payment in accordance with the "Prompt Payment Act" R. I. Gen. Laws § 42-11.1-1 *et seq.*
- 5.3 Contractors must have been in the electrical contracting business for a minimum of three (3) years (to qualify for low/medium voltage Projects) and a minimum of five (5) years to qualify for high voltage Projects. Contractors, who have not been in business for the minimum three years, must identify all substantial structural changes related to the ownership or management of their business. This includes, but is not limited to, merger, acquisition, change in control, receivership, bankruptcy, etc. If there has been any such substantial structural change, then explain in detail the reasons for such changes as well as the impact on the Contractors ability to provide the services solicited in this RFQ. The State reserves the right to request additional information regarding any Contractor's response to this section to ensure that prospective Contractors have demonstrated that any such structural changes have not substantially altered the nature of the services being provided or the management and staff expertise necessary to perform the required services and repairs.
- 5.4 Contractors must indicate the year their business entity was established. This will be verified with the Secretary of States Corporation Division or with other authorities.

SECTION 6: Occupational Health and Safety Requirements

- 6.1 Contractors shall strictly comply with the current State and Federal occupational safety and health policies/procedures necessary to protect the health and safety of workers and the general public on all project sites.

- 6.2 Contractors must take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage while performing services under this RFQ. It is the Contractor's responsibility to ensure that operations are conducted in a safe and secure manner at all times. Contractors must replace/repair, at the User Agency's sole discretion, any property damaged by Contractors during project performance.
- 6.3 Based on applicable security laws, regulations, and policies, User Agencies have the right to require the Contractors to comply with a range of additional requirements or standard operation procedures. Contractors must comply with such security requirements at no additional charge to the User Agencies. User Agencies shall have the right to request background criminal investigations (BCI's) from any and all Contractor officers, directors, and employees at no additional charge to the User Agency.
- 6.4 Contractors shall ensure that employees are knowledgeable of all the requirements of this RFQ. Contractors shall be responsible for instructing employees in safety measures considered appropriate.
- 6.5 Project work areas shall be secured from public access, clearly marked, and barricaded, if necessary. Project work shall not interfere with ingress or egress of normal operations by tenants, employees or vehicles. Contractors shall protect all surrounding surfaces and vegetation from damage or destruction. Contractors shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of the Project. No materials or equipment shall be left on the Project site when the Contractor's workers are not present. The Contractor is responsible for protecting the work from damage from any source prior to final acceptance by the User Agency. At the completion of work, Contractor shall remove all materials, supplies, debris and rubbish and leave the Project site in a clean, acceptable condition.

SECTION 7: Equipment, Materials and Workmanship

- 7.1 Contractors shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of a Project.
- 7.2 All equipment, materials and labor utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the work/services required for a project.
- 7.3 Contractors shall guarantee all workmanship and parts furnished and installed under this RFQ against defect for (12) months after completion. Equipment provided with manufacturer's extended warranties shall extend this duration in accordance with manufacturer's terms and conditions. Defects will be repaired or replaced by Contractors at no expense to the User agency.

- 7.4 Contractors must supply all relevant warranty information and documentation to the user Agency upon Project completion.
- 7.5 All equipment, parts and/or supplies must be new and of the highest quality.

SECTION 8: Inspection of Work

- 8.1 All Projects related work/services shall be subject to inspection and approved by the User agency.
- 8.2 Acceptance or rejection of the Project shall be made as promptly as practical, but failure to accept or reject the Project shall not relieve the Contractor from responsibility for the Project related work/services.
- 8.3 User Agencies shall not be deemed to have accepted the Project by virtue of a partial or full payment for it.

SECTION 9: Damage and Defects

- 9.1 Contractors shall use due care so that no persons are injured, or no property damaged during a Project. Contractors shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Project related work/services or caused in any other manner whatsoever by the Contractor or their employees.
- 9.2 User Agencies may repair the loss or damage to property caused by a Contractor during the Project. Contractors shall reimburse User Agencies for any and all costs associated with loss or damage caused by Contractor. Where, in the opinion of the User Agency, it is not practical or desirable to repair the loss or damage the User Agency may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor for the Project.
- 9.3 Contractors shall preserve and protect the rights of the User Agency with respect to any work/services performed under sub-contract and incorporate the terms and conditions of this RFQ Contract into all sub-contracts as necessary to preserve the rights of the State and User Agencies under this RFQ. The Contractor shall be fully responsible to the State and User

Agencies for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by Contractors.

SECTION 10: WAGE REQUIREMENT

- 10.1 Project based pricing will be inclusive of all Contractors employees, approved sub-contractors, labor, material, equipment, supplies, all applicable permits and any other costs to complete the project. The User Agencies shall provide the scope of work to the Contractors. The electrical Contractors must provide the eligible entity with certified payroll record (prevailing wage) after completion of project.
- 10.2 Contractors must comply with all applicable prevailing wage requirements. Prevailing wage schedules are listed at <http://www.wdol.gov/dba.aspx#0> . The Division is not responsible for the accuracy of the information contained at that website or any third-party website.
- 10.3 The wages listed on the wage schedule must be paid to employees on public works projects regardless of whether they are employed by the Contractors or any sub-contractor.
- 10.4 The wage schedule applies to all phases of the Project, including the final clean-up. Contractors whose only role is to perform final clean-up must pay their employees according to this wage schedule.
- 10.5 All apprentices must be registered with the State Rhode Island Department of Labor and Training (“DLT”) Apprenticeship Training Program in order to be paid at the lower apprentice rates. All apprentices must keep his/her apprentice identification card on his/her person during all work hours. If a worker is not registered with DLT, they must be paid the “total rate” listed on the wage schedule regardless of experience or skill level.
- 10.6 R.I. Gen. Laws § 37-13-13 provides as follows: – (a) Every contractor and subcontractor awarded a contract for public works as defined by this chapter shall furnish a certified copy of his or her payroll records of his or her employees employed on the project to the awarding authority on a

monthly basis for all work completed in the preceding month on a uniform form prescribed by the director of labor and training. Notwithstanding the foregoing, certified payrolls for department of transportation public works may be submitted on the federal payroll form, provided that, when a complaint is being investigated, the director or his or her designee may require that a contractor resubmit the certified payroll on the uniform department form.

- (b) Awarding authorities, contractors and subcontractors shall provide any and all payroll records to the director of labor and training within ten (10) days of their request by the director or his or her designee.
 - (c) In addition, every contractor and subcontractor shall maintain on the site where public works are being constructed and the general or primary contract is one million dollars (\$1,000,000) or more, a daily log of employees employed each day on the public works project. The log shall include, at a minimum, for each employee his or her name, primary job title, and employer and shall be kept on a uniform form prescribed by the director of labor and training. Such log shall be available for inspection on the site at all times by the awarding authority and/or the director of the department of labor and training and his or her designee. This subsection shall not apply to road, highway, or bridge public works projects.
 - (d) The director of labor and training may promulgate reasonable rules and regulations to enforce the provisions of this section.
 - (e) The awarding authority of any public works project shall withhold the next scheduled payment to any contractor or subcontractor who fails to comply with the provisions of subsections (a) or (b) above and shall also notify the director of labor and training. The awarding authority shall withhold any further payments until such time as the contractor or subcontractor has fully complied. If it is a subcontractor who has failed to comply, the amount withheld shall be proportionate to the amount attributed or due to the offending subcontractor as determined by the awarding authority. The department may also impose a penalty of up to five hundred dollars (\$500) for each calendar day of noncompliance with this section, as determined by the director of labor and training. Mere errors and/or omissions in the daily logs maintained under subsection (c) shall not be grounds for imposing a penalty under this subsection.
- 10.7** The User Agency shall not release final payment until project completion is in full compliance with the requested scope of work and accepted by the User Agency. The User Agency may request additional Project related information from the Contractor at any time. Contractors must submit all requested information to the User Agencies in a timely manner.
- 10.8** Project pricing will be based on the hourly rates submitted by Contractors in response to this RFQ. The hourly rates shall not be less than the prevailing wage rate.

SECTION 11: CONTRACTOR RESPONSE FORM

Provide full and detailed responses to the following Schedules:

Schedule A: Company Profile and Experience

11.1 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: Robert F. Audet, Inc.

Year business entity was established: 1990

Corporate profile and comparable work experience:

Robert F. Audet, Inc. was founded by Robert Audet in 1990. Under his direction, we have performed technically complex electrical installations throughout New England, with project ranging from Bio Pharmaceutical to new medium voltage substations and maintenance of medium voltage installations. Our experienced field staff is supported by a professional project management team.

We have performed work for the state of Rhode Island under MPA -41 for very many years in addition to numerous competitively bid projects. In addition to the State of Rhode Island our customers have included: The Army Corps of Engineers, The United States Navy, Electric Boat Quonset, and Alexion Pharmaceuticals.

Additionally we have received awards for our historical renovation work to the Rhode Island State House; which included an upgrade to fire safety systems including technical and aesthetic considerations.

The ability to perform complex medium voltage projects with our in house staff has provided our customers with services running the gamut in the electrical contracting industry.

In December 2015, due to the untimely passing of Mr. Audet, the ownership of the firm passed to Mr. John Miguel. The seamless transition in ownership was possible due to the exemplary business continuation plan put in place by Mr. Audet, further indicating the strength of the company team. Mr. Miguel has been with the firm since it's inception, and he has strengthened and expanded the company management team and commitment to serving our customers since taking the reins. In fact Mr. Miguel served as the COO for the five years prior to the ownership transition.

SECTION 12: EXPERIENCE AND REFERENCES

Part B: Experience and References

12.1 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: University of Rhode Island - White Hall Generator Replacement
2015

Year Complete: 2016

Brief Description of Contract: Install new emergency gernator and related transfer equipment.

Company: University of Rhode Island

Contact Person: Michael Shields (TCI Engineers)

Telephone and Email: 508-748-2620 mshields@thompson-consultants.com

Project and Value: White Hall Generator - \$158,400.00

Year Started: Electric Boat - Building 2003 Modernization
2014

Year Complete: 2016

Brief Description of Contract: Design Build Project 400' x 600' industrial building - Replace 7 medium voltage transformers and associated cabling and equipment, replace all overhead lighting while keeping facility operational, install new emergency generator and associated infrastructure, replace fire alarm system.

Company: PDS Engineers and Consturction

Contact Person: Frank Borawski

Telephone and Email: 860-242-8586 frankb@pdsec.com

Project and Value: \$3,045,500.00

Hewitt Hall - NETC Newport, RI

Year Started: 2015

Year Complete: 2016

Brief Description of Contract: Complete electrical renovation of U.S. Navy office space, including new lighting, new electrical feeders, new fire alarm, and security

Company: H.V. Collins / U.S. Navy

Contact Person: Walter Augustyn

Telephone and Email: 401-421-4080

Project and Value: \$1,250,000.00

Year Started:

Year Complete:

Brief Description of Contract:

SECTION 13: ADDITIONAL REQUIREMENTS FOR HIGH VOLTAGE ELECTRICAL CONTRACTORS TO OFFER PROPOSALS

Contractor qualifications must meet the following minimum requirements to qualify for high voltage maintenance and repair:

13.1 Legal Registration

- i. Company must have been in business, registered in Rhode Island for a minimum of five (5) years under its present name. All employees that perform work such as terminations and other connections shall have a minimum of two years' experience and shall be supervised by a full time employee with (5) years' experience working on high voltage equipment. See attached credentials Exhibit A.

13.2 Certifications, Licenses, Registrations, etc.

See Attached licenses Exhibit B

- i. Submit Certificate A Electrical Contractor's License Number. AC 004713
- ii. Submit Contractor License Number. 32696
- iii. Submit a list of Certificate B Journeymen Electricians with License Numbers. See Attached Exhibit C
- iv. Describe backup capabilities. Robert F. Audet, Inc. has good relationships with several local contractors and we are confident that in the event a situation exceeded the number of qualified individuals we employ other contractors could be brought in to support our staff.

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

Stephen Landry 401-569-5070 or Ross Berthiaume 401-255-9126

- i. Submit the company protocol for call-in of emergency work. Upon notification of a project manager or company ownership the entirety of the company's resources can be employed to deal with emergencies on a case by case basis.

13.4 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
See Attached Exhibit C
- ii. Submit a statement that all employees that perform work are certified for Confined Space Work per OSHA 10 and 30.

All company electricians and apprentices have completed either OSHA 10 and or OSHA 30 courses as a condition of employment. Further certifications can be provided upon request.

Please review Response Supplement for responses to 13.5, 13.6, 13.7, 13.8, 13.9

RFQ #7549649 Electrical-Electronic-Maintenance & Repair

13.5 Minimum of one (1) Test Technician:

- i. Must be a full time employee with 5 years' experience as a Test Technician on MV/HV electrical equipment
- ii. Capable of Hi-Pot, Hot-Phasing, Meggar testing, underground cable detection, ductoring and turns ratio testing.
 - Submit any applicable certifications
See attached supplement

13.6 Self-perform Cable Splicing and Terminations See attached employee credentials Exhibit A

- i. Prefer certifications from medium & high voltage termination and splice kit manufacturers (i.e. Elastimold, Raychem, 3M, etc.) Submit copies of certifications.

13.7 Include documentation showing experience and training maintaining high voltage to medium voltage substations, switches, transformers and all above ground and below ground cable and connections.

13.8 List all company owned equipment necessary to perform the services outlined.

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

SECTION 14: ATTACHMENT A - PROJECT RELEVANT EXPERIENCE:

Submit on Attachment A:

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

i. Year Started: 2016

Year Complete: 2016

Description of Contract: Install and terminate medium voltage cabling to support 10 - 1.5 MW wind turbines

Company: Wind Energy Development

Contact Person: Mark Depasquale

State of RI Solicitation 7550642 Qualifications Electrical / Electronic Maintenance & Repair (MPA-41)

13.5 - Several of our licensed electricians are trained and capable of performing the testing indicated in this section. Robert F. Audet, Inc. has at its disposal Hi-Pot equipment up to 70 KVDC, Megohmmeters to 15 KV DC, turns ratiometer, winding resistance and micro-ohm meters up to 200. In addition we can hot phase to 35 KV and phase cables by means of the use of low energy capacitive test points.

13.6 – Our medium voltage project manager has had extensive training and experience on the splicing and termination of medium voltage cables as well as a thorough understanding of medium voltage cable theory. In addition we have three staff members who in the previous 5 years have successfully completed over 1500 terminations, and are certified by various manufacturers on the installation of their products.

13.7 - Over the past 21 years our team has been responsible for the maintenance and operation of four 35KV >5 KV substation at The university of Rhode Island, we have serviced and ultimately replaced the 25 KV > 5 KV substation at Rhode Island College, as well as the 15 KV substation at CCRI, and various other facilities for the RI Department of Administration. We are also frequently called upon to perform routine switching services and emergency services such as RI Air National Guard, Materion (Lincoln, RI), and electric Boat (Quonset Point).

13.8 - Robert F. Audet, Inc. owns and operates the following equipment:

- 2 – Bucket Trucks (Certified Annually)
- 1 – Digger Derrick (Certified Annually)
- 1 – Truck Mounted Crane – 23 tons (Certified Annually)
- 1 – Bobcat
- 1 – Mini Excavator
- 1 – Compressor
- Various – Electric and Gas Powered de-watering pumps
- As well as a vast array of cable pulling and installation equipment

13.9 – On the vast majority of projects Robert F. Audet, Inc. will self-perform the work associated with this proposal. In extraordinary situations we would likely employ the services of the following entities in support.

- R.P. Iannuccillo – Providence, RI – For excavation
- Electrical Engineering Service Company – Engineering and test resource when needed

Telephone and Email: 401-580-2060 md@wedenergy.com

Project and Value: \$600,000.00

ii. Year Started: 2014

Year Complete: 2015

Brief Description of Contract: Replace 11 KV feeder to Fox Point Hurricane Barrier

Company: U.S. Army Corps of Engineers

Contact Person: Ted Frazzetta

Telephone and Email: 508-294-9457

Project and Value: \$400,000.00

iii. Year Started: 2015

Year Complete: 2015

Brief Description of Contract: Install new pole line to support new Chemistry Explosives lab

Company: University of Rhode Island - Alton Jones

Contact Person: Bob Schultz

Telephone and Email: rschulz@uri.edu

Project and Value: \$84,750.00

14.2 Successful record Self Performing on at least three (3) HV High Voltage work valued at over \$50,000 within the past three (3) years.

i. Year Started: 2015

Year Complete: 2016

Brief Description of Contract: Replace medium voltage switchgear providing electrical power to the entire CCRI - Warwick campus.

Company: State of RI CCRI

Contact Person: Mark Libutti

Telephone and Email: 401-825-2380

Project and Value: \$800,000.00

Rhode Island College - Primary Electrical Upgrades Phase I

ii. Year Started: 2014

Year Complete: 2014

Brief Description of Contract: Replace 25 KV - 5 KV substation serving Rhode Island College including replacement of several underground and overhead feeders

Company: Rhode Island College

Contact Person: Andrew Mayes

Telephone and Email: 401-456-8535 amayes@ric.edu

Project and Value: \$1,708,000.00

Stanley Bostich - Service Upgrades

iii. Year Started: 2015

Year Complete: 2016

Brief Description of Contract: Eliminate multiple interior unit substations Replace with multiple exterior padmount transformer - Upgrade Pole line as needed.

Company: Provided upon request

Contact Person:

Telephone and Email:

Project and Value: \$100,000.00

14.3 Successful record Self Performing on at least three (3) projects involving emergency transfer equipment rated at 4,160 Vac within the past three (3) years.

i. Year Started:

Year Complete:

Brief Description of Contract:

Aproximately 15 years ago we installed medium voltage emergency transfer equipment at URI for support of the campus water supply (equipment which we maintain to this day). Additionally we have operated and diagnosed problems with medium voltage transfer equipment at the Memorial Union at URI. Medium voltage emergency transfer equipment is a relatively rare occurance but we feel comfortable with our ability to handle any situation involving such equipment.

Company:

Contact Person:

Telephone and Email:

Project and Value:

ii. Year Started:

Year Complete:

Brief Description of Contract:

Company:

Contact Person:

Telephone and Email:

Project and Value:

iii. Year Started:

Year Complete:

Brief Description of Contract:

Company:

Contact Person:

Telephone and Email:

Project and Value:

SECTION 15: FINANCIAL CONSIDERATIONS

15.1 Labor Rates

Labor rates shall be all 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.

The Owner shall be entitled to any and all material or trade discounts (off list prices) that the electrical vendor receives. Material quotes or invoices shall provide the discounted rate.

All Work performed is to be in accordance with all governing regulatory authorities within the State of Rhode Island.

Cost Portion of Proposal* Pricing for Personnel Required

Master Electrician [Low /Medium Voltage]	Hourly Rate
(a) Regular/Straight Time Monday - Friday	\$ 74.00
(b) Overtime Monday - Friday	\$ 107.63
(c) Sat/Sun/Holidays	\$ 145.00
(d) Emergency Call Response Hourly Rate.	\$ Mon-Friday 7-3:30 - \$90.00/ Hour Premium Time per rates indicated above
(e) Minimum Hours Charged per Emergency Call	Hours: <u>4</u>

Electrical Journeyman [Low / Medium Voltage]	Price per Hour
(a) Regular/Straight Time Monday - Friday	\$ 74.00
(b) Overtime Monday - Friday	\$ 107.63
(c) Sat/Sun/Holidays	\$ 145.00
(d) Emergency Call Response Hourly Rate	\$ Mon-Fri 7-3:30 \$90.00/ Hour Premium time per rates indicated above
(e) Minimum Hours Charged per Emergency call	Hours: <u>4</u>

Registered Electrical Apprentice [Low/Medium Voltage]	Price per Hour
(a) Regular/Straight Time Monday - Friday	\$ 64.50
(b) Overtime Monday - Friday	\$ 93.60
(c) Sat/Sun/Holidays	\$ 129.50

SECTION 16: HIGH VOLTAGE PRICING:

Labor Rates

Labor rates shall be all 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.

The Owner shall be entitled to any and all material or trade discounts (off list prices) that the electrical vendor receives. Material quotes or invoices shall provide the discounted rate.

All Work performed is to be in accordance with all governing regulatory authorities within the State of Rhode Island.

Cost Portion of Proposal* Pricing for Personnel Required

Master Electrician [High Voltage]	Hourly Rate
(a) Regular/Straight Time Monday - Friday	\$ 78.00
(b) Overtime Monday - Friday	\$ 110.00
(c) Sat/Sun/Holidays	\$ 145.00
(d) Emergency Call Response Hourly Rate.	\$ Mon - Friday 7:00 -3:30 \$90.00 Premium Time as per rates indicated above
(e) Minimum Hours Charged per Emergency Call	Hours: <u>4</u>

Line Man	Price per Hour
(a) Regular/Straight Time Monday - Friday	\$ 78.00
(b) Overtime Monday - Friday	\$ 110.00
(c) Sat/Sun/Holidays	\$ 145.00
(d) Emergency Call Response Hourly Rate	\$ Mon - Friday \$90.00 Premium time as per rates indicated above
(e) Minimum Hours Charged per Emergency Call	Hours: <u>4</u>

Electrical Journeyman [High Voltage]	Price per Hour
---	-----------------------

(a) Regular/Straight Time Monday - Friday	\$ 74.00
(b) Overtime Monday - Friday	\$ 107.63
(c) Sat/Sun/Holidays	\$ 145
(d) Emergency Call Response Hourly Rate	\$Mon - Fri 7:00 3:30- \$90.00 Premium Time as per rates indicated above
(e) Minimum Hours Charged per Emergency Call	Hours: <u>4</u>

Major Equipment (with Operator s applicable)

All rates shall be all 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.

Bucket	Truck	Rates	with	operator	
A	Hourly (straight time)				\$ 115.00
B	Overtime				147.63
C	Daily				\$ 920.00
D	Weekly				\$ 4600.00
E	Monthly				\$ 18,400.00

Equipment Operator					
A	Hourly (straight time)				\$ 74.00
B	Overtime				107.63
C	Daily				\$ 592.00
D	Weekly				\$ 2960.00
E	Monthly				\$ 11,840.00

Digger/Derrick Truck		
A	Hourly (straight time)	\$ 60.00
B	Overtime	
C	Daily	\$ 480.00
D	Weekly	\$ 2400.00
E	Monthly	\$ 9600.00

Crane		
A	Hourly (straight time)	\$ 150.00
B	Overtime	
C	Daily	\$ 1200.00
D	Weekly	\$ 6000.00
E	Monthly	\$ 24000.00

Backhoe		
A	Hourly (straight time)	\$ 125.00
B	Overtime	
C	Daily	\$ 1,000.00
D	Weekly	\$ 5,000.00
E	Monthly	\$ 20,000.00

Compressor		
A	Hourly	\$ 48.50
B	Daily	\$ 385.00
C	Weekly	\$ 1,900.00
D	Monthly	\$ 10,000.00

Generator (site work only) <= 45 KW		
A	Hourly	\$ 65.00
B	Daily	\$ 520.00
C	Weekly	\$ 2,600.00
D	Monthly	\$ 14,500.00

Pump		
A	Hourly	\$ 48.50
B	Daily	\$ 385.00
C	Weekly	\$ 1,900.00
D	Monthly	\$ 10,000.00

SECTION 17: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference the RFQ # on all correspondence. Questions should be submitted as a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties is permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses should be mailed or hand-delivered in a sealed envelope marked “RFQ#” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated Bidder Certification Cover Form which may be downloaded from www.purchasing.ri.gov.
2. A completed and signed IRS Form W-9 which may be downloaded from: www.purchasing.ri.gov.
3. Contractors **may** submit a proposal for either Low/Medium Voltage or High Voltage. It is not required to be qualified for both Low/Medium and High Voltage to submit a proposal.
4. Respond to each of the items to ensure proposals receive full evaluation consideration for Low/Medium Voltage Services. Response directly onto appropriate [Section], including any appendices requested.

5. Respond to each of the items to ensure proposals receives full evaluation consideration for High Voltage Services. Response directly onto appropriate [Section], including any appendices requested.
6. Submit Copy of Certificate A Electrical Contractor's License Number.
Submit Contractor License Number. # _____

CONCLUDING STATEMENTS

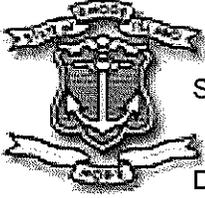
Notwithstanding the above, the Division reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

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 AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website:
www.purchasing.ri.gov

Attachment "A"

Estimated hourly usage for core (most widely utilized) services.

Period for: September 1, 2015 – August 31, 2016.

Master Electrician, Regular (straight time) hours: 1500
Electrical Journeyman, Regular (straight time) hours: 1200
Apprentice hours: 113

Additional Information:

Electrical Journeyman, Overtime Hours: 35
Electrical Journeyman, Sat, Sun and Holiday hours: 47

EXHIBIT A

HIGH VOLTAGE EMPLOYEE CREDENTIALS

Stephen P. Landry

2010 – Present	Robert F. Audet, Inc. East Greenwich, RI Project Manager in this full service electrical contracting corporation. <ul style="list-style-type: none">• Specializes in managing our firm's medium voltage projects.• Successfully managed the \$3.5 million Electric Boat Bay 4 project, bringing project in on time and under budget.• Successfully bid and managed four separate utility/renovation projects at US Coast Guard Academy totaling \$2.6 million• Successfully bid and currently managing a design build project at Electric Boat Quonset (MTS Facility)• Managed installation of Shalom Housing 100KW Wind Turbine
2008-2009 1989-1999	Electrical Design and Construction, Inc. President Responsible for securing and managing all electrical, industrial, commercial, and utility projects. Sold company for profit to Robert F. Audet, Inc.
2008	Burns & McDonnell, 345 KV Bulk Power Station, Public Service NH Site Manager Responsible for coordination between client, contractors, engineering and monitoring compliance with environmental regulations.
2006-2007	CDI Life Sciences, Alexion Pharmaceuticals ARIMF Project, Smithfield, RI - Electrical and Instrumentation Superintendent , promoted to General Superintendent and served as Interim Construction Manager . Responsible for all aspects of construction for major renovation of a bio-pharmaceutical plant.
2005-2006	Connecticut Light and Power, Berlin, CT - Senior Construction Representative . Supervised installation of SCADA for distribution and transmission control points within substation
1999-2005	Robert F. Audet, Inc. East Greenwich, RI – Superintendent – High Voltage Manage multi-discipline projects as prime contractor (underground steam, water, civil, electrical). Projects included working with various medium voltage projects up to 35 KV including new underground and overhead installations, re-conductoring of overhead installations, and construction and maintenance of substations
Credentials	Electrical Licenses – Rhode Island Masters & Journeyman, Massachusetts Masters & Journeyman, Maine Masters Rhode Island Hydraulic Crane License 00011691 Certified High Voltage – Solid Dielectric Cable Splicer Rhode Island Class B CDL OSHA 15 Hour Card & OSHA 30 Hour Card Current CPR and First Aid Certification
Education	Bismark State College , Bismark, ND Electrical Power Technology Program University of Rhode Island , Kingston, RI Mechanical Engineering Curriculum 1979-1981

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

~~ELECTRICAL CONTRACTOR A-003049~~
~~JOURNEY ELECTRICIAN B-000359~~

~~STEPHEN P LANDRY~~
~~155 RODMAN STREET~~
~~WAKEFIELD RI 02879~~

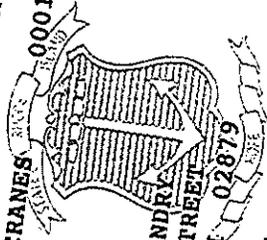


~~JOHN SHAW~~
Administrator

~~05/31/2017~~
Expiration Date

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

HYDRAULIC CRANES 00011691



STEPHEN P LANDRY
155 RODMAN STREET
WAKEFIELD RI 02879

JOHN SHAW
Administrator

05/31/2017
Expiration Date

OSHA

600279064



U.S. Department of Labor
Occupational Safety and Health Administration

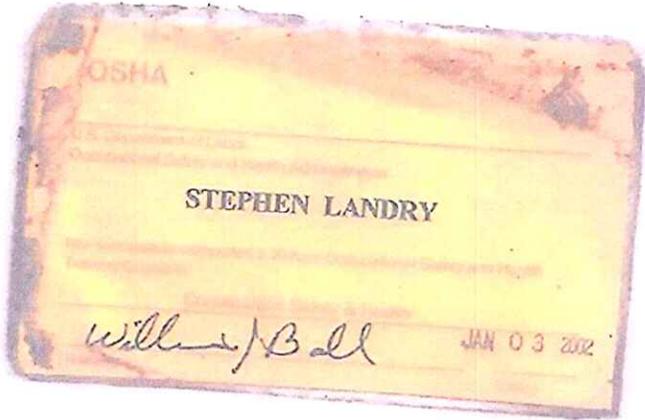
Stephen Landry

has successfully completed a 30-hour Occupational Safety and Health
Training Course in

Construction Safety & Health

Peter Rice-66873
(Trainer)

5/10/2008
(Date)



OSHA

U.S. Department of Labor
Occupational Safety and Health Administration

STEPHEN LANDRY

William Ball

JAN 03 2002



Certificate of Completion

Congratulations!

Landry, Stephen

has completed the online course component
of the blended learning program for

Adult First Aid/CPR/AED

10/26/2015

You must successfully complete the skill session to receive American Red Cross certification.



CAREER DEVELOPMENT SEMINAR

Solid Dielectric Cables

Performance Evaluation Form

for

Stephen Landry

Detailed below is our evaluation of the performance of this student at our cable splicing school. The ratings are based on our observations, applying over 40 years of field experience working and training others to construct reliable high voltage cable splices and terminations.

If a "Below Average" rating is given, it indicates that the splicer's work is acceptable, but that he demonstrates a need for additional exposure to that detail to become more proficient. If a "Needs Further Training" rating is given, it indicates that the splicer has not demonstrated that he understands or seems to have the capability to be allowed to work on high voltage cable projects independently, without direct supervision in the detail noted.

Hands on Performance	1	2	3	4
Hand fabrication of splices and terminations				
Accuracy in implementing construction details		X		
Use of splicing tools		X		
Cable preparation		X		
Application of materials		X		
Installation of premolded devices				
Understand installation instruction		X		
Correctly implements instructions			X	
Intellectual Ability				
Understands oral instructions		X		
Interpretation of construction details		X		
Attention to critical details		X		
Resourcefulness in solving problems		X		
Workplace organization		X		
Work Habits				
Safety		X		
Cooperation with others		X		
House-keeping		X		

Certificate of Rigger/Signal Person Training

February 26, 2011

Cert No: 6643

This is to certify that

Stephen Landry

has completed a course that was held on
this date in accordance with:

OSHA 1926.1400 Standards

The trainer at Crane's Safety Institute of Bellingham, Mass., believes that this trainee has displayed to his or her satisfaction, knowledge of all the safety features outlined by these same standards.



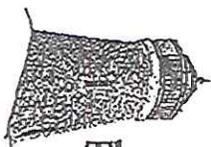
Jay Sturm President
Sturm Corp./Cranes Safety Institute

Trainer Randall Purser

**Cranes Safety Institute
57B Mendon St.
Bellingham, MA 02019**

Employer

**RF Audet, Inc.
2883 South County Trail
E. Greenwich RI 02818**



The Beacon
Mutual Insurance Co.
Higher Standards in Safety and Service

Certificate of Completion

Stephen Landry

Fall Protection

May 12, 2011

**We're Serious
About Safety**

Jack Judge
Loss Prevention Consultant

Certificate of Completion

This certificate is awarded to:

Stephen Landry

For attending and Demonstrating Understanding of an 8 Hour Electrical Safety Course Based on OSHA, 29 CFR 1910 Subpart S Regulations and NFPA 70E Standards on this 13th day of December 2013 by Dean Vanasse



Boston Safety Training Inc.

A handwritten signature in black ink, appearing to read "Dean Vanasse", is written over a horizontal line.

President

Robert F. Audet, Inc.

RESUME

Andrew D. Rau

Position Medium Voltage Superintendent, Robert F. Audet, Inc.

Education Elastimold – Elbow Installation Certificate
OSHA 10 Hour Training Course
RI First Aid Certified
Confined Space Training
Shipyards Fire Watch Training
Mount Hope High School, Bristol RI

Experience **2011 to Present** – In June 2011, Robert F. Audet, Inc. promoted Mr. Rau to the position of High Voltage Superintendent. In this capacity Mr. Rau performs Medium Voltage projects including splicing/terminating and testing.

1999 to 2011: Mr. Rau has been employed as a Journeyman Electrician at Robert F. Audet, Inc. since 1999. Mr. Rau began his career as an Apprentice and completed his Journeyman's exam during his tenure here. During this time Mr. Rau worked extensively with the Medium Voltage Team and obtained his cable splicing certification.

Project Experience **Medium Voltage**

- State of Rhode Island - Virks Building MHRH Cable Replacement
- General Dynamics Electric Boat Bay 4 Building
- University of Rhode Island – Various Emergency Repairs Under State MPA-41
- Stanley Bostitch - New Substation, East Greenwich
- University of Rhode Island – Greenhouse Road Utilities
- State of Rhode Island Department of Corrections - Various Emergency Repairs Under the State MPA-41
- State of Rhode Island - DMV Medium Voltage
- University of Rhode Island – White Horn Brook Culverts Re-route Medium Voltage Feeder for Construction
- University of Rhode Island – Taft Hall Medium Voltage Feeder

Other Projects

- Town of Block Island – Install New Dock Electrical Distribution System
- Rhode Island College – Craig Lee Hall – Install New Generators and Transfer Switches. Included all Site Work
- Shalom Housing – Northwind 100 Turbine Installation
- Chariho District School System – Middle and High School Electrical Upgrades
- KVH Manufacturing – New Electrical Installation for Medium Sized Manufacturing Facility

CERTIFICATE OF TRAINING

_____ ANDREW D. RAU _____

Has successfully completed training in the techniques of application, installation and inspection of the following Thomas & Betts Elastimold products:

- 200 amp elbow connector, 200 amp junction racks, fused elbows
- 200 amp deadbreak elbows, inline tee and junction plugs, 200 amp deadbreak junction racks
- 600 amp series elbow, 600 amp junction rack,
- 600 amp I, Wye, H separable joints
- Surge arresters, terminations

Stephen W. Gilchrist

Trainer

expires February 14, 2014



ELASTIMOLD

OSHA



U.S. Department of Labor
Occupational Safety and Health Administration

Andrew Rau

has successfully completed a 10-hour Occupational Safety and Health
Training Course in

Construction Safety & Health

William J. Ball

(Trainer)

4/29/04

(Date)



**American
Red Cross**

Andrew David Rau

has successfully completed requirements for

Adult First Aid/CPR/AED: valid 2 Years

Date Completed: 10/29/2015

conducted by: American Red Cross

Instructor: Olguy Songolo



ID: 0XLAOI

Scan code or visit:
redcross.org/confirm

CRANE'S
Safety Specialists

6639

This is to certify that:

Andrew Rau

has completed a course in accordance with OSHA and ANSI
standards of performance

Rigger/Signal Person Training

This certificate is valid only while employed at:

RF Audel, Inc.

Trainer: Randall Purser

(Date) 2/26/2011

Andrew Rau

has attended training for

Permit Required Confined Space

Date of Training: 3/13/07

Instructor

Ann Johnson

Risk & Safety Management
East Greenwich, RI 02818

CERTIFICATE OF COMPLETION

AERIAL WORK PLATFORM SAFETY COURSE

ANDREW RAU

The above has completed training in the safety and functioning of aerial work platforms, and has demonstrated an understanding of the proper usage and safety procedures.

Models Demonstrated BOOMS & SCISSORS

12/31/02
DATE

Seamus Morris
SAFETY INSTRUCTOR

Genie

P/N 76754

AERIAL ACCESS CARD

The following individual has satisfactorily completed Mobile Elevating Work Platform Safety Training.

As an operator I acknowledge that I have received operator training on the equipment listed on the back of this card and will comply with all applicable Employer, State, Federal, Provincial Regulations and National Standards (CSA or ANSI)

ISSUE DATE

4-18-2011

OPERATOR (NAME)

Raymond Pezzullo

CLASS TRAINER (NAME)

Niel Motors &

TRAINING ORGANIZATION (NAME)

M/S P80785

CERTIFICATE OF TRAINING

MARK J. ZAHANSKY

Has successfully completed training in the techniques of application, installation and inspection of the following

Thomas & Betts Elastimold products:

- 200 amp elbow connector, 200 amp junction racks, fused elbows
- 200 amp deadbreak elbows, inline tee and junction plugs, 200 amp deadbreak junction racks
- 600 amp series elbow, 600 amp junction rack,
- 600 amp I, Wye, H separable joints
- Surge arresters, terminations

Stephen W. Gitchrist

Trainer

expires February 14, 2014



ELASTIMOLD

CERTIFICATE OF TRAINING

PATRICK GARVEY

Has successfully completed training in the techniques of application, installation and inspection of the following

Thomas & Betts **Elastimold** products:

- 200 amp elbow connector, 200 amp junction racks, fused elbows
- 200 amp deadbreak elbows, inline tee and junction plugs, 200 amp deadbreak junction racks
- 600 amp series elbow, 600 amp junction rack,
- 600 amp I, Wye, H separable joints
- Surge arresters, terminations

Stephen M. Gutchik

Trainer



ELASTIMOLD

EXHIBIT B

ROBERT F. AUDET, INC. - ELECTRICAL CONTRACTORS LICENSE

ROBERT F. AUDET, INC. - CONTRACTORS REGISTRATION

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

ELECTRICAL CORP AC004713
A-004713 B-010707
ROBERT F AUDET, INC

ROSS E BERTHIAUME
2883 SOUTH COUNTY TRAIL
EAST GREENWICH RI 02818



JOHN SHAW
Administrator

09/30/2017
Expiration Date

**PHOTO I.D. REQUIRED
WITH THIS LICENSE**

A handwritten signature in black ink, appearing to read 'John Shaw', written over a horizontal line.

Not valid without signature.

If found, please return to:
DLT, 1511 Pontiac Avenue, Cranston, RI 02920-0943
Ph: (401) 462-8580 www.dlt.ri.gov/profregs



STATE OF RHODE ISLAND
CONTRACTORS' REGISTRATION
AND LICENSING BOARD

REGISTRATION NO.

EXP. DATE

32696

05/1/17

REGISTRANT'S NAME

ROBERT F AUDET INC

AUTHORIZED REPRESENTATIVE

JOHN MIGUEL

DRIVER'S LICENSE #

RI 761E201

EXECUTIVE DIRECTOR

Ray A. Fiala

[Handwritten Signature]

Signature of Registrant

If found please return card to

Department of Administration

R.I. Board of Examiners

R.I. Contractors Registration and Licensing Board

Providence, R.I. 02881-5859

39028

This card is issued only to the named registrant and may not be transferred or used by any other person.
This card must be carried by the registrant and presented to the Board of Examiners upon request for processing in R.I. pursuant to Department of Administration R.I. General Law 5-63, et. seq.

39028

10561000

EXHIBIT C

ROBERT F. AUDET, INC. - LICENSED ELCTRICIAN ROSTER

Robert F. Audet, Inc.
List of employed journeymen

Filter Criteria includes: 1) Active Employees; 2) Types from JOURNEY to JOURNEY. Report order is by ID.

Employee	RI License
NOAH ALEXANDER	B-14149
ROSS E. BERTHIAUME	B-010707 A-004713
DAVID A. COLETTA	B-012818
ROBERT W. GUERTIN, JR	A-003853, B-011153
MARK E. KENT, JR	B-014005
STEPHEN P. LANDRY	B-000359 A-3049
GERARD R. LAPLUME, JR	B-013114
MICHAEL A. MARTIN	B-011408
RICHARD MARTIN JR	B 012831
MICHAEL J. MASON	B-014124
ROBERT F. MCFARLANE	B-011652
JOHN MIGUEL	B-011459
LAURIE PATNAUDE	B-014432
ANDREW E. RAU	B-012432
JOSHUA D. ROGERS	B-012438
CHRISTOPHER A. SMALDON	B-011604
GREGG R. TAYLOR	B-012505
MARK J. ZAHANSKY	B-012853

EXHIBIT D

ROBERT F. AUDET, INC. - SAFETY MANUAL

NOTE - COMPLETE TEXT IS PROVIDED AS PART OF THE PUBLIC COPY

SAFETY MANUAL

Reviewed and updated October 2015

Robert F. Audet, Inc.

2883 South County Trail

E. Greenwich, RI 02818

Phone 401-884-3310

Fax 401-884-2583

DECLARATION OF COMPANY POLICY

Robert F. Audet, Inc. has the responsibility to furnish each of its employees a place of employment free from recognized hazards causing or likely to cause death or injury. The safety of employees, the public and company operations is paramount. In all cases, safety will take precedence over expediency. All reasonable efforts will be made to reduce the possibility of accident occurrence.

Robert F. Audet, Inc. intends to comply with Local, State and Federal Safety Laws. No *foreperson, supervisor or job superintendent* may ever be relieved of any part of his responsibility for the safety of his employees.

Robert F. Audet, Inc. has a safety policy which provides:

1. Safe work conditions.
2. Safety meetings.
3. Training in safe work habits.
4. Job site inspections to identify unsafe conditions.
5. Follow up on corrective action.

Each employee is requested to report immediately to his foreperson, *supervisor or job superintendent* all unsafe conditions or acts he/she observes on the job. All accidents and injuries are required to be reported daily.

Every accident report involving bodily injury or property damage is examined by management to make sure if an unsafe condition contributed to the accident. Also, we are committed to take such steps as may help to prevent a similar accident in the future.

Our goal is accident free work with the traditional Robert F. Audet, Inc. quality.

President
Robert F. Audet, Inc.

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POLICY STATEMENT

To: All Employees

It is the policy of Robert F. Audet, Inc. to prevent accidents which result in personal injuries, and to provide a safe and healthful work environment. This can be accomplished through individual training and regular safety meetings.

The Safety Program as adopted by Robert F. Audet, Inc. is outlined in the attached documentation, and the Safety Director, Company Officers, Superintendents and Forepersons have full authority to implement and enforce all safety rules.

Daily inspections of work sites by the Safety Director, Company Officers, Superintendents or Forepersons should be conducted to insure all safety rules are adhered to.

We expect everyone, including subcontractors, to support and abide by these safety rules. Violators of the program will face disciplinary actions ranging from warnings to dismissal.

Let us work together and make our working environment a safe one.

PREFACE

The safety standards in this manual have been developed to prevent accidents which might occur to employees of Robert F. Audet, Inc. and its subcontractors.

With the cooperation of all personnel in following and enforcing these standards, the potential for accidents will be minimized. It is the responsibility of each employee to comply with the company and client's safety and health standards, and all rules relating to his/her actions and conduct. This manual is effective on the date of issue.

It is not practical to include information to address all contingencies. Employees are always expected to be safety conscious. They shall place themselves in as safe and secure a position as possible and shall guard against any possible hazards. They should not rely on the care exercised by others nor should they trust safety devices alone. A safety conscious person thinks for himself/herself and those around them.

These standards can be superseded or amended only by an official notice, which is properly signed and posted. In case of an emergency, a foreperson may temporarily modify these standards to permit proper handling of a specific emergency.

FOREMAN OR SUPERVISOR RESPONSIBILITIES

1. Ensure that all employees understand the safety responsibilities outlined in the Robert F. Audet, Inc. Safety Manual.
2. Ensure that all work is performed in accordance with this Safety Manual and prevent unsafe conditions from existing.
3. Ensure the availability and use of all required protective equipment and provide instruction to the employee in its proper use.
4. Evaluate workers safety performance, and respond to violations using the framework of the company's enforcement policy.
5. Act without delay on all hazards which are within the scope of your responsibility.
6. Review all accidents with employees and report to management immediately following a reported injury or hazardous situation.
7. Allow no machine to operate within 10 feet of any power line.
8. Notify all other contractors and subcontractors when actions undertaken could adversely affect the health and safety of anyone on your jobsite.
9. Conduct weekly "Tool Box" safety meetings with personnel. Note on the document the subject of the meeting and names of those in attendance.
10. Ensure all injuries are treated immediately and all accidents and illnesses are reported promptly.
11. Inform project management of any violations or emergencies that are outside the scope of the foreman's authority.
12. Foremen have full authority to implement and enforce all safety rules and regulations.
13. Inspect the job site daily for safety hazards, violations or any unsafe conditions.

EMPLOYEE RESPONSIBILITIES

1. Make it your business to know and understand your safety responsibilities as outlined in this Safety Manual.
2. Ensure that all work is performed in accordance with this safety program and take every opportunity to prevent unsafe conditions from existing or continuing to exist.
3. Constantly observe work conditions, equipment and tools for the purpose of preventing accidents.
4. Correct and avoid unsafe acts or conditions within your immediate work area.
5. Ensure the availability and use of all required protective equipment and proper use instructions. Use all safety equipment which is required at any particular jobsite. Hard hats, safety eye protection and leather work boots which cover the ankle are a requirement for all employees at all sites.
6. Act without delay on all hazards which are within the scope of your responsibility.
7. Stop work when an immediate or potential hazard exists or in the event conditions are such that there is immediate danger to life, limb or property.

SUBCONTRACTOR RESPONSIBILITIES

1. Abide by all Federal, State, Local and Contractor Regulations, and Contractor's Safety Manual.
2. Notify all other contractors and subcontractors when actions undertaken by them could adversely affect the health or safety of employees of other companies.
3. Inform controlling contractor of all injuries to workers.
4. Report to controlling contractor, any unsafe conditions brought to your attention. Controlling contractor is responsible for the maintenance of safe working conditions.
5. Stop work when a hazard or potential hazard exists or in the event that conditions are such that there is immediate danger to life, limb or property.

PROTECTION OF THE PUBLIC

All necessary precautions shall be taken to prevent injury to any person or damage to the property of others. Precautions to be taken shall include, but should in no way be limited to the following:

Work shall not be performed in any area occupied by the public unless specifically permitted by the contract.

When it is necessary to maintain public use of work areas involving sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways and vehicular roadways, the appropriate guardrails, barricades, temporary fences, overhead protection, partitions shields and all other means of adequate visibility shall be employed.

All public access areas must remain clear of obstructions in order to allow for the safe entrance and exit of the public at all times.

Appropriate warnings and instructional safety signs shall be conspicuously posted where and when required and/or necessary. In addition, a signal-person shall control the movement of motorized equipment in areas of potential public endangerment.

Sidewalk sheds, canopies, catch platforms and appropriate fences shall be utilized when necessary to maintain public pedestrian traffic adjacent to the erection, demolition or structural alteration of outside walls of any structure. Protective devices must always be in accordance with all Federal, State, and Local Ordinances or Regulations.

A temporary fence shall be erected around perimeters of all above-ground operations that are adjacent to public areas. Local Ordinances and Regulations shall be adhered to.

Guardrails shall be employed on both sides of vehicular and pedestrian bridges, ramps, runways and platforms. Pedestrian walkways elevated above adjoining surfaces, or walkways within six feet of the top of excavated slopes or vertical banks shall be protected with guardrails.

Barricades shall be constructed in all areas required by State and/or Local Ordinances. Barricade construction shall be in accordance with local requirements and exist between work areas and pedestrian walkways or occupied buildings. Barricades shall be secured from accidental displacement and shall be maintained in place, except where temporary removal is necessitated by work performance. During the period of temporary barricade removal, for the purpose of work, a watchman will be posted at all openings.

Warning signs and lights, including lanterns, torches, flares and electrical lighting in compliance with local requirements, shall be maintained from dusk to sunrise. Signs and lights are to be placed along guardrails, barricades, temporary sidewalks and at every obstruction to the public. They shall be placed at both ends of such protection of obstructions and shall also be placed at minimal intervals of twenty feet apart.

GENERAL SAFETY RULES

1. All employees are obligated to recognize and avoid safety hazards and to take all precautions to prevent accidents.
2. Practice good housekeeping in your work area. All tools shall be properly maintained. Do not leave materials and scrap in the work area.
3. Obey all posted warning signs, such as "KEEP OUT", "NO SMOKING", "EYE PROTECTION REQUIRED" and "AUTHORIZED PERSONNEL ONLY".
4. Sliding down ropes, cables and guys is strictly forbidden.
5. Never jump from an elevated surface.
6. The handling of explosives and powder activated tools will be by authorized personnel only.
7. Use or possession of alcoholic beverages or non-prescription drugs on the job site is strictly forbidden.
8. Equipment will not be left unattended while in operation or in motion.
9. No one shall be permitted to ride on equipment unless in seats provided inside equipment cab.
10. Loose or torn clothing will not be worn around moving equipment.
11. Gasoline will not be used for cleaning hands, equipment or parts.
12. Compressed air shall not be used for blowing dirt or dust from your body or clothing or blown at another person.
13. Hard hats and safety eye protection are required along with shirts, long trousers and leather work boots which cover the ankle. Shorts, cut off shirts, sweat pants, sneakers or other light weight shoes will not be worn.
14. Use of headphones and earbuds are not permitted unless they are part of a system designed for work-related communications. Listening to music or mp3 players is not permitted on the job site.
15. Allow no machine to operate within ten feet of any power line.
16. Enter a confined space only after an air sample has been taken and proper forms filled out.
17. Only the person who tags out or locks out equipment is allowed to remove such a tag or lock from the equipment.
18. Employees must be in "working" clothes and ready for work at the designated starting time.
19. Employees may take lunch breaks only during designated times and must eat in the area assigned for this while on the job site. There will be no smoking, eating or drinking while in the work area.
20. Personnel will not quit work before the time designated for the conclusion of the work shift. There will be sufficient time allocated for the removal of work clothes, decontaminations, etc.
21. Employees must report to work each regularly scheduled work day. Continued absenteeism is a violation of these rules.
22. Personnel must comply with both oral and written instructions from a Superintendent or Safety Director.
23. While on the job site, personnel must comply with OSHA and MSHA Safety and Health Standards along with each of the safety procedures required by the company's Loss Control Program.
24. All personal work injuries must be reported to a Supervisor immediately.
25. If respirators are a requirement of the job, they will not be removed while in the work area for any reason.
26. If air sampling equipment has been attached to an individual, this equipment must be left alone and unobstructed until instructed to remove it.
27. Fighting or attempting bodily injury to another employee or Company visitor while on Company property is not permitted and is cause for dismissal.
28. Unauthorized use of or willful or wanton neglect in the care and / or use of Company property is not permitted.
29. The carrying of concealed weapons on Company property or in Company vehicles is expressly forbidden.
30. Falsifying Company records and / or reports will not be tolerated.
31. Failure to comply with required safety rules may result in disciplinary action to include termination.

ATTENTION TO INJURIES

Medical services and first aid will be available at all job sites before work commences. The location and identity of persons available to render first aid will be prominently posted at the jobsite.

In the absence of a medical facility or physician that is reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate or other current equivalent documentation in first-aid training shall be available at the worksite to render first aid.

First aid supplies shall be readily available when needed, stored in a weatherproof container and individually packaged for each item.

First aid kits shall be checked before being sent out on the job, and shall be checked at least weekly to ensure expended supplies are replenished.

Each jobsite will have proper equipment for prompt transportation of an injured person to a medical facility, or a communication system for contacting ambulance service.

If 911 service is not available, phone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

Workers are required to know the location and content of first aid kits.

All injuries shall be reported to the Foreperson or Superintendent. If an injury requires more than first aid, it is required that prompt, professional medical attention be secured for the injured worker.

Once an accident has occurred, the Foreperson shall immediately fill out an accident report form. **THIS IS REQUIRED.** The form will be filled out with a complete description of the accident and shall be sent to the Safety Director's office.

If at all possible, the injured employee will be transported to _____.

INFECTIOUS DISEASE AWARENESS

Referred to as Blood Borne Pathogens

Employees of Robert F. Audet, Inc. must be aware of pathogenic microorganisms that are present in human blood and other body fluids that can cause disease such as HVB, hepatitis B virus or HIV, human immunodeficiency.

Employees must be aware of how to handle possible exposure to these pathogens when encountered during the course of regular activity.

Should an accident or incident occur in which an employee sustains an injury, universal precautions shall be observed to prevent contact with blood and other potentially infectious materials.

(Universal precautions is an approach to infection control in which all body fluids shall be considered potentially infectious materials.)

Disposable gloves shall be worn when making contact with blood, mucous membranes, other potentially infectious materials and non-intact skin. When feasible, such as when an employee cuts his finger and only requires a bandaid, that employee should be responsible for his or her cleaning up of any contaminated areas. Alternatively, a designated person who is trained to use the proper materials while decontaminating could do any clean up. If the injury is major, an outside qualified decontamination agency should be utilized.

Contaminated surfaces shall be cleaned with an appropriate disinfectant such as bleach, and shall be done immediately after any spill of blood or other potentially infectious materials on any surface. All cleanup materials shall be disposed of properly in a plastic bag that can be sealed.

All employees with occupational exposure to bloodborne pathogens shall be provided training at the time of initial assignment and annual training within 1 year of their previous training.

PROCESS SAFETY MANAGEMENT

Robert F. Audet, Inc. may contract work that includes performing maintenance or repair, major renovation, or specialty work on or adjacent to a covered process. This section contains requirements for preventing or minimizing the consequences of catastrophic releases of toxic, reactive, flammable, or explosive chemicals. These releases may result in toxic, fire or explosion hazards.

The process owner is responsible to:

- inform subcontractors of potential fire, explosion, or toxic release hazards related to the work and the process.
- explain the applicable provisions of the emergency action plan.
- develop and implement safe work practices to provide for the control of hazards during process operations.
- control the entrance, presence and exit of all personnel in covered process areas.
- maintain a contract employee injury and illness log related to the work in process areas.

Robert F. Audet, Inc. is responsible to:

- assure that each employee is trained in the work practices necessary to safely perform his/her job.
- assure that each employee is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.
- document that each employee has received and understood the training. Documentation will include the identity of the employee, the date of training, and the means used to verify that the employee understood the training.
- assure that each employee follows the safety rules of the facility including the safe work practices required by the process owner.
- advise the process owner of any unique hazards presented by the work, or of any hazards found by employees.

Employees must respect the confidentiality of trade secrets that are released to them as part of the process safety information.

When a process has changed, but is not a “replacement in kind”, the process owner will update process safety information and operating procedures as necessary. Affected contract employees will be informed and trained on the changes prior to process start-up.

CONFINED SPACES

All confined spaces shall be considered "permit-required" spaces unless a pre-entry procedure has demonstrated otherwise. A permit must be completed before approval can be given to enter a "permit-required" confined space. This permit shall be maintained at the jobsite for the duration of the job. If circumstances cause an interruption in the work or a change in the alarm conditions for which entry was approved, a new permit must be completed.

All confined spaces must be tested for poisonous gases and/or oxygen deficiency prior to entry.

When in confined areas such as boilers, tanks, drums, manholes, etc., or where noxious or poisonous gases may be present, the appropriate breathing apparatus shall be used.

When chipping, wire-brushing, etc., in a confined space, a respirator mask shall be worn.

Where dangerous gases or harmful substances are present in the immediate work area, air-supplied masks must be worn.

Proper ventilation and all other required protective equipment shall be used.

If you develop dizziness, nausea, or there is any significant change in your physical condition, leave the hazardous area **immediately**, then identify the hazard and check your equipment.

Hazardous work areas containing noxious or poisonous gases shall not be entered without proper protective equipment being worn and without being accompanied by a fellow employee who has been properly trained and familiar with the use of such protective equipment.

Clean and ready all equipment after use. Store in a sanitary manner.

NOTE: It is mandatory that a Confined Space Pre-Entry Checklist be completed and approved, prior to any and all confined space entries. Check with the immediate site supervisor/foreperson to ensure that approval for entry has been documented. **IF NOT, YOU ARE NOT TO ENTER THE CONFINED SPACE!!**

* See (Confined Space Pre-Entry Checklist)

HEARING PROTECTION

Exposure to excessive noise can cause a gradual deterioration in hearing.

Hearing protection must be worn whenever there is a possibility of hearing impairment.

Where there is a posted excessive noise warning, hearing protection shall be worn.

Proper hearing protection may consist of any of the following: ear muffs, ear plugs, etc. Plain cotton is not to be used as hearing protection.

Hearing protection shall be used when operating pneumatic air tools.

Head phones for radios, stereos, etc. are not to be used for hearing protection, and will never be used over hearing protection.

Radios, stereos, etc. are strictly forbidden while operating any equipment or tools.

***See (Hearing Conservation Program)**

ADHERENCE TO PROTECTIVE DEVICES

No guard shall be removed from any machine or piece of equipment except to perform required maintenance.

Before working on a machine or machine part with belts, shafts, etc., a hold card or lockout device shall be placed on the control system of the machine. No machine shall be put into service while a hold card or lockout is attached to it. The card shall be removed only upon authorization of the person who placed it, and only after all work has been completed and all tools removed.

Warning signs shall be obeyed. Persons observed in a dangerous or life threatening location shall be warned.

Safety guards existing on machines, tools or equipment shall not be wedged, removed or tampered with at any time. Broken or damaged guards shall be replaced immediately.

FALL PROTECTION

Guardrails, safety nets, or a "personal fall arrest system" shall be utilized whenever walking and/or working surfaces (horizontal or vertical) have unprotected sides and/or edges thus allowing for a person to sustain a fall from a height of six feet or more.

When referring to a "personal fall arrest system" it shall mean a body harness.

A body belt may be used only as a positioning device. Under no circumstances shall a body belt be used as a personal fall arrest system.

Guardrails shall be set at a height of forty two inches.

Guardrails must include a mid-rail and toe-board.

Guardrails must withstand a two hundred pound force in any direction, except up.

When guardrails are necessary to safeguard a hole, all sides and/or edges must be fully protected.

Safety nets are to be positioned as close as possible, but not more than thirty feet below the walking/working surface.

Employers must determine whether walking/working surfaces are structurally capable of supporting workers safely.

Workers on walking/working surfaces with unprotected sides or edges six (6) feet or higher above a lower level must be protected from falling by the use of guardrails, nets or fall arrest systems.

Workers constructing or working near leading edges at six (6) feet or higher above a lower level must be protected from falls by guardrails, nets or fall arrest systems.

Workers in hoist areas must be protected from falling more than six (6) feet by guardrails or personal fall arrest systems.

Workers must be protected from falling more than six (6) feet through holes (including skylights) by hole covers, guardrails or personal fall arrest systems.

Workers on the face of form work or reinforcing steel must be protected from falling six (6) feet or more by personal fall arrest systems, or nets.

Workers on the edge of excavations deeper than six (6) feet must be protected from falling by guardrails, fences or barricades when excavations are not easily visible.

Workers less than six (6) feet above dangerous equipment must be protected from falling into or onto the equipment by guardrails or equipment guards.

Workers six (6) feet or higher above dangerous equipment must be protected from fall hazards by guardrails, personal fall arrest systems or nets.

LADDERS

General

- Inspect every ladder before using it. Remove from service any ladder found defective.
- Painted ladders are not permitted.
- Ladder rungs, cleats and steps are to be parallel, level and uniformly spaced when the ladder is in position for use.
- Ladders shall not be loaded beyond the maximum intended load for which they were built, not beyond the manufacturer's rated capacity. Ladders shall be used only for the purpose for which they were designed.
- If it is necessary to place a ladder in or behind a doorway, barricade the work area and post warning signs on both sides of the door.
- While ascending and descending a ladder, hold on to a straight ladder with both hands and hold on to a stepladder with at least one hand. Use a handline to raise or lower materials.
- Keep both feet on the ladder rungs. Do not reach out too far. Do not place one foot on a line or piece of equipment and the other on a ladder rung. Change the position of the ladder as often as necessary to keep within reach of the work.
- Face a ladder when working from it. Use fall protection if you must stand backwards on a ladder under certain other conditions.
- Do not allow more than one person on a ladder unless the ladder is designed for more than one.
- Do not use metal ladders for electric welding or near energized electric lines.
- If it is necessary to use a ladder close to the edge of an elevated platform, roof, stairs or floor opening, tie off the ladder and use personal fall arrest.

Straight or Extension Ladders

- Place a ladder on a stable, level surface so the base is one-fourth of the distance from the bottom of the supporting object of which the ladder is raised against or over, remembering that;
- The top of a ladder must extend at least three feet above the supporting object when such a ladder is used as access to an elevated work area.
- After an extension section has been raised to desired height, check to see that safety dogs or latches are engaged and that the extension rope is secured to a rung on the base section.
- Every ladder shall be equipped with a tie-off rope and non-skid safety feet.
- Every ladder shall be adequately tied off or held.
- Extension ladders shall be overlapped by a minimum of three rungs.
- Extension ladders shall not be taken apart and each section used separately.
- Do not work from the top three rungs of any extension or straight ladder.

Stepladders

- Set stepladders level on all four feet with spreaders locked in place.
- Do not use a stepladder as a straight ladder. It must be fully extended before being used.
- Do not stand on the step below the top of any stepladder over three feet height.
- Remove all tools and equipment from a ladder before moving it.
- Do not lean sideways (extended reach), when using a stepladder.

AERIAL LIFTS & SCISSOR LIFTS

A person using lifts must be trained and authorized. Training will be done by a “competent person”.

Aerial lifts shall meet the applicable design and construction requirements of ANSI A92.2-1969. Field modifications will be certified in writing by the manufacturer or other equivalent entity as meeting applicable ANSI A92.2-1969 requirements.

Lift controls will be tested each day prior to use to determine such controls are in safe working condition. Tests will include brakes and operating systems are in proper working condition.

Control labels and manufacturer-applied warning labels will be maintained in legible condition.

Minimum clearance of lift operation is at least 10 feet from power lines rated 50kV or less. Minimum clearance from lines rated over 50kV is 10 feet plus one-half inch for each 1kV over 50kV.

Safety harnesses/lanyards shall be worn and workers shall be tied off to the basket when in aerial (boom) lifts.

Workers shall not tie off to an adjacent pole or structure while in an aerial lift.

All workers shall remain on the floor of the platform of aerial lifts and scissor lifts at all times. Exceptions for scissorlifts will only be considered when a fall arrest system is employed.

All guardrails, chains and gates shall be secured on lifts before elevating.

Observe the surrounding floor or ground surface for holes and depressions before operating or moving the lift.

Fully extend all outriggers before elevating as required by the manufacturer’s instructions.

Articulating (scissor) and extensible (boom) lifts shall have both upper and lower controls.

Do not use personnel lifts as cranes.

Crane supported personnel platforms must be capable of supporting 5 times the maximum intended load and have load capacities posted.

All crane supported platforms must have gates and rails per OSHA and manufacturer’s guidelines.

SCAFFOLDING

A competent person for scaffold will be present during erection and while in use.

Before work on a scaffold is begun, it shall be inspected visually to ascertain that:

- All bracing is installed completely.
- All locking pins are in place at each joint.
- Top rails, midrails, toeboards and end rails are in place.
- The decking is fully planked with scaffold grade planks or equivalent. Five planks for working platform and a minimum of 18 inches (two planks) on outriggers.
- All wheels are locked, if it is a movable scaffold.

Personnel shall wear fall arrest equipment properly tied off on any scaffold platform over 10 feet in height, that is not equipped with standard rails.

A hard hat must be worn when working on scaffolding.

No one shall ride on a rolling scaffold when it is being moved unless the floor is within 3 degrees of level and free of holes or obstructions and the wheels are equipped with resilient tires. All tools and material shall be removed from or secured on the deck before moving.

Personnel shall not climb on, or work from, any scaffold handrail, midrail or brace member, but shall use ladders to get access the scaffold. Some scaffolds are equipped with built in ladders located in the *middle* of the frame.

All scaffolds shall be erected level and plumb on a firm base. Adequate mud sills or other rigid footing, capable of withstanding the maximum intended load must be provided. Tubular metal scaffolding *requires* metal base plates which must be secured to 2x10 inch wooden blocks or mud sills when used on surfaces other than concrete. Screw jacks (adjusting screws), shall not be extended more than 18 inches of thread. Concrete blocks, bricks, rocks or other forms of unstable materials cannot be used to level scaffolding.

A scaffold shall be tied off or stabilized with outriggers when its height is more than three times the smaller dimension of its base.

Fixed scaffolds shall be tied off on every third frame high and every third frame wide.

Where space permits, all scaffold platforms shall be equipped with standard 42 inch high top rails rigidly secured (not wired), and standard 21 inch high midrails. The cross bracing may be used as one of these rails depending on the position. (Chest high for top rail and knee high for midrails). Scaffolds must be decked with scaffold-grade planks or manufactured scaffold decking (pics), and equipped with rigidly secured toeboards on all four sides. Decking planks shall be secured in place. Planks shall overhang end supports a minimum of 6 inches and a maximum of 12 inches. If for any reason the overhang is less than 6 inches, it must be cleated to prevent slippage.

The safe working loads on all scaffolds shall not be exceeded. Scaffolds should be able to support four times the weight of the intended load.

Rolling scaffolds shall be used only on stable, level, smooth surfaces or the wheels shall be contained in wooden or channel iron runners. Personnel shall watch for overhead clearance when moving a scaffold. Casters shall be pinned.

No scaffold member shall be altered by welding, burning, cutting, drilling or bending.

No rigging shall be done from scaffold handrails, midrails or braces.

Scaffolds under which personnel are to pass shall be provided with ½ inch mesh, No. 18 gauge wire screen or equivalent between the toe-board and handrail.

Patented Metal Scaffolding- Parts and sections of scaffolding made by one manufacturer shall not be used with parts and sections made by another manufacturer.

Decking

Only planks that are stamped as OSHA-grade scaffold planks shall be used. Scaffolding planks shall be stored on dunnage separately from ordinary lumber. Scaffolding planks shall be used for scaffold decking only.

Manufactured aluminum decking shall be used for scaffolds only.

Maximum span of scaffold plank end supports shall not exceed 10 feet.

Pump jack scaffolds (aluminum pole)

Poles shall be secured to the structure by rigid triangular bracing or equivalent at the bottom, top, and other points as necessary. When the pump jack has to pass bracing already installed, an additional brace shall be installed approximately 4 feet above the brace to be passed, and shall be left in place until the pump jack has been moved and the original brace reinstalled.

The manufactured foot with pin in soil may be used in lieu of the bottom bracket.

A workbench will be used as the toprail, and netting will be used as the midrail and toeboard. Endrails will be secured in place.

Work benches shall not be used as scaffold platforms.

Access to the platform will be by use of ladder.

Wood and aluminum scaffold components shall not be mixed.

RIGGING

Rigging is essential for moving construction material and equipment. At the same time, it keeps the load under control.

Check stability of loads before hoisting by lifting the load slightly and checking such load before continuing.

All crane and hoist hooks will have a safety latch.

Do not swing loads over the heads of people in the area - keep them clear at all times.

Use tag lines to control the load. If necessary, use two.

Do not leave a suspended load unattended.

HARD HATS ARE ABSOLUTELY REQUIRED for ground personnel.

Place warning signs under work area.

Cables, chains or slings used for material handling will be inspected prior to use each shift and as necessary during use to ensure that they are safe. Defective equipment shall not be used and removed from service.

Cables, chains or slings, when not in use, shall be removed from the immediate work area so as not to present a hazard to employees.

Cables, chains or slings that are to be used as a lifting device will be properly tagged and will not be loaded beyond its safe working load.

FIRE PROTECTION

When setting up heat producing work, make sure that the area is clear of all fire hazards. Be sure that all potential sources of fire are eliminated.

Portable fire extinguishers shall be visually inspected monthly, and have an annual maintenance check.

Know where fire protection equipment is and how to use it.

Except for actual use, never remove such equipment.

Do not enter a confined space after a carbon dioxide extinguisher has been discharged, until the area has been vented.

Know the classes of fire extinguishers and when they should be used:

Class A - Normal combustibles: paper, wood, etc. Use a water, soda-acid or multi-purpose extinguisher.

Class B - Oils and flammable liquids. Use carbon dioxide or dry chemical extinguishers.

Class C - Electrical equipment. Use carbon dioxide or dry chemical extinguishers.

Class "ABC" extinguishers shall be on hand during all welding.

Combustible materials (oil soaked rags, paper, etc.) shall be kept in metal containers with metal lids.

Solvents shall be kept in approved, labeled containers.

Store all flammable liquids (gasoline, lacquer thinner, etc.) in a special building away from all others. No more than five gallons, in a U.L. listed container, shall remain in any other building.

Adequate clearance will be kept around lighting and heating units.

"NO SMOKING, MATCHES OR OPEN FLAME" signs shall be obeyed at all times. Do not throw cigarette butts or matches into waste paper cans.

Stairways, aisles and exits shall be kept clear of obstructions.

Storage sites shall be clear of combustible trash. Weeds and grass shall be kept down. Combustible material shall not be stored within ten feet of a building or structure.

Maximum pile height for combustible materials is twenty feet and a clearance of ten feet must be maintained from buildings or structures.

Fire extinguishers and water drums shall be protected from freezing.

ELECTRICITY

Extreme caution is to be employed when working in the vicinity of power lines.

Ladders with conductive siderails are not to be used around power lines.

To prevent injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools, tools, cords and power sources will be inspected daily and as needed to ensure that:

- When electricity is used, GFI's are mandatory at all times. GFI's will be tested by operating the Push-to-test button and verifying that power has been removed. After pressing the Reset button, ensure power is restored.
- Electrical cords must be heavy duty and ground pins must be intact.
- Electrical cord plugs must not be pulled away from the ends.
- Electrical cords must not be cut or damaged in any way.
- Only number 12 cords, or larger, may be repaired.
- Two-wire or flat cords will not be allowed on any jobsite.
- Electrical tools must have a ground pin intact, unless it is double insulated.
- Defective equipment will be tagged "Do Not Use" and removed from service until repaired or replaced.

Employees must not wear conductive apparel such as jewelry and watches while working in or near electrical sources. Conductive apparel is permitted when they are rendered non-conductive by covering, wrapping or other insulating means.

When working under power lines, the lines shall be de-energized and grounded or other protective measures such as guarding, isolating or insulating will be provided before work is started.

When an **unqualified** person is working over, under or in the vicinity of energized power lines, the minimum distance that person and the longest conductive object he or she may contact shall be no closer than 10 feet for voltages to ground of 50kV or less. Minimum clearance from lines rated over 50kV is 10 feet plus one-half inch for each 1kV over 50kV.

Any vehicle or mechanical equipment, not designed for use around energized power lines, capable of elevating its parts is to maintain a distance of at least 10 feet from power lines rated 50kV or less. Minimum clearance from lines rated over 50kV is 10 feet plus one-half inch for each 1kV over 50kV.

If the vehicle is in transit with its structure lowered, the minimum clearance distance is 4 feet for lines 50kV and under, or 4 feet plus one-half inch for each 1kV over 50kV.

If barriers are installed and the barrier is not an integral part of the vehicle, and the barrier is rated for the voltage of the lines, the clearance distance may be lowered to the designed working distance of the barrier.

No employee standing on the ground may contact the equipment unless using protective equipment rated for the voltage, or the equipment is located to maintain the minimum clearance distance described above.

If the equipment is intentionally grounded, employees working on the ground near the point of grounding may not stand at the grounding location whenever there is a possibility of overhead line contact. Additional precautions, such as the use of barricades or insulation, shall be taken to protect employees from hazardous ground potentials.

Employees may not enter spaces containing exposed energized parts unless illumination is provided that enables to employees to work safely. Employees may not work near exposed electrical parts unless they are able to observe their work directly. Employees may not reach blindly into areas which may contain energized parts.

Protective measures will be used when working in confined or enclosed work spaces where electrical hazards may exist. Protective shields, protective barriers or insulating materials as necessary shall be provided.

Do not handle conductive material in a way to contact energized electrical parts. Work practices such as the use of insulating, guarding and material handling techniques shall be used.

HAND TOOLS

All tools, whether furnished by this company or by the employee, shall be maintained in good condition. Tools are subject to inspection at any time. Forepersons have the authority and responsibility to condemn unserviceable tools.

Defective tools shall be tagged or removed from work areas.

Always turn tagged tools into the shop for repair. Make sure you describe the problem on the back of the tag.

Guards shall be in place and operable at all times while the tool is in use. Guards will not be removed or rendered inoperable.

Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive or splashing objects, or exposed to hazardous dust, fumes, mists, vapors or gases shall be provided with and use appropriate PPE necessary to protect them from the hazard.

Always use the proper tool for the job. Do not use makeshift or substitute tools.

Do not use metal-handled tools on or near electrical wires.

Tools shall not be thrown, they shall be handed or put in buckets attached to hand lines for raising or lowering.

Do not leave tools on elevated surfaces.

Impact tools such as chisels and punches shall be dressed, repaired or replaced as they become mushroomed.

Wrenches shall not be used when jaws are sprung to the point that slippage occurs.

Never use a wrench as a hammer.

Always store sharp edged tools properly. Put covers on them or store them in special compartments. Keep them sharp for safer cutting. Eye protection should be used when sharpening tools.

Broken or loose wooden handles shall be replaced before further use. Do not tape them.

Pick up tools not in use to prevent trip hazards.

Do not use compressed air for dusting off clothing. Do not point nozzles at people. The air itself, or particles it picks up can cause serious injury.

Couplings on compressed air lines shall have safety clips or be tied together to prevent the hose from lashing if the coupling should come undone.

MANUAL HANDLING OR LIFTING

Manual handling is defined as any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object. Most activities have a manual handling component, whether in an office environment, factory, construction site or at home.

Use of incorrect manual handling (including lifting) techniques can lead to injuries or illnesses including sprains and strains to muscles, tendons, ligaments and joints; bruises, cuts and fractures; cardio-vascular (heart) strain such as increased blood pressure and muscular fatigue. These injuries are not confined to the back, although it is recognised that back injuries make up the majority.

Employees at all levels shall consider the best means to avoid manual handling risks. Design or engineering considerations may apply when purchasing equipment or supplies. Or the risk may be removed or reduced by use of lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists.

- A risk assessment should be made before manually handling material. Consider size, bulk and weight of the object(s), if mechanical equipment is required, if a two-person lift is required, whether vision is obscured while carrying, and the walking surface and path where the object is to be carried.
- Ask for help if something is too heavy, too large or too long to handle alone and to accept assistance when required.
- Order supplies in smaller loads which can be moved by workers according to their individual needs and capabilities.
- Ensure that workshop benches are adjustable or set up for the person using them to prevent prolonged bending when working with equipment, etc.
- Ensure that vehicles have ramps or hoists for loading and unloading heavy equipment where possible.
- Use hand carts when available. These can be useful for moving heavy and awkward loads such as large drums.
- Organise the storage area to ensure the most commonly used items are stored between thigh and chest height.
- Minimize the amount of lifting of larger items.
- Ensure that work areas and passageways are kept clean and clear of debris.

Musculoskeletal injuries caused by improper lifting must be investigated and documented in accordance with OSHA Recordkeeping requirements. Incorporating investigation findings into work procedures will help prevent future injuries.

Supervisors must periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations should be evaluated to engineer out hazards before work processes are implemented.

Employees observed using improper lifting techniques and/or improper use of lifting aids may be subject to action under the company's enforcement policy.

HOUSEKEEPING

All work areas, passageways and stairs, shall be kept clean and free of hazards at all times.

Remove scrap and rubbish as soon as possible.

Flammable material shall be stored in fire proof containers.

Floors and walkways shall be kept free of grease, oil, water and all other slip and trip hazards.

Remove or bend down projecting nails. Protect ends of vertical rebar or any other protruding pieces while work is going on above.

Tie all gas lines, welding leads, cords, etc. overhead to eliminate trip hazards. Do not let them rest on sharp surfaces or where a heavy door might shut and slice them.

EXCAVATING AND TRENCHING

CALL DIG SAFE PRIOR TO ANY EXCAVATING.

IN RI AND MA, CALL: 811 or 1-888-DIG-SAFE (1-888-344-7233)

IN CT, CALL: 811 or (1-800) 922-4455

Prior to any excavating, efforts shall be made to determine if there are underground utilities in the area and if so, they shall be located and protected during excavation operations. Requests for utility location markings will be made at least 72 hours (excluding weekends and holidays) before work will begin.

When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.

Employees exposed to public vehicular traffic shall wear safety vests or other suitable garments made of reflectorized or high-visibility material.

Trees, boulders and other items on the surface which may cause or create a hazard shall be removed prior to the start of the excavation.

No employee shall be permitted beneath a load handled by lifting or digging equipment. Employees will stand away from the sides of trucks being loaded or unloaded to avoid being struck by any falling materials.

When equipment is operating near the edge of an excavation and the operator does not have a clear and direct view of the edge, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

Where an oxygen-deficient or hazardous atmosphere exists, or could be reasonably expected to exist, the atmosphere will be tested in excavations more than 4 feet deep. Adequate precautions, including respiratory protection or ventilation, shall be taken prior to employees entering the excavation.

No employee will be permitted to enter an excavation when the atmosphere contains a concentration of flammable gas more than 20% of the lower flammability limit of that gas. Atmosphere testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

An "OSHA Competent" person shall be present at all times for excavations greater than four feet deep, if open, and employees are working in it.

Trenches greater than four feet deep shall have ladders or steps located so as to require no more than twenty five feet of lateral travel.

All excavations will be considered as existing in Class C soil. Benched excavations will not be made.

The walls and faces of all excavations and trenches greater than five feet deep, in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground, or some other equivalent means, as determined by the Superintendent or Foreperson of the jobsite.

The sides of trenches in hard or compact soil, including embankments, shall be shored or otherwise supported when the trench is greater than five feet deep and eight feet or more length. In lieu of shoring the sides of a trench above the five-foot level, it may be sloped to preclude collapse, but the rise shall not be steeper than one foot vertical to each one-and-one-half foot horizontal.

Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.

Water shall not be allowed to accumulate in an excavation. Equipment to remove water shall be monitored by a competent person for proper operation.

Measures to divert surface water, such as drainage ditches or dikes, shall be used to prevent water from entering the excavation. Excavations subject to runoff from heavy rains must be inspected by a competent person before work resumes.

Where the stability of adjacent structures could be undermined by an excavation, shoring, bracing or underpinning shall be used to ensure the stability of the structure to protect employees.

Excavating below the level of the base or footing of a foundation or retaining wall that could pose a hazard to employees shall not be permitted, unless a support system ensures the safety of employees and stability of the structure, or an excavation plan has been approved by a registered professional engineer.

Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face.

In cases where employees may be required to enter an excavation, materials shall be effectively stored and retained at least two feet or more from the edge of the excavation.

Daily excavation inspections shall be made by an OSHA Competent Person, to include the excavation, the surrounding area, and protective systems. Inspections will be made prior to the start of work, and as needed throughout the shift.

If there is evidence of possible cave-in, failure of protective systems, hazardous atmosphere or other hazardous condition, all work in the excavation shall cease immediately. Work may resume only when all necessary precautions have been taken to safeguard the employees.

Walkways shall be provided where employees are permitted or required to cross over excavations. Suitable guardrails will be provided for the walkway when the height is more than 6 feet above the lower level.

Any and all persons entering or working in an excavation or trench are required to wear a hard hat.

FACE AND EYE PROTECTION

All employees shall wear face or eye protection while performing duties which produce dust, flying particles, sparks or where particles are in the air.

Safety eye protection shall be used when engaged in any type of overhead work.

Goggles shall be worn where an extreme hazard from falling particles or moisture exists.

Safety eye protection shall be worn and a grinding shield shall be used when wire-brushing, deburring, grinding, etc., and where a large amount of particles are produced or where there is a draft.

Welders shall wear safety eye protection under welding shields to protect eyes from flying particles and to protect eyes when chipping slag and dressing welds.

Appropriate goggles, face shield, etc. shall be used when there is a danger of a splash of harmful chemicals.

Clean hats, hair and clothing **before** removing eye protection to prevent foreign objects from entering the eye.

All employees shall wear face and/or eye protection where posted and otherwise required.

Face and eye protection shall be kept clean at all times.

Safety eye protection or face shields that are broken, cracked or have optical defects will not be used and will be discarded accordingly.

CONTACT LENSES

Contacts may be worn on the job in combination with appropriate eye protection, except where there is a likelihood of injury from heat, chemical splashes, highly particulate atmospheric conditions or where regulations prohibit their use.

Employees whose vision can be increased by wearing contacts as opposed to glasses, should wear contacts.

Employees should keep a spare set of contacts or prescription glasses on the job to avoid inability to function due to the loss of a contact lens while working.

Employees who wear contact lenses should let co-workers know in the event of an injury to the eye. Remember that a contact is a foreign body in the eye. Dust and fumes may get behind the lens and cause discomfort or damage to the eye.

EYE PROTECTION FOR WELDING & CUTTING

All welders shall wear approved welding helmets or pipe shields, in good condition, with appropriate shade lens in place. Cover lenses and gaskets shall be in place and in good condition.

Welders shall wear safety eye protection to protect eyes when the helmet is tipped up for viewing and dressing the weld.

Burning goggles with an appropriate shade lens shall be worn while using the oxy-acetylene torch.

When two or more welders are exposed to each other's arc, filter lens goggles shall be worn under welding helmets and a welding barrier should be used.

NOTE: A guide has been provided on the next page to assist in selecting the appropriate shade lens for different welding methods.

GUIDE FOR WELDING SHADES

WELDING OPERATION	SHADE NUMBER
Shielded metal-arc welding, up to 5/32" electrodes (4mm).	10
Shielded metal-arc welding, 3/16" to 1/4" (4.8-6.4mm) electrodes.	12
Shielded metal-arc welding, over 1/4" (6.4mm) electrodes.	14
Gas metal-arc welding (non-ferrous).	11
Gas metal-arc welding (ferrous).	12
Gas-tungsten arc-welding.	12
Atomic hydrogen welding.	12
Carbon arc welding.	14
Torch soldering.	2
Torch brazing.	4
Light metal cutting, up to 1" (25mm).	3 or 4
Medium cutting, 1-6" (25-150mm).	5 or 6
Gas welding, light up to 1/8" (3.2mm).	4 or 5
Gas welding, medium, 1/8" - 1/2" (3.2-12.7mm).	5 or 6
Gas welding, heavy, over 1/2" (12.7mm).	6 or 8

The choice of a filter shade may be made on the basis of visual acuity and may therefore, vary widely from one individual to another, particularly under different currents, materials and welding procedures.

(From ANSI 249.1-73, Safety in Welding and Cutting)

WELDING AND CUTTING

Before welding or cutting begins, the work area shall be inspected by the person responsible for authorizing such work. In granting authority to proceed, designated safety precautions will be followed. A written hot work permit and authorization is preferred.

When welding or cutting an elevated spot, prevent sparks and slag from hitting people and objects below. Put up warning signs and clear the area of flammable material.

Fire protection equipment shall be maintained in proximity to any welding or cutting operation.

Class "ABC" fire extinguishers shall be used.

When working at ground level, sweep away all flammable material in a reasonable radius of the welding or cutting operation.

If the object to be welded cannot readily be moved, all movable fire hazards shall be moved to a safe place, and guards shall be used to confine the heat, sparks, and slag, and to protect the immovable fire hazards.

A trained fire watch will be used in any location where other than a minor fire could occur, or where appreciable combustible material is closer than 35 feet from the operation. If appreciable combustible material is more than 35 feet away, but could easily be ignited by sparks, or are exposed by wall or floor openings, then a trained fire watch will be used. The fire watch will be maintained for at least 30 minutes after completion of welding or cutting operations.

Workers assigned to operate and maintain arc welding equipment must be familiar with requirements in General Requirements – 1910.252(a), (b) and (c), and in Arc welding and Cutting – 1910.254. If gas shielded arc welding is done, they must also be familiar with American Welding Society Standard A6-1-1966.

Welders and assistants shall not carry matches or lighters anywhere on their person. Butane lighters are highly explosive.

Thoroughly clean and decontaminate drums, barrels, etc., that could have held explosive or flammable material. Do not open with a torch.

Do not operate in areas where dust or gases present an explosion hazard, until the area has been adequately vented.

Welders shall wear leak proof helmets to prevent flash burns. They shall also use the appropriate grade filter lenses.

Adequate eye protection shall be worn when grinding and dressing the weld. Gloves and proper clothing are also to be worn.

Welders' assistants are required to wear safety eye protection with side shields for protection from flash burn.

Welding leads and gas hoses shall be secured overhead to eliminate trip hazards, whenever possible.

Gas cylinders shall be secured in an upright position when in use and during movement.

When work is finished and/or cylinders are empty or must be moved, the cylinder valve shall be closed.

Welding machines will be turned off when not in use or unattended.

Defective welding leads shall not be used. Tag them for repair and inform the foreperson.

Ensure all electrical connections are mechanically strong.

Hot electrode holders shall not be dipped in water.

All welders must wear steel-toed leather boots that cover the ankle, and non-flammable clothing.

COMPRESSED GASES

Gas cylinders shall not be rolled, dropped or jarred.

The valve cap or protective device shall be employed at all times except when the cylinder is in actual use.

Cylinders shall not be handled or lifted by the valve cap.

The contents of the cylinder shall be clearly marked.

Cylinders shall be stored in an upright position and shall be secured with hardware chain or #9 wire. Twenty feet shall separate different gases.

Oxygen cylinders shall be stored apart from other tanks by at least twenty feet.

Leaking tanks shall be removed to an open area immediately.

Do not force connections that do not fit.

There shall be no oil, grease or other foreign matter on valves, regulators, etc. Flash back arresters shall be used.

Empty cylinders shall be marked "M.T." and stored away from those that are full.

Oxygen or acetylene cylinders shall not be taken into confined spaces.

Oxygen or acetylene cylinders shall be kept far enough away from the welding or cutting operation so that sparks and hot slag will not reach them.

Cylinder valves should be opened slowly to prevent damage to regulators.

Nothing should be placed on top of gas cylinders.

Gases will not be used straight from a cylinder but will pass through a regulator.

Torches shall be inspected daily for defects. Defective equipment shall not be used.

Torches will be lit with friction lighters and not by matches or other hot work.

Oxygen will not be used for blowing dust from the body or clothing of any person, nor will it be used for ventilation purposes.

RESPIRATORY

Exposure to toxic gases, vapors, fumes, dusts, and mists are to be kept to a minimum.

Employees required to use respirators will undergo medical evaluation prior to respirator fit-testing.

Respirators will be worn by all personnel engaged in grinding, sanding, drilling or other operations when dust is manufactured or raised.

Respirators with appropriate cartridges will be worn by all personnel involved in spray painting.

Respirators with appropriate cartridges will be utilized at any time that harmful gases, vapors, and mists are produced or present in the work area and adequate ventilation is not present. Employees wearing respirators should not remove them until the atmosphere is clear.

Whenever possible, administrative and engineering controls will be implemented before allowing anyone to work in an area where toxic gases, vapors, fumes, dusts, and mists are present.

Any exhaust systems in operation should be left on after the work is completed, in order to ensure the removal of harmful elements.

Previously used respirators shall be cleaned and disinfected before use by another employee.

A respirator or dust mask cannot be worn if an employee has a full beard.

Employees can voluntarily use a dust mask in place of a respirator when working with or around nuisance dusts.

***See (Respirator Program)**

CRANES AND HOISTS

All operators shall be instructed in and qualified for each type of crane he/she is to operate. Qualification shall be by written (or oral) and practical operating examination unless the operator is licensed by a state agency for the particular type of crane or hoist.

Refresher training will be conducted every four years, or sooner in the case of unsafe operation or changes in the equipment or the workplace. In addition to equipment operation, training will include topic of fire protection and general principles of fire extinguisher use.

The manufacturer's specifications and limitations will be followed at all times.

Rated load capacities, recommended operating speeds and special hazard warnings or instructions shall be posted on all equipment and be visible to the operator.

Equipment shall be inspected by a competent person before each use and any malfunctions, defective parts or breakdowns will be corrected before further use. A thorough, annual inspection will be conducted to ensure the crane is in good condition. A record shall be maintained of the dates and results of inspections.

Equipment must not be assembled or used unless ground conditions are firm, drained, and graded to a sufficient extent so that the equipment manufacturer's specifications for adequate support and degree of level of the equipment are met.

The manufacturer's procedures and prohibitions must be complied with when assembling and disassembling equipment. The assembly/disassembly of equipment must be directed by a competent and qualified person.

A pre-operation hazard assessment will be performed to identify the work zone and determine if any part of the equipment, load line, rigging or load could reach closer than 20 feet to a power line, except where they have been de-energized and visibly grounded. Use of a dedicated spotter, proximity warning device, range control warning device, movement range limiter, or elevated warning line or barricade may be used to ensure minimum clearance requirements are met when operating closer than 20 feet. Voltage of power line and minimum approach distance must be established.

Minimum clearance distance shall be maintained under all circumstances.

up to 50 kV	10 feet
over 50 kV to 200 kV	15 feet
over 200 kV to 350 kV	20feet
over 350 kV to 500 kV	25 feet
over 500 kV to 750 kV	35 feet
over 750 kV to 1,000 kV	45 feet
over 1,000 kV	(as established by the utility owner/ operator or registered professional engineer who is a qualified person with respect to electrical power transmission and distribution)

A competent person must conduct a visual inspection of equipment prior to each shift. The inspection must consist of observation for apparent deficiencies. Some of the inspection items include control mechanisms, pressurized lines, hooks and latches, wire rope, electrical apparatus, tires (when used), and ground conditions.

Equipment must be inspected monthly by a competent person and documented. Documentation must include the following: items checked, results of inspection, and name and signature of the inspector. Documentation must be retained for 3 months. (Documented monthly inspection not required if the daily inspection is documented and records are retained for 3 months)

Safety devices are required to be on all equipment and must be in proper working order before operations begin. If any of the devices are not in proper working order the equipment must be taken out of service and operations must not resume until the device is working properly again. Examples of safety devices may include: crane level indicator, boom stops, jib stops, foot pedal brake locks, horns, etc.

Operator will comply with all manufacturer procedures applicable to the operational functions of equipment, including its use with attachments.

The operator shall have access at all times to procedures applicable to the operation of the equipment, including rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions and operator's manual.

Whenever there is a safety concern, the operator has the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured.

A qualified signal person will be provided for the following situations:

- The point of operation is not in full view of the operator
- The view is obstructed when the equipment is traveling
- The operator or the person handling the load determines it is necessary due to site specific concerns.

The crane swing radius will be marked with warning lines, railings or similar barriers when there is a potential for equipment to strike and injure an employee or pinch/crush an employee against any other object.

Only those employees qualified by training or experience shall be allowed to operate equipment and machinery. Certification/qualification requirements established in 1926.1427 shall be met.

The manufacturer must approve all modifications/additions in writing. Where a manufacturer has not provided a review of a detailed description of proposed modification, a registered professional engineer may approve the modification, but must modify load charts, procedures, instruction manuals and instruction plates/tags/decals as necessary. Engineer must be qualified with respect to the equipment involved, and must ensure the original safety factor of the equipment is not reduced.

Wire rope shall be taken out of service when any of the following conditions exist:

- In running ropes, 6 randomly distributed broken wires in one lay or three broken wires in one strand in one lay;
- Wear of one-third the original diameter of outside individual wires. Kinking, crushing, bird caging, or any other distortion of the rope structure;
- Evidence of any heat damage from any cause;
- Reduction from nominal diameter:
 - of 1/64th inch for diameters up to and including 5/16th inch
 - of 1/32nd inch for diameters 3/8th up to and including 1/2 inch
 - of 3/64th inch for diameters 9/16th inch up to and including 3/4th inch
 - of 1/16th inch for diameters 7/8th inch up to including 1 inch

of 3/32nd inch for diameters 1¼ to 1½ inches;

- In standing ropes, more than two broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.

Belts, gears, shafts, pulleys, drums, flywheels, chains, or other moving parts shall be guarded if such parts are exposed to contact by employees, or otherwise create a hazard.

All exhaust pipes shall be guarded or insulated in areas where contact by employees is possible in the performance of normal duties.

All windows in cabs shall be made of safety glass, or equivalent, that introduces no visible distortion that will interfere with the safe operation of the machine.

Use of headphones, earphones or other similar devices is not permitted, except for systems designed for work-related communication. Use of music players with or without speakers is not permitted. Hearing protection devices limit high sound levels and do not mask ambient communication and environmental sounds.

An accessible fire extinguisher of 5BC rating, or higher, shall be available at all operator stations or cabs of equipment.

Crane will be set up level on firm ground with adequate cribbing or blocking under each outrigger float, with a minimum surface area in square feet determined by dividing the maximum capacity in tons by 5. Cribbing will be set up with no more than 1" gap between elements. A documented engineered siting plan that considers equipment and load weights and compression strength of soil beneath equipment can be used in lieu of the "weight by 5" rule.

In transit with no load and boom lowered, the equipment clearance shall be a minimum of 4 feet for voltages less than 50kV, 10 feet for voltages over 50kV but less than 345kV, and 16 feet for voltages up to and including 750kV.

A person shall be designated to observe clearance of the equipment and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means.

Prior to work near transmitter towers or where an electrical charge can be induced in the equipment or materials being handled, the transmitter shall be de-energized or tests shall be made to determine if electrical charge is induced on the crane. To dissipate induced voltages the equipment shall be grounded at the upper rotating structure supporting the boom. Materials will be grounded when electrical charge is induced near energized transmitters. Crews shall be provided with non-conductive poles with large alligator clips or other similar protection to attach the ground cable to the load.

When a crane or hoist has made a pick, no one will stand under the load for any reason.

All crane and hoist hooks will have a safety latch.

A written Crane Lift Plan will be prepared for all critical lifts involving loads above 75% of capacity for a single crane, for any single lift involving two or more cranes, or hoisting with a personnel lift. For certain high-value equipment lifts, lifting over occupied buildings, or other special hazards, a critical lift plan will be developed at the discretion of the lift director.

SANITATION

Drinking Water

An adequate supply of sanitary drinking water will be provided.

Water containers, if they are used shall be capable of being tightly closed and equipped with a tap. Containers shall be marked "DRINKING WATER".

A common drinking cup is prohibited.

Unused disposable cups will be kept in a sanitary container.

Outlets for non-potable water, such as water for industrial or fire fighting purposes, shall be identified by signs indicating clearly that the water is unsafe and is not to be used for drinking, washing or cooking purposes.

Toilets

Where permanent toilet facilities are not conveniently located or available at a job site, portable toilets will be provided.

Washing Facilities

Adequate washing facilities will be provided for employees engaged in the application of harmful substances or in operations where harmful contaminants are used.

DRIVERS

This section pertains to the drivers of motor vehicles, both on the highway and within off-highway job-sites not open to public traffic.

Only authorized personnel may drive or ride in company vehicles. Violations are subject to disciplinary action under the company's enforcement policy.

All drivers must possess a valid CDL operator's license for the type of vehicle they intend to operate, along with a health card and written examination certificate.

Vehicles shall be maintained in good working order. Before driving a vehicle, check all lights, tires, brakes, wipers, horn mirrors, reverse alarm, oil and water levels, low air signal, etc. All defects shall be repaired before the vehicle is driven. At the end of the work day, report all defects and damage that have developed during the day.

The vehicle shall be of the correct size and designed for its intended purpose. Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.

All trucks are equipped with seat belts, fire extinguishers, chock blocks, triangle kits and reverse alarms. It is the driver's responsibility to see that all items are present and that everything is in working order. Drivers who are stopped for any violation of this type will be responsible for the payment of the imposed fine.

Federal Motor Carrier Safety Regulations and Robert F. Audet, Inc. require the use of seat belts by all truck drivers. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.

Obey all traffic regulations, including speed limits. Drivers will report any collision or traffic violation while driving on company duties to their supervisor. Drivers will be held liable for their own violations.

Drivers will not use hand-held cell phones, send or receive text messages or engage in behavior that may cause distraction from safe operation. Either pull over in a safe place, or have a passenger perform those tasks.

Use of headphones, earphones or other similar devices is not permitted, except for systems designed for work-related communication. Use of radios or music players with speakers is permitted provided the volume levels do not mask ambient communication and environmental sounds. Hearing protection devices limit high sound levels and do not mask sounds.

No alcoholic beverages or illegal drugs shall be carried in, or consumed by anyone in a company vehicle. Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that might impair their driving skills. Violations are subject to punishment up to and including dismissal.

Do not allow anyone to ride on or in the trailers.

Ride only on seats inside the cab of the vehicle. No one shall be permitted to ride on fenders or running boards.

Do not jump from moving vehicles.

Clearly signal your intentions of turning, passing, etc. Stay well behind those in front of you for safe stopping.

Use extreme caution while backing. If another employee is present, he/she shall be stationed at the rear of the vehicle to assist in backing.

Work boots or shoes will be worn. Sneakers and other lightweight footwear shall not be worn while driving. Shirts and trousers are required, shorts will not be worn. Safety vests are to be worn by drivers when exiting the truck on any jobsite.

All tools and materials on board each vehicle shall be secured.

EQUIPMENT OPERATORS

All operators shall be trained and carry a valid operator's license for the type of equipment that they are operating.

Before starting a machine, give it a safety check to include oil, water, hoses, brakes, reverse alarm, etc. Report or repair any defects. At day's end, report all defects and damage that developed during the day and/or repairs made.

Ear protection must be worn while operating a machine with a high noise level.

Use of headphones, earphones or other similar devices is not permitted, except for systems designed for work-related communication. Use of music players with or without speakers is not permitted. Hearing protection devices limit high sound levels and do not mask ambient communication and environmental sounds.

Leather work boots which cover the ankle shall be worn. Sneakers or light weight shoes will not be worn. Neither shorts nor sweat suits will be worn.

HARD HATS AND SAFETY EYE PROTECTION SHALL BE WORN, upon leaving the machine, for other than lunch or quitting time.

Oilers will wear hard hats at all times.

Operators of loaders and backhoes will also be guided by the safety rules for hoists and cranes when used in that capacity.

Whenever equipment is parked, the parking brake shall be set.

Equipment parked on an incline shall have the wheels chocked and the parking brake set.

No one shall be permitted to ride on equipment unless in seats provided inside equipment cab.

All equipment with rollover protection cabs shall have seats equipped with seatbelts.

Seatbelts will be worn by all equipment occupants.

Hydraulically operated tools such as dozer blades, scraper blade backhoes, and similar tools shall be kept on the ground when the equipment is parked.

ENFORCEMENT SYSTEM

All violations of this Safety Program shall be dealt with in the following manner. A safety violation may occur when not following verbal or written safety procedures, guidelines or rules, when engaging in horseplay, failure to wear selected PPE, etc.

Each violation will be reviewed on a case by case basis, taking the particular circumstances and safety record of the employee into account. Review includes meeting with employee(s) to discuss the infraction, the rule or procedure that was violated, and the corrective action to be taken.

Action shall be taken in the following sequence:

VERBAL WARNING

A verbal warning shall be given by the Foreperson or Supervisor as a result of a minor infraction. The Foreperson or Supervisor shall keep a record of verbal warnings and they are to be forwarded to the Safety Department each week.

WRITTEN WARNING

Written warnings shall be issued by the Safety Department when a review of verbal warning records shows the need for such action. Written warnings shall be issued after a verbal warning or for a major violation without the need for a previous verbal warning. The written warning shall be kept in the employee's personnel file.

SUSPENSION

A suspension may result after a written warning. Gross violations may warrant suspension without a previous written warning. The Management of Robert F. Audet, Inc. shall make the final decisions on suspensions. The employee will not receive pay for the term of the suspension.

DISMISSAL

Continued safety violations can result in dismissal.

HAZARDOUS COMMUNICATIONS WRITTEN PROGRAM

A. COMPANY POLICY

To ensure that information about the dangers of all hazardous chemicals used by Robert F. Audet, Inc. is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the main office for review by any interested employee.

Robert F. Audet, Inc. safety director is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

B. CONTAINER LABELING

All containers received for use will be verified they are clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. The labels on incoming containers of hazardous chemicals will not be removed or defaced.

Crew foremen or supervisors will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity of hazardous chemicals, the appropriate hazard warning, and name and address of manufacturer, importer or other responsible party.

The hazard warnings will be presented using the same symbols used on the original containers.

If Robert F. Audet, Inc. employs non-English speaking employees, label information will be presented in their language, either orally through a translator, or in print.

C. MATERIAL SAFETY DATA SHEETS (MSDSs)

The Safety Director is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an MSDS is not received at the time of initial shipment:

Material will be reviewed to determine if the MSDS is already on file. If not, the distributor or manufacturer's representative will be contacted for current handling and storage requirements, and the MSDS will be requested

MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the main office. Copies of MSDSs which are located on the job site will be gathered and bound at the office. The binder will be issued to the job site prior to work starting at the jobsite, and maintained at the job site.

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the office.

Paper copies of MSDSs will be readily available to employees in each work area. They will be maintained in a binder or other protective storage. If an MSDS is missing or not completely legible, it will be replaced by a new copy.

When revised MSDSs are received, the following procedures will be followed to replace old MSDSs:

Jobsite foreman or supervisor will replace the outdated MSDS with the new one.

D. EMPLOYEE TRAINING AND INFORMATION

Safety Director is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area
- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- Procedures to follow if employees are overexposed to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard.

E. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information by the Safety Director about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

F. INFORMING OTHER EMPLOYERS/CONTRACTORS

Other employers and contractors will be provided with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of crew foreman or supervisor to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with MSDSs for hazardous chemicals generated by this company's operations.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

G. LIST OF HAZARDOUS CHEMICALS

A list of all known hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical components and the product. Further information on each chemical may be obtained from the MSDSs, located in main office or site trailer.

When new chemicals are received, this list is updated within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

Material will be reviewed to determine if the MSDS is already on file. If not, the distributor or manufacturer's representative will be contacted for current handling and storage requirements, and the MSDS will be requested

The hazardous chemical inventory is compiled and maintained by the Safety Director.

H. CHEMICALS IN UNLABELED PIPES

Work activities are sometimes performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact Safety Director for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions.

I. PROGRAM AVAILABILITY

A copy of this program will be made available, upon request, to employees and their representatives.

CHEMICAL INVENTORY

Chemical Name

Cross-referenced Product

Chemical inventory and MSDS are maintained in a separate binder, and is available for review.

APPENDIX

- **Safety Checklist**
- **Hazard Assessment / Risk Matrix**
- **Personal Protective Equipment / Assessments**
- **Respiratory Protection Program**
- **Hearing Conservation Program**
- **Equal Opportunity / Affirmative Action Plan**
- **Sexual Harassment Policy**
- **Hazardous Work Permit**
- **Hot / Hazardous Work Authorization**
- **Confined Space Program**
- **Confined Space Entry Permit**
- **Crystalline Silica**
- **Asbestos Awareness**
- **Lead Awareness / Hygiene Program**
- **Electrical Safety Training**
- **First Aid Kit Contents**
- **Bloodborne Pathogen Exposure Control Plan**
- **Accident Procedures**
- **Accident Checklist**
- **Emergency Action Plan**
- **Lockout / Tagout**
- **Return To Work Program**
- **Training of Employees**
- **Crane Lift Plan**
- **Powered Industrial Trucks**
- **Job Hazard Analysis Form**
- **Clothing Requirements**
- **New Employee Introduction**

SAFETY CHECKLIST

CONSTRUCTION

The following will serve as a guide for the development of jobsite checklists. The sample checklist includes many items to be inspected which are common to most construction projects.

JOB SITE INFORMATION

- Are OSHA and other jobsite warning posters posted?
- Do you have safety meetings?
- Do you have job safety training, including first-aid training?
- Are there medical service and first-aid equipment, stretchers and emergency vehicles available?
- Are jobsite injury records being kept?
- Are emergency telephone numbers, such as police department, fire department, doctor, hospital and ambulance posted?

HOUSEKEEPING AND SANITATION

- Is there general neatness of working areas?
- Is there regular disposal of waste and trash?
- Are passageways and walkways clear?
- Is lighting adequate?
- Are projecting nails removed?
- Has oil and grease been removed?
- Are waste containers provided and used?
- Are the sanitary facilities adequate and clean?
- Is the drinking water tested and approved?
- Is there an adequate supply of water?
- Are there disposable drinking cups?

FIRE PREVENTION

- Have personnel been given instructions in case of fire?
- Are fire extinguishers identified, checked and lighted?
- Is the fire department phone number posted?
- Are hydrants clear and access to any public thoroughfare open?
- Is good housekeeping being maintained?

HAND TOOLS

- Is the proper tool being used for each job?
- Are neat storage and safe carrying methods in use?
- Are inspections and maintenance being provided?
- Are damaged tools being repaired or replaced promptly?
- Are employees' tools inspected and repaired?

POWER TOOLS

- Is there good housekeeping where tools are used?
- Are tools and cords in good condition?
- Is proper grounding used?
- Are proper instructions in use?
- Are all mechanical safeguards in use?
- Are tools neatly stored when not in use?
- Is the right tool being used for the job at hand?
- Has all wiring been properly installed?

POWDER-ACTUATED TOOLS

- Are local laws and ordinances complied with?
- Are all operators qualified?
- Are tools and charges protected from unauthorized use?
- Are competent instruction and supervision provided?
- Are tools checked and in good working order?
- Are tools used on any but recommended materials?
- Are there safety goggles or face shields in use?
- Are flying hazards checked by backing up, removal of personnel or use of captive stud tools?

LADDERS

- Are ladders inspected and in good condition?
- Are ladders spliced?
- Are they properly secured to prevent slipping, sliding or falling?
- Do side rails extend 36" above top of landing?
- Are built-up ladders constructed of sound materials?
- Are rungs or cleats not over 12" on center?
- Are stepladders fully open when in use?
- Are metal ladders used around electrical hazards?
- Are proper maintenance and storage provided?
- Are ladders painted?
- Are safety shoes being worn?

SCAFFOLDING

- Is erection properly supervised?
- Will all structural members meet the safety factor?
- Are all connections secure?
- Is the scaffold tied to structure?
- Are working areas free of debris, snow, ice and grease?
- Are foot sills and mud sills provided?
- Are workers protected from falling objects?
- Is the scaffolding plumb and square, with cross-bracing?
- Are guard rails, intermediate rails, and toe boards in place?
- Is scaffold equipment in good working order?
- Are ropes and cables in good condition?

HOISTS, CRANES AND DERRICKS

- Have cables and sheaves been inspected?
- Are slings and chains, hooks and eyes checked?
- Is equipment firmly supported?
- Are outriggers used if needed?
- Are power lines inactivated, removed or at a safe distance?
- Is proper load capacity at the lifting radius maintained?
- Is all equipment properly lubricated and maintained?
- Are inspection and maintenance logs maintained?

HEAVY EQUIPMENT

- Are regular inspection and maintenance provided?
- Are lights, brakes, warning signals operative?
- Are wheels chocked when necessary?
- Are haul roads well maintained and laid out properly?
- Is equipment protected when not in use?
- Are there shut-off devices on air lines in case of hose failure?
- Are noise arresters in use?

MOTOR VEHICLES

- Are regular inspection and maintenance performed?
- Are operators qualified?
- Are local and state vehicle laws and regulations observed?
- Are brakes, lights and warning devices operative?
- Are weight limits and load sizes controlled?
- Are personnel carried in a safe manner?
- Are back-up signals provided?
- Are fire extinguishers installed where required?

GARAGES AND REPAIR SHOPS

- Are potential fire hazards checked?
- Are good housekeeping practices observed?
- Is there proper lighting?
- Are fuels and lubricants in approved containers and dispensed of properly?
- Is there proper ventilation for carbon monoxide?

BARRICADES

- Are floor openings planked over or barricaded?
- Are roadways and sidewalks effectively protected?
- Is adequate lighting provided?
- Are traffic controls present?

HANDLING AND STORAGE OF MATERIALS

- Are materials properly stored or stacked (firm footings)?
- Are passageways clear?
- Are workers lifting loads correctly?
- Are materials protected from weather conditions?
- Is dust protection observed?
- Are extinguishers and other fire protection available?
- Is traffic controlled in the storage area?

EXCAVATION AND SHORING

- Are adjacent structures properly shored?
- Is proper shoring and sheathing used for soil and depth?
- Are roads and sidewalks supported and protected?
- Is material stored too close to excavations?
- Is excavation barricaded and lighting provided?
- Is equipment a safe distance from the edge of excavation?
- Are ladders provided where needed?
- Are equipment ramps adequate?
- Is job supervision adequate?

DEMOLITION

- Are operations planned ahead?
- Is there shoring of adjacent structure?
- Is there a sidewalk and other public protection?
- Is there clear operating space for trucks and other vehicles?
- Are access ladders or stairs adequate?

PILE DRIVING

- Are there proper storage procedures?
- Is unloading done only by properly instructed workers?
- Are steam lines, slings, etc., in safe operating condition?
- Are pile-driving rigs properly supported?
- Are ladders on frames?
- Are cofferdams maintained and inspected?
- Is adequate pumping available?

EXPLOSIVES

- Are there qualified operators and supervision?
- Are there proper transport vehicles?
- Are local laws and regulations being observed?
- Are storage magazines constructed per specifications?
- Are experienced personnel handling explosives at all times?
- Are cases being opened with wooden tools only?

- Are “NO SMOKING” signs posted and observed where appropriate?
- Are detonators tested before each shot?
- Are all personnel familiar with signals and are they properly used?
- Is there an inspection after each shot?
- Is there protection and accounting for all explosives at all times?
- Is there proper disposition of wrappings, waste and scrap?
- Are nearby residents advised of blasting cap dangers?
- Have radio frequency hazards been checked?

FLAMMABLE GASES AND LIQUIDS

- Are all containers clearly identified?
- Are proper storage practices observed?
- Are fire hazards checked?
- Are proper storage temperatures and protection maintained?
- Are proper types and number of extinguishers nearby?

WELDING AND CUTTING

- Are operators qualified?
- Are screens, shields, goggles, gloves and clothing provided and used?
- Is equipment in operating condition?
- Is electrical equipment grounded?
- Are power cables protected and in good repair?
- Are fire extinguishers of proper type nearby?
- Are inspections for fire hazards conducted?
- Are flammable materials protected?
- Are gas cylinders secured upright?
- Are gas lines protected and in good condition?
- Are cylinder caps in use?
- Are carts for moving cylinders available?

STEEL ERECTION

- Are there safety nets or planked floors?
- Are hard hats, safety shoes and gloves in use?
- Are there tag lines for tools?
- Have fire hazards been checked?
- Are floor openings covered and barricaded?
- Are ladders, stairs or other accesses provided?
- Has all hoisting apparatus been checked?
- Are employees riding the ball?

CONCRETE CONSTRUCTION

- Are forms properly installed and braced?
- Is adequate shoring plumbed and cross-braced?
- Does shoring remain in place until strength is attained?
- Are proper curing periods and procedures followed?
- Are heating devices checked?
- Is mixing equipment supported, traffic planned and properly routed?
- Are transport routes planned and maintained, including adequate runways?
- Is protection provided from cement dust?
- Are hard hats, safety shoes, shirts and long trousers providing skin covering?
- Have nails and stripped form materials been removed from the area?

MASONRY

- Is proper scaffolding in use?
- Are masonry saws properly equipped and proper dust protection provided?
- Is hoisting equipment safe?

HIGHWAY CONSTRUCTION

- Are laws and ordinances observed?
- Are flagmen competent and properly dressed?
- Are warning signs and markers adequate?
- Is traffic controlled through construction site?
- Are markings and maintenance of detours adequate?
- Is dust control provided?
- Is maintenance of respiratory protective equipment performed?
- Is lighting adequate?

PERSONAL PROTECTIVE EQUIPMENT

Are the following provided and used?

- Eye protection.
- Face shields.
- Respirators and masks.
- Helmets and hoods.
- Head protection.
- Gloves, aprons and sleeves.
- Respirators, for harmful dust, sand blasting, etc.
- Hearing protection
- Foot protection.
- Traffic protection.

HAZARD ASSESSMENT / RISK MATRIX

Robert F. Audet, Inc. requires its employees and subcontractor employees at all levels to evaluate operations to identify potential hazards and to plan ahead to prevent accidents. Before beginning a work activity, whether routine or not, involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or subcontractor is to perform the work, the contractor(s) performing that work activity shall prepare a Job Hazard Analysis (JHA). The JHA will include, at a minimum, the activity and the work sequences to be performed, potential hazards and the control measures to be used to eliminate or reduce the hazard.

It is important to remember that safety issues in general and construction jobsites specifically will require a site- or hazard-specificity – a “one size fits all” approach is not recommended, nor will it likely be very effective. Attention will be paid to site conditions and requirements, and will list required PPE. Hazards identified shall not be limited to, and will include at least, the OSHA Focus Four: Falls, Electrical, Struck-by, Caught-between.

The JHA will be prepared by superintendent, crew foreman or designated competent person and will include active involvement by all workers and subcontractors during its development. The completed JHA will be reviewed by all workers involved before beginning the work activity. Where a JHA specifies a method will be used to eliminate or reduce the hazard, and it is determined the method is infeasible or does not provide the protection needed, work activity will be halted while a review of the operation is undertaken. The JHA will be updated to reflect all changes made to maintain safe work activity.

During the development of the JHA, a Risk Matrix will be used to identify the level of risk associated with a particular activity or hazard. Risk level is defined by Probability and Consequences, or how likely it is to happen and how bad it would be if it happened.

The Probability is identified as 'Certain', 'Likely', 'Possible', 'Unlikely' and 'Rare'. However it must be considered that very low probabilities may not be very reliable.

The Consequences can be defined as:

- Negligible - One Minor Injury
- Marginal - One Severe Injury or Multiple Minor Injuries
- Critical - One Death or Multiple Severe Injuries
- Catastrophic - Multiple Deaths

Activities with a risk level of High or Extreme shall have a detailed JHA prepared and submitted for approval by contractor management and project owner representatives.

Probability	Consequence			
	Negligible	Marginal	Critical	Catastrophic
Certain	High	High	Extreme	Extreme
Likely	Moderate	High	High	Extreme
Possible	Low	Moderate	High	Extreme
Unlikely	Low	Low	Moderate	Extreme
Rare	Low	Low	Moderate	High

PERSONAL PROTECTIVE EQUIPMENT / ASSESSMENTS

All employees who, by the nature of their work and the hazards they are exposed to, may need to wear PPE, shall receive training in its selection and use. Training shall include topics on:

- When PPE is necessary,
- How to properly don, doff, adjust and wear PPE,
- Limitations of PPE,
- Proper care and maintenance of PPE,
- Useful life of PPE and proper disposal.

Retraining or refresher training will be provided when changes in the workplace or the type of PPE used make previous training obsolete.

If an employee demonstrates lack of use, improper use, or insufficient skill or understanding of proper use of PPE, refresher training is required.

All such training will be documented and include the the employee name, dates of training and subject.

Personal protective equipment, whether provided by the employer or the employee, will be used and maintained in a sanitary and reliable condition. The employer is responsible to assure it is adequate and in good condition, and of proper fit to the employee. PPE that is determined to be ineffective, damaged or defective shall not be used.

An assessment will be made of hazards not normally encountered and provided for in this Safety Manual. The assessment will include the name, signature, date and identification of hazards, PPE selected and reasons for selection.

RESPIRATORY PROTECTION PROGRAM

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RESPIRATORY PROTECTION PROGRAM

PURPOSE

The purpose of this written program is to protect the workers from the inhalation of lead dust, asbestos, silica, fumes and organic solvent vapors that they might encounter while working at _____.

A. INTRODUCTION

This written respiratory protection program has been established in accordance with the respiratory protection requirements of 29 CFR 1910.134, 1910.1025(f) under the general industry standard and 29 CFR 1926.103 under the construction industry standard.

During work activities involving lead-containing paint or material, asbestos or silica, employees may be exposed to high concentrations of airborne fumes and dust for long periods of time. When an employee is exposed to concentrations of airborne toxic materials which are above the maximum standards established by the Occupational Safety and Health Administration, (OSHA), the law requires implementation of feasible engineering controls and/or administrative controls to reduce employee exposure.

B. PROGRAM IMPLEMENTATION

Robert F. Audet, Inc. and all its subcontractors will comply with the implementation of the respiratory protection program at _____.

1. Employees performing lead removal operations, asbestos removal and contact with silica shall be medically cleared to wear respiratory protection.
2. Robert F. Audet, Inc. will perform face fit test for employees wearing respirators with negative air pressure and also powered air purifying respirators. The fit testing for respiratory protection should be performed on a semi-annual basis.
3. Appropriate respirators will be selected for employees for the specific job function by representatives of Robert F. Audet, Inc.. Respirators will be assigned to individual employees with a proper numbering system, and the individual employee will be responsible for that respirator.
4. Cleaning and maintenance of the respirators will be performed by the individual employees at the end of each work shift.
5. Record keeping of respiratory fit test and medical clearance will be maintained and kept by Robert F. Audet, Inc..

C. FACIAL HAIR AND CORRECTIVE LENSES

Requirement:

It is required, in accordance with OSHA regulations, that employees assigned to wear respirators shall be “clean shaven”.

Instruction:

There has been considerable concern and discussion about the extent of facial hair that is acceptable for individuals who need to wear respirators. According to the OSHA standard 1910.134, “Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, untrimmed sideburns, a skull cap that projects under the face piece or the temple pieces on glasses. Also, the extent of hair on the head shall not compromise the respirator seal or valve function.”

Facial Hair:

It should be noted that any worker who has facial hair that interferes with the respirator seal or valve function shall not be fit tested with a respirator. This is consistent with OSHA regulations which state that employees assigned to wear respirators shall be “clean shaven” or not have facial hair that interferes with the respirator seal or its valve function.

However, trimmed mustaches, goatees and sideburns may be acceptable when they do not present a seal or valve problem consistent with this policy.

Any worker who is not “clean shaven” will not be allowed to wear a respirator, even though they have previously obtained a satisfactory fit with a particular device.

Proper fitting of a respirator on a “clean shaven” face results in obtaining adequate protection for the vast majority of wearers. If facial hair is present, this results in a significant loss of protection to the wearer. For this reason, enforcement of the “clean shaven” policy is necessary to insure that the employees’ health is protected.

Corrective Lenses:

Corrective lenses that have temple bars or straps may prevent proper sealing and should not be used when a full-face respirator is worn. An adapter kit to accommodate eyeglasses may be purchased from the manufacturer. Contact lenses should not be worn while wearing a respirator. A properly fitted respirator may stretch the skin around the eyes increasing the possibility that the contact lens will fall out.

D. FIT TESTING OF RESPIRATORS

Requirement:

Respirator fit testing is required to be performed for each type of negative pressure respirator and also powered air purifying respirators worn by an employee. The fit test will be performed by _____. A certificate will be completed at the time of the fit testing and records will be kept for all employees.

Instruction:

The general methods used for fit testing of respirators include either qualitative or quantitative testing.

1. Fit testing must be performed on a semi-annual basis.
2. Employees must undergo fit testing with each type of respirator that they are required to wear.

Qualitative Fit Testing:

Qualitative fit testing of respirators provides a quick indication of a good face piece to face fit and seal for the respirator user.

Qualitative fit testing requires the wearer to fit the respirator on his/her face according to the manufacturer's instructions. A simple procedure is then followed to check if inward leakage occurs. The wearer's subjective response to the test substance, irritant smoke, is used as an indication of leakage.

Qualitative fit testing provides a "go" versus "no go" indication for the respirator user of the face piece to face fit.

Common test procedures used to perform qualitative fit testing include the use of saccharin mist, irritant smoke or isoamyl acetate.

The type of qualitative testing performed by Robert F. Audet, Inc. will be the irritant smoke test. This fit testing procedure, along with the general respirator training, will be accomplished by local supervision. Detailed qualitative fit testing can be found in Appendix A.

E. MEDICAL QUALIFICATION

Requirement:

The OSHA respiratory protection standard requires that all respirator wearers be medically qualified for respirator use.

Surveillance:

The _____ located at _____ will be performing physicals, pulmonary function tests and other medical test for all employees who will be using respirators. The _____ will inform Robert F. Audet, Inc. of the medical clearance for each employee to wear respirators. Only those individuals who are medically able to wear respiratory protective equipment will be allowed to do so. Before being issued a respirator, an employee will receive pertinent tests for medical and physical conditions.

Medical tests to be administered by a physician include:

1. Pulmonary function tests (FVC and FEV);
2. Chest X-ray; and
3. Any other test deemed appropriate by the examining physician.

Medical factors to be considered by a physician include:

1. Emphysema;
2. Asthma;
3. Chronic bronchitis;
4. Heart disease;
5. Anemia;
6. Hemophilia;
7. Poor eyesight;
8. Poor hearing
9. Hernia;
10. Lack of use of fingers or hands;
11. Epileptic seizures; and
12. Any other factors which might inhibit the ability of an employee to wear respiratory equipment.

This physical shall be performed annually and offered upon termination.

F. RESPIRATOR SELECTION

Requirement:

Approved respirators are to be used for the specific hazards encountered.

Respirators used shall be selected from those approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH) for use in atmospheres containing airborne particles and fumes. A NIOSH approved respirator contains the following:

1. An assigned identification number placed on each unit;
2. A label identifying the type of hazard the respirator is designated to protect against; and
3. Additional information on the label which indicates limitations and identifies the component parts approved for use with the basic unit.

The approved respirator shall be worn for the existing working conditions specified below.

1. Air purifying respirators: A reusable air purifying respiratory with a HEPA combination (organic vapors and particulate) cartridges, may be used to reduced the concentration of airborne particles, when the 8 hour, time-weighted average airborne concentrations are reasonably expected to exceed not more than 0.5 mg/m³ or 10 times the current OSHA 8 hour PEL at 0.05 mg/m³. Disposable paper respirators shall not be used at any time.
2. Powered air purifying respirators: A powered-air purifying respirator shall be used when the 8 hour, TWA concentrations of airborne particles are reasonably expected to exceed no more than 1.25 mg/m³ or 25 times the OSHA 8 hour PEL of 0.05 mg/m³.
3. Full face piece powered air purifying respirator: A full face piece air purifying respirator or a full face piece powered air purifying respirator shall be used when the 8 hour, TWA concentration of airborne particles is reasonably expected to exceed no more than 2.5 mg/m³ or 50 times the OSHA 8 hour PEL of 0.05 mg/m³.
4. Type “C” supplied-air respirators, pressure-demand class, equipped with a half mask: A type “C” pressure demand supplied-air respirator equipped with a half mask shall be used when the 8 hour, TWA concentrations of airborne particles are reasonably expected to exceed no more than 50 mg/m³ or 1000 times the OSHA 8 hour PEL of 0.05 mg/m³.
5. Type “C” supplied-air respirators, positive pressure-demand class, equipped with a full face piece: A type “C” pressure demand supplied-air respirator equipped with a full face piece shall be used when the 8 hour, TWA concentrations of airborne particles are reasonably expected to exceed no more than 100 mg/m³ or 2000 times the OSHA 8 hour PEL of 0.05 mg/m³.

G. RESPIRATOR ASSIGNMENT AND MAINTENANCE

Respirators will be assigned to individual workers for their exclusive use by an appropriate numbering system. A sign out sheet will be maintained for whom the respirator is assigned to. A system of record keeping will be established to document all employees who have respiratory protection equipment, and the periodic cleaning and maintenance of equipment

Respirators shall be regularly cleaned and disinfected. The respirators issued for the exclusive use of one worker shall be cleaned after each day’s use, or more often if necessary. Those used by more than one worker shall be cleaned and disinfected after each use. Filters shall be changed on a regular basis after use or when the user can smell odors or has a difficult time drawing air.

This procedure is described as follows:

1. At the end of the shift, each user must vacuum the respirator using a HEPA vacuum. Then it shall be washed with detergent in warm water. If possible, detergents containing a bactericide should be used. An organic solvent should not be used, as it may deteriorate the rubber face piece. If bactericide detergent is not available, a detergent wash should be used. Two types of disinfectants may be made from readily available household solutions. A sodium hypochlorite solution (50 ppm) can be made by adding two tablespoons of chlorine bleach to one gallon of water. An aqueous solution of iodine (50 ppm) can be made by adding one teaspoon of tincture of iodine to one gallon of water. A

two minute immersion of the respirator into either solution would be sufficient for disinfection.

2. Respiratory equipment shall be thoroughly rinsed in warm, clean water (120 degrees F maximum) to remove all traces of detergent, cleaner, sanitize and disinfectant.
3. Respiratory equipment shall be allowed to air dry on a clean surface or hung from a horizontal wire.

When not in use, respiratory equipment shall be sealed in plastic bags and stored in a single layer with the face piece and exhalation valve in a non-distorted position. A metal cabinet with shelves is well suited for this purpose.

Repair or replacement of component parts must be done by qualified individuals. Substitution of parts from a different brand or type of respirator will invalidate the approval of the respirator.

Inspection for defects in respiratory equipment must be done before and after each use and during cleaning. The primary defects to look for in the inspection of component parts of the respiratory and corrective actions where appropriate are itemized below:

1. Air purifying respirators (half-mask and full face piece)
 - a. Rubber face piece, check for:
 1. Excessive dirt (clean all dirt from face piece);
 2. Cracks, tears or holes (obtain new face piece);
 3. Distortion (allow face piece to “sit” free from any constraints and see if distortion disappears; if not, obtain new face piece.
 4. Cracked, scratched or loose fitting lenses (contact respirator manufacturer to see if replacement is possible; otherwise obtain new face piece).
 - b. Headstraps, check for:
 1. Breaks or tears (replace headstraps);
 2. Loss of elasticity (replace headstraps);
 3. Broken or malfunctioning buckles or attachments (obtain new buckles); and
 4. Allow the face piece to slip (replace headstrap).
 - c. Inhalation valve, exhalation valve, check for:
 1. Detergent residue, dust particles or dirt on valve or valve seat (clean residue with soap and water);
 2. Cracks, tears or distortion in the valve material or valve seat (contact manufacturer for instructions); and
 3. Missing or defective valve cover (obtain valve cover from manufacturer).
 - d. Filter element(s), check for:
 1. Proper filter for the hazard;
 2. Approval designation;
 3. Missing or worn gaskets (contact manufacturer or replacement);

4. Worn threads, both filter threads and face piece threads (replace filter or face piece, whichever is applicable);
 5. Cracks or dents in filter housing (replace filter); and
 6. Missing or loose hose clamps (obtain new clamps).
2. Air supplying respirators
- a. Check face piece, headstraps, valves and breathing tube as for air-purifying respirators.
 - b. Hood, helmet, hoses, full suit, if applicable, check for:
 1. Headgear suspension (adjust properly for you);
 2. Cracks or breaks in faceshield (replace faceshield); and
 3. Protective screen to see that it is intact and fits correctly over the faceshield.
 - c. Air supply system, check for:
 1. Breathing air quality;
 2. Breaks or kinks in air supply hoses and end fitting attachments (replace hose and/or fitting);
 3. Tightness of connections;
 4. Proper setting of regulators and valves (consult manufacturer's recommendations);
 5. Correct operation of air-purifying elements and carbon monoxide or high temperature alarms; and
 6. Breathing air may be supplied by cylinders or air compressors. The compressor supplying air must be equipped with necessary safety devices.
 7. Emergency escape bottle for breathing air should be in place in conjunction with the main air supply system.

Do not enter the work area unless your respirator is in good condition.

H. RECORD KEEPING

Requirement:

Records must be kept of all respirator fit testing and training.

Instruction:

The hard copies of all employee respirator fit testing certificates will be kept on file along with the medical clearance certificates. This data will also be incorporated into the employee file. This will enable Robert F. Audet, Inc. in assisting retesting and retraining of respiratory wearers.

These documents serve as legal records and will also aid in the retesting and retraining of respirator wearers. All relevant information must be filled in on each form including the name of employee, supervisor, the person conducting training and the employee's signature.

APPENDIX A

IRRITATING SMOKE TEST PROCEDURES

General

A. Preparation

1. Stannic chloride smoke is needed and smoke tubes normally used to check ventilation systems are adequate. These tubes are filled with a granular materials impregnated with stannic chloride or titanium tetrachloride. When air is passed through the tube, the material reacts with moisture in the air to produce a dense, highly irritating smoke.
2. Advise the test subject that the smoke can be irritating to the eyes, lungs and nasal passages. Instruct the subject to keep his/her eyes closed while the test is performed.
3. This test will be performed only in a well ventilated area, preferable with an exhaust ventilation system operating behind the subject. No form of test enclosure or hood for the test subject shall be used.
4. If the fit of an air-purifying respirator is being tested, a high efficiency particulate air (HEPA) or P100 series filter must be used in the respirator.

B. Subject Preparation

1. Describe the test to the subject, making sure he or she understands its purpose, the procedures and what is required of him or her.
2. A sensitivity screening check will be conducted to demonstrate the person being fit tested has the ability to detect a weak concentration of the irritant smoke. Care will be taken by the test operator to ensure use of the minimum amount of smoke necessary to elicit a response from the test subject.
3. If needed, demonstrate correct respirator donning and wearing procedures to the subject.
4. Check the respirator to be sure it is properly assembled.

C. Respirator Fitting and Test

1. The person being fit tested shall don the respirator without assistance and perform the required user seal check(s). Either the positive and negative pressure checks detailed in 1910.134, Appendix B-1, or the manufacturer's recommended user seal check procedures shall be used.
2. The test subject shall be instructed to keep his/her eyes closed.
3. The test operator shall direct the stream of irritant smoke from the smoke tube toward the face seal area of the test subject, using the low flow pump or the squeeze bulb. The test operator shall begin at least 12 inches from the facepiece and move the smoke stream around the whole perimeter of the mask. The operator shall gradually make two more passes around the perimeter of the mask, moving to within 6 inches of the respirator.

4. If the person being tested has not had an involuntary response and/or detected the irritant smoke, proceed with the test exercises.
5. The exercises identified in Appendix B of this program shall be performed by the test subject while the respirator seal is being continually challenged by the smoke, directed around the perimeter of the respirator at a distance of 6 inches.
6. If the person being fit tested reports detecting the irritant smoke at any time, the test is failed. The person being retested must repeat the entire sensitivity check and fit test procedure.
7. Each test subject passing the irritant smoke test without evidence of a response (involuntary cough, irritation) shall be given a second sensitivity screening check, with the smoke from the same smoke tube used during the fit test, once the respirator has been removed, to determine whether he/she still reacts to the smoke. Failure to evoke a response shall void the fit test.
8. If a response is produced during this second sensitivity check, then the fit test is passed.

D. Termination

1. After the test, question the subject about the comfort afforded by the respirator.
2. Discuss the test results with the subject.
3. Maintain the test results on file.

APPENDIX B

FIT TEST EXERCISES

Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated. The test subject shall perform exercises in the test environment in the following manner:

1. Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.
2. Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.
3. Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.
4. Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).
5. Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

6. Grimace. The test subject shall grimace by smiling or frowning. (This applies only to QNFT testing; it is not performed for QLFT)
7. Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for this exercise in those test environments such as shroud type QNFT or QLFT units that do not permit bending over at the waist.
8. Normal breathing. Same as exercise 1.

APPENDIX C

FIT TESTING EQUIPMENT ORDERING INFORMATION

Irritant Smoke Fit Kit

Equipment Name

VeriFit Irritant Smoke Generators for Respirator Fit Test P/N 50811000-310N
(integrated smoke tube and bellows).

Nextteq Irritant Smoke Tube Kit for Respirator Fit Testing P/N 9500
(squeeze bulb and 10 multi-use smoke tubes).

Supplier Name

Nextteq, LLC
8406 Benjamin Rd., Suite J
Tampa, FL 33634

Tel. 813-249-5888

May be available at local safety supply stores.

G. T. Safety Products
485 Narragansett Park Drive
Pawtucket, RI 02861

Tel. 401-722-2900

APPENDIX D

QUALITATIVE RESPIRATOR FIT

TEST FORM

RESPIRATOR FIT TEST

Date of test: _____

Name: _____

Social Security Number: _____

Test Procedure: Irritant Smoke _____

Respirator Make: _____

Respirator Model Number: _____

Size: _____

Type: _____

Test Results: _____

Comments: _____

Expires: _____

Fit Test Administrator: _____

This Certificate will expire in 6 months if used for asbestos purposes; otherwise expiration will occur in one year.

HEARING CONSERVATION PROGRAM

All employees shall undergo training in hearing conservation on an annual basis. The training will cover the function of the ear, the effects of noise and the proper use, care and fitting of hearing protection devices when the noise level exceeds the PEL of 90 dB.

In order to provide an estimate of expected employee noise dosages, periodic sound surveys will be conducted. Administrative and engineering controls will be utilized to reduce noise prior to the use of hearing protection devices.

After administration and engineering controls have been exhausted, hearing protection devices will be used.

An audiometric testing program is established and will be maintained for all employees whose exposures meet or exceed the 8-hour time weighted average of 85 decibels.

All employees will undergo an initial baseline audiogram within 6 months of first exposure to noise levels at or above the action level. Where mobile test vans are used, the baseline shall be established within the first year.

Testing to establish the baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used to meet this requirement. Employees shall also be notified to avoid high levels of noise.

Audiometric testing will be done at least annually after the baseline audiogram for each employee exposed to levels at or above an 8-hour time-weighted average of 85 dB. The annual audiogram will be compared to the baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. Hearing evaluations will be conducted by an audiologist or audiometric technician after testing.

The findings of the audiometric evaluations will be communicated to each employee and the Safety Director or company management.

If a comparison of the annual audiogram to the baseline test should indicate a standard threshold shift of 10dB or more at 2000, 3000 and 4000 Hz in either ear, we will obtain a retest within thirty days and consider the retest as the annual audiogram.

Employees shall be informed, in writing, of the standard threshold shift within twenty one days of the determination.

Unless a physician determines that the standard threshold shift is not work-related or aggravated by occupational noise, we will ensure that employees not using hearing protection will be fitted for and trained in their use and will then be required to use them.

Employees already using hearing protection shall be refitted and retrained in their use and provided with devices offering greater protection, if necessary.

If subsequent audiometric testing indicates a standard threshold shift that is not persistent, we shall inform the employee of any new interpretation and the required use of hearing protection for that particular employee may be discontinued.

Employees who are exposed to noise levels at or above an 8-hour time-weighted average of 85 dB will be provided with hearing protectors at no cost to the employee. They will have the option of choosing the most comfortable hearing protection device for themselves. The three types to choose from are: two different types of earplugs and one type of ear muff. Employees may provide their own hearing protection, but only if it has been approved by the Safety Director or Management.

Hearing protection devices should be carefully inspected and replaced when they become worn out or are found to be defective.

Employees failing to wear hearing protection, when required, will face disciplinary action, as follows:

- 1st Offense: VERBAL WARNING
- 2nd Offense: WRITTEN WARNING
- 3rd Offense: BRIEF SUSPENSION WITHOUT PAY
- 4th Offense: TERMINATION OF EMPLOYMENT

Records of noise measurement will be maintained for a period of two years. For those employees affected, records of audiometric test results will be maintained for the duration of their employment.

In summary, we will:

- provide employee training
- conduct sound surveys, as needed
- utilize administrative and engineering controls to manage noise levels before hearing protection devices are employed
- provide hearing protection to employees
- provide employee audiometric testing and evaluations

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION PLAN

GENERAL

This memorandum of intent sets forth the Equal Employment Opportunity/ Affirmative Action Program of Robert F. Audet, Inc..

EQUAL OPPORTUNITY POLICY

The employment policy and practices of Robert F. Audet, Inc. are to recruit and to hire employees without discrimination because of race, religion, creed, color, age, handicap status, sex or national origin, and to treat them equally with respect to compensation and opportunities for advancement, including upgrading, promotion and transfer. Robert F. Audet, Inc. agrees to assert leadership within the community and to put forth the maximum effort to achieve full employment and utilization of the capabilities and productivity of all citizens without regard to race, creed, color, sex, age, handicap status or national origin.

Robert F. Audet, Inc. further recognizes that the effective application of a policy of merit employment involves more than just a policy statement and will, therefore, undertake a program of affirmative action to make known that equal employment opportunities are available on the basis of individual merit and to encourage all persons to seek employment with the company and to strive for advancement on this basis.

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The President of Robert F. Audet, Inc. has the overall responsibility for implementing the equal opportunity policy.

The principle duties will include, but are not limited to:

- Developing policy statements and affirmative action plans.
- Supervise periodic reviews of employment practices.
- Implement reporting procedures.
- Identify problem areas and institute remedial action.
- Provide management with the latest EEO information and the effectiveness of the Company's equal opportunity policy.
- Maintain accurate records on all applicants, hires, promotions and terminations by race and sex.
- Review all promotions and terminations to be certain that all employees are treated on a fair and equitable basis.
- Review all benefit plans available to insure that they are non-discriminating.

DISSEMINATION OF POLICY

All personnel who are authorized to hire, supervise, promote and discharge employees will be made cognizant of the company's policy with regards to equal employment opportunities by:

- Conducting special meetings with executive management and supervisory personnel to explain the intent of the policy and the individual responsibility for effective implementation.
- Scheduling meetings with all other employees to promulgate the policy accordingly and to emphasize their responsibility concerning equal employment.

- Communicate to employees the contents of the company's policy and promulgate the existence of the company's affirmative action plan to prospective employees and to all recruiting sources verbally and in writing.
- Sending written notification of the Company's policy to all subcontractors and requesting appropriate action on their part.

EMPLOYMENT

- Robert F. Audet, Inc. will, upon request, submit a report of our equal employment opportunity program in operation during the past twelve months.
- Upon request, Robert F. Audet, Inc. will submit a breakdown of our current workforce, including minorities. This breakdown will show all classifications of employees on the workforce, the total number of employees in each classification and the number of minority group members currently employed in each classification.
- All advertisements for employees will contain a notation "An Equal Opportunity Employer".
- Our Equal Employment Opportunity Policy will be made known to all our employees, prospective employees, schools, employment agencies, unions, college placement officers, etc. Contacts will be made by letter, telephone, personal contacts and meetings.
- This contractor will conduct systematic and direct recruitment through public and private employee referral sources, including, but not limited to schools, colleges and minority group organizations. We intend to contact minority group organizations such as the urban league, etc. in an attempt to make them knowledgeable of our future projects. Personal contacts will be used where possible rather than form letters.
- Periodic visits will be made to each project to interview present employees and urge them to refer minority group applicants for employment.
- This contractor will periodically review all wages, employee benefits and promotional capabilities to discover and adjust any inequities. Employees will be advised of their right to participate in any contractor sponsored or authorized recreational and/or social activities.
- This contractor will assure against discrimination with regard to upgrading, promotions, transfer, demotions, layoff and termination of employment.

SEX DISCRIMINATION GUIDELINES

It has been and will continue to be the policy of Robert F. Audet, Inc. not to discriminate on the basis of sex. The following procedures are established:

- Recruitment, advertisements, and referral sources will be informed that the company has no sex preference with regards to positions to be filled. Advertisements will not be put into male or female categories.
- Insure that all personnel policies will clearly stipulate that all practices apply to every employee on an equal basis.
- That sex is not the only bonafide occupational qualification for any job within the company.
- That no distinction is made between sexes with regard to wages, hours, or other conditions, marital status and equal opportunity.
- A sexual harassment policy that will be promulgated and monitored to insure compliance.

RELIGION

Robert F. Audet, Inc. accommodates the religious observances and practices of employees unless such accommodations create undue hardship in the Company.

VETERANS AND HANDICAPPED PERSONS

It is the policy of the company to take Affirmative Action to employ, promote and otherwise treat qualified handicapped, disabled veterans and Vietnam Veterans without regard to either their disability or status.

APPRENTICESHIP AND TRAINING

It is further agreed that this contractor will agree to make full use of training programs, including pre-apprenticeship, apprenticeship and on-the-job training, as appropriate to assist in locating, qualifying and increasing the skills of minority group employees and applicants for employment.

SUBCONTRACTS

This contractor will agree to solicit the employment of qualified minority group subcontractors and subcontractors with minority group representation among their employees. We further agree to consult and assist minority group subcontractors relative to the methods and procedures to follow in order to qualify as subcontractors on construction projects, i.e., how to pre-qualify, how to secure information as to Federal Aid subcontracting possibilities, how to submit bids to or institute negotiations with Federal Aid contractors, etc.

This contractor agrees not to award any subcontract equal to or in excess of \$10,000.00 until (1) the subcontractor has submitted a pre-qualification statement pursuant to these guidelines; (2) the subcontractor's approved pre-qualification statement has been incorporated into the subcontract.

This contractor agrees to accept his responsibility to assure the subcontractor's compliance with equal employment opportunity provisions of the subcontract, including the subcontractor's pre-qualification statement. Periodic inspections and review by this contractor will be employed and compliance reports from the subcontractor will be requested from time to time.

GOALS & TIMETABLES

In accordance with the provisions of Executive Order 11246 and Article 41 C.F.R. Part 60-4 of the Federal Register, the goals and timetables for minority and female participation expressed in percentage terms for the aggregate work force in each trade on all construction work in the covered area are as follows:

Goals for minority participation for each trade is 3% for each year

Goals for female participation for each trade is 6.9% for each year

The above goals are applicable for Rhode Island, Massachusetts and to all the contractor's construction work performed in the covered area. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract and in each trade and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects.

The transfer of minority or female employees or trainees from contractor to contractor for the sole purpose of meeting the goals, shall be in violation of the Executive Order 11246. Compliance with the goals will be measured against the total work hours performed.

NON-SEGREGATED FACILITIES IN EMPLOYMENT

It is the policy of Robert F. Audet, Inc. to provide facilities for employees in a manner that segregation on the basis of race, color religion or national origin will not occur.

It is further provided that the locations employees are assigned to perform their services are non-segregated.

The term "facilities" as used herein means work areas, eating areas, restrooms, washrooms, drinking fountains and parking areas that are provided to employees.

This policy statement will be posted in a prominent place at all locations, projects, garages and offices.

President

SEXUAL HARASSMENT POLICY

Robert F. Audet, Inc. believes that every employee is entitled to a working environment free from sexual harassment or offensive conduct of a sex-oriented or sex-based nature regardless of its form or manner. The company strongly disapproves of offensive or inappropriate sexual behavior at work, including but not limited to unwelcome sexual advancements, requests for sexual acts or favors by supervisors or co-employees, verbal or physical conduct of a sexual nature, or any other conduct which interferes with an employee's work environment, job performance or other conditions of employment. All employees must avoid any act or conduct which could be viewed as sexual harassment by any other individual/ co-employee.

Any employee who feels or believes they have been a victim of sexual harassment or who has a complaint of sexual harassment, regardless of whether the conduct was verbal or physical, and regardless of whether the offensive act was committed by a supervisor, co-worker, visitor or customer, should bring the problem to the immediate attention of his/her supervisor or the company EEO Officer.

If the complaint involves a person in the employee's direct line of supervision, then the employee should approach another supervisor or go directly to the company EEO Officer. Any person who, during his/her employment with the company, is subjected to sexual harassment has the right to have such activity cease immediately. By bringing these acts to the attention of your supervisor or the company EEO Officer, an investigation of your complaint can be initiated.

All complaints of sexual harassment or inappropriate sexual conduct will be thoroughly investigated and promptly handled. Privacy safeguards will be applied to those employees who complain of sexual harassment. The privacy of the complaining party and the accused person will be kept strictly confidential whenever possible. If the investigation leads to a determination that the allegations are true, the necessary corrective discipline, up to and including discharge, will be taken by the company.

This policy statement will be posted in a prominent place at all locations, projects, garages and offices.

If an employee(s) files a complaint of sexual harassment no one in Robert F. Audet, Inc. will retaliate or harass the employee(s) involved. Further no one will harass or retaliate against any employee who cooperated in an investigation for sexual harassment.

_____ is our EEO Officer and all complaints will be filed through _____ at the company office. If any action is not taken by Robert F. Audet, Inc. an employee can file a complaint with state or federal officials.

- To file a Rhode Island complaint, call the Department of Labor at (401) 462-8550.
- To file a Massachusetts complaint, call the Attorney General's Office at (617) 727-2200.
- To file a Connecticut complaint, call the Commission on Human Rights and Opportunities at (800) 477-5737.
- To file a Federal complaint, call the National Labor Relations Board at (617) 565-6700.

President

Dated:

RSM0111

HAZARDOUS WORK PERMIT

1. SCOPE/PURPOSE

Hazardous Work Permits are required for operations which may present or have the potential to create a serious safety hazard. This procedure defines the operations requiring Hazardous Work Permits and establishes the requirements for issuing and using Hazardous Work Permits.

Examples of the types of operations that require Hazardous Work Permits include:

- Welding, burning and the use of any open flame. Some areas (permanent maintenance shops and new construction sites) may be exempt from the requirement for hot work permits.
- Work on any system (lines, pumps, vessels, etc.,) that contains or has recently contained any hazardous substance.
- Work on any steam, condensate or hot water system.
- Soldering and lead caulking if an open flame is used.
- Chipping, grinding and power wire brushing.
- Maintenance work in a hazardous area.
- Use of non explosion proof power tools in a potentially hazardous area.
- Any electrical hot work (working on energized electrical lines, breakers, transformers, equipment, etc.).
- Demolition of walls, hard ceilings or floors in occupied buildings.

2. DEFINITIONS

Electrical Hot Work (EHW) is any work performed on energized electrical lines, breakers, transformers or equipment. Only licensed electricians or otherwise qualified individuals may perform electrical hot work.

Explosion Proof equipment (outlet, motor, hand tool, etc.) is designed and constructed so all spark producing components are sealed to prevent the ignition of flammable gases or vapors.

Ground Fault Circuit Interrupter (GFCI) is a device that will break an electrical circuit if a ground occurs during its use. A properly functioning GFCI will prevent a person from receiving an electrical shock should a ground occur.

Hazardous Area is an area that contains a flammable concentration of gasses or vapors or has the potential to develop such a concentration.

Hazardous Operation is one that has the potential to endanger wither the worker, the building or any person or persons who may be in the area or building during such work.

Hot Work is any work that produces or has the potential to produce a spark or open flame (welding, burning, grinding, etc.).

Lower Explosive Level (LEL) is the lowest concentration of a gas or vapor in air which will burn if an ignition source is introduced. No more than 5% of the LEL concentration may be present when performing hot work.

Permit Issuer must be a competent and trained employee or a project superintendent.

Trained Fire Watch is a person who has been trained by his employer or other competent person on the different classes of fires and how to utilize the proper equipment and procedures in extinguishing them.

3. RESPONSIBILITIES

If it is determined that a Hazardous Work Permit is required, the Permit Issuer is responsible for properly issuing the permit.

The persons using the Hazardous Work Permit must comply with the requirement of this procedure and the precautions described on the permit.

4. PROCEDURE

The Permit Issuer must determine if a Hazardous Work Permit is required before starting any job. This may require discussing the planned work with personnel responsible for the area to ensure that everyone is aware of the potential hazards.

The Permit Issuer will review the planned work, *inspect the job site* and issue the permit *before starting the job*. The permit must clearly indicate the area, room or section of the building that it intends to cover. Each employee performing work covered by the permit must read and sign it. Any employees who begin working after the permit has been issued must also read and sign the permit before beginning work.

After the permit has been completed and signed by each employee utilizing the permit, the original must be posted at the work site. The Hazardous Work Permit is only valid for the duration of the issuer's work day, not to exceed twenty-four hours.

If hot work is to be performed in a hazardous area, the Permit Issuer or competent designee will conduct an explosive meter test (minimum 25 foot radius around work area). If the lower explosive level (LEL) is above 5%, work will not be permitted. When a job involves welding, burning, or the use of an open flame, the issuer of the permit will inspect the area before beginning the job to determine if any potential fire hazards are present. The issuer will determine if flame retarding blankets are required and if required, insure they are properly installed. A trained fire watch must be assigned to all hot work jobs and must sign the permit.

Should the shift change, the on-coming Permit Issuer should inspect the area; after inspection of the area, make out and sign a new permit.

If a job is discontinued (other than normal breaks), a new permit must be issued before continuing the job.

Upon job completion:

The person who was issued the permit, will notify the person who issued the permit, when all work has been completed.

The original permit is returned to the issuer and all applicable personnel are notified of work completion.

After completion of a job involving welding, burning or the use of an open flame, the fire watch will be maintained for an additional thirty minutes after completion of work. It is the responsibility of the permit issuer to see that the area is inspected. This inspection will insure that no potential fire hazards are present.

All completed permits will be kept on file at the main office.

HOT / HAZARDOUS WORK AUTHORIZATION

DATE _____ WORKERS' NAME _____

SHIFT _____ BADGE # _____

WORK LOCATION _____

NATURE OF HAZARD

(CHECK APPROPRIATE LINE)

- _____ NEAR GAS LINES
- _____ NEAR LUBE OIL LINES
- _____ NEAR LUBE OIL TANK
- _____ NEAR FUEL OIL LINES
- _____ CARDBOARD CONTAINERS
- _____ OTHER (Specify): _____

SAFEGUARDS IN USE

(CHECK APPROPRIATE LINE)

- _____ BLANKETS
- _____ WELDING SCREEN
- _____ FIRE EXTINGUISHER
- _____ FIRE WATCH
- _____ OTHER (Specify) _____

I certify that the above work area has been examined by me and the cutting, welding, brazing, or grinding work will be a safe operation performed in accordance with the Hot Work Authorization Procedure and all Safety Tagging procedures have been followed.

SIGNED _____ DATE _____
(work supervisor)

APPROVED _____ DATE _____
(startup shift engineer or superintendent)

Note: **THIS AUTHORIZATION IS ONLY GIVEN FOR THE CURRENT WORK SHIFT UNLESS OTHERWISE INDICATED.**

CONFINED SPACE PROGRAM

1. GENERAL

While general safety procedures must be applied to all confined spaces, there are particular procedures that apply only to *permit required confined spaces*. These require additional safety precautions as they may contain certain additional hazards i.e., toxic atmosphere, possibility of engulfment or asphyxiation or other serious safety or health hazards. This procedure covers all the necessary requirements to safely enter and work in a permit required confined space.

2. POLICY

No person, employee or visitor, shall enter a Permit Required Confined Space until the safety requirements of this Confined Space Entry Program are met. For ease of communication in this procedure, confined space will mean permit required confined space.

3. PURPOSE

The purpose of this program is to establish the requirements necessary to assure the well-being and safety of employees who are assigned to work in a confined space.

4. SCOPE

This program applies to all employees of Robert F. Audet, Inc..

5. RESPONSIBILITY

All personnel who are involved with confined space operations (entrant, attendant and entry supervisor) must be familiar with this safety procedure and have received proper training.

All employees involved with confined space entry operations (such as new installations, repairs, replacement, cleaning and inspections), are responsible for understanding and complying with the requirement of this procedure.

The entry supervisor is responsible for authorizing the confined space entry permit (CSEP) and the personnel entering the confined space.

6. DEFINITIONS

Attendant- The person stationed outside the confined space who monitors the authorized entrants and performs all duties assigned by this policy.

Authorized entrant- An individual authorized by this policy and adequately trained to safely enter a confined space.

Entry- The act by which a person passes through an opening into any permit required confined space. The person entering a confined space is considered to have entered as soon as any part of the entrant's body breaks the plane of opening into the spaces.

Entry Supervisor- The person responsible for determining if acceptable entry conditions are present in the confined space, authorizing entry, overseeing entry operations and terminating entry as required by this policy.

Hazardous Atmosphere- An atmosphere that may expose employees to the risk of death, incapacitation, impairment to self rescue, injury or acute illness from one or more of the following:

1. Oxygen concentration below 19.5 percent or above 23.5 percent.
2. Flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit.
3. Airborne dust at a concentration that meets or exceeds its lower flammable limit.
4. Any other atmospheric condition that is immediately dangerous to life or health.

Permit-Required Confined Space- An area that has limited or restricted means for entry or exit (some examples are tanks, vessels, storage bins, vaults, pits and diked areas), is not designed for continuous employee occupancy, is large enough to work in and has one or more of the following:

1. Contains or has the potential to contain a hazardous or toxic atmosphere (i.e., tanks, pits, dikes, sewers);
2. Contains a material with the potential for engulfment of an entrant (i.e., liquids or finely divided solids) which could cause drowning or suffocation;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section (i.e., storage bins or silos);
4. Contains any other recognized serious safety hazard (i.e., electrical, mechanical & radiation).

Toxic Atmosphere- Atmospheric concentration of any substance that exceeds one of the following exposure limits:

1. Permissible Exposure Limit (PEL) published by OSHA;
2. Threshold Limit Value (TLV) published by the American Conference of Governmental Hygienists (ACGIH).

7. CONFINED SPACE PREPARATION

Requirements for entering a confined space include:

A confined space entry must not occur until the confined space is completely isolated (a Confined Space Permit Modification (CSPM) can give exemption to complete isolation requirement), cleaned and cleared of all recognized serious safety hazards.

A Confined Space Permit must be approved by the Entry Supervisor.

A sign stating “**Danger - Permit Required Confined Space, Do Not Enter**” must be posted at all accessible entry points. Signs must remain in place while the space is physically open (accessible) to employees and visitors.

The atmosphere within the confined space must be tested for the following conditions with a calibrated direct reading instrument. The test must be done in the order listed below.

1. Oxygen content (within 19.5 to 23.5%)
2. Flammable gases and vapors (below 10% LEL)
3. Toxic air atmosphere (below the contaminants exposure limit), any suspected or known contaminants are to be tested.

Confined space entry shall not be allowed if:

1. the oxygen content is below 19.5 or above 23.5 %;
2. there is more than 10 percent LEL reading;
3. any toxic concentration that exceeds any listed exposure limit.

Test of confined space atmospheres must be conducted by persons knowledgeable in the operation of the direct reading instrument to be used.

At least one audible alarm type oxygen and combustible gas analyzer shall be located in the confined space for continuous monitoring. If the work prevents keeping the analyzer inside the confined space (i.e hydroblasting), periodic checks of the atmosphere shall be made. Other hazardous or toxic atmospheric readings should be taken periodically as deemed appropriate by the Entry Supervisor.

Confined spaces may be entered without respiratory protection if:

1. contaminant levels are less than 50% of the lowest exposure limit.
2. oxygen level above 19.5%.
3. LEL below 10%.
4. continuous forced air ventilation or natural ventilation is sufficient to maintain those levels.

If the confined space has only one opening, air should be directed into the vessel with a flexible airline through a blower or air turbine.

If the confined space has more than one opening, air may be exhausted from the space, providing this method will completely flush the space.

Nitrogen or other inert gases must not be used or introduced into a confined space.

Retrieval systems shall be used whenever any person enters a confined space. A full body harness must be worn by all persons entering the confined space with a retrieval line attached to the entrants back near shoulder level or above the entrant’s head. If the retrieval equipment would increase the overall risk or would not contribute to the rescue of the entrant an exception may be granted by the Entry Supervisor. Even if a retrieval line will not be used, it is strongly recommended that the entrants wear a body harness. The harness will simplify rescue operations should they be necessary.

8. WORK ACTIVITY IN THE PERMIT REQUIRED CONFINED SPACE

A trained attendant must be stationed at the confined space opening throughout entry operations.

The attendant must be able to communicate with the authorized entrants as necessary to monitor entrant status and alert the entrants for the need to evacuate should the situation arise.

The attendant must be provided with the means to summon help if necessary (i.e., a nearby phone or radio). Under no circumstances shall the attendant enter the confined space. He/she should begin rescue attempts using non entry rescue equipment from outside of the confined space.

The use of welding, grinding, drilling or other spark producing procedures are not permitted in a confined space until a "Hazardous Work Permit" is obtained. All gas welding or burning torches and hoses must be removed completely from inside confined space when not in use. Gas cylinders must be located outside the confined space.

The right tools must be used for any job in a confined space. Extension cords and portable electrical equipment must be protected with a ground fault interrupter located outside the confined space to prevent personal injury. Drop lights must be low voltage (12 volt) lights.

Required protective clothing (gloves, goggles, boots, hard hats, etc.) must be specified on the Confined Space Entry Permit by the Entry Supervisor.

Good housekeeping must be maintained around any opening to facilitate access, egress or emergency rescue work.

An entry will not be authorized if conditions near the confined space could make the space hazardous or interfere with rescue if there is an emergency. If such conditions should develop during entry the confined space must be evacuated.

The temperature of any confined space must be considered when determining appropriate protective measures. Special protective measures such as cooling vests or restricted work periods may be required to prevent heat stress to entrants.

Breathing air systems used for confined space entry shall be clean, the correct system for the particular application/environment and in good working order.

Positive pressure ventilation systems will be used in confined spaces if natural ventilation is not sufficient. Where flammable vapors may be present, explosion proof exhaust is required.

Appropriate fire extinguishing equipment shall be maintained near the confined space entrance.

9. PERMIT

A Confined Space Entry permit must be completed before entry to insure that the above minimum requirements are met.

Each requirement on the Confined Space Entry Permit must be evaluated by the Entry Supervisor before authorizing entry into any confined space.

Each worker to enter the confined space shall also check the permit to his/her satisfaction and sign the permit before entering the confined space.

The attendant is required to sign the permit before entry into the confined space is authorized. The attendant must record the monitoring results of any known or suspected contaminants every two hours in the appropriate box on the permit.

The permit is valid only for the shift of the authorizing Entry Supervisor. If any change in conditions is suspected by any member of the entry team, work must be stopped and all persons removed from the confined space. Such stoppage invalidates the permit and requires that the confined space be re-assessed before re-entering the space. If conditions have not changed the permit must be initialed or signed by the Entry Supervisor before work resumes. If conditions have changed, the Confined Space Entry Permit must be re-issued by the Entry Supervisor when conditions for entry become acceptable.

When the Confined Space Entry work must continue beyond one shift, a new permit must be completed at the beginning of each shift by the new Entry Supervisor.

The copy of the approved permit must be posted conspicuously at the confined space entry location.

A duplicate copy of the completed (expired) permit must be sent to the Main Office.

Upon completion of the work the original permit shall be retained for at least 1 year. Any problems encountered during entry operations shall be noted on or attached to the permit.

Application for an exception must be made in writing by submitting a Confined Space Permit Modification (CSPM). The CSPM must state why the required procedural steps need modification, what type of work will be performed while using the CSPM and what steps are being taken to ensure the entrant's safety. CSPM shall be attached to the original permit.

10. CONTRACTORS

All contractors who perform work that will involve entry into a confined space shall be appraised of the following by the Entry Supervisor:

1. Hazards which have been identified and the reason the space has been classified as a permit required confined space.
2. Precautions and procedures that have been implemented for the protection of employees in, or near the confined space where contact personnel will be working.

The contractor shall be debriefed by the Entry Supervisor at the conclusion of the entry operations and will cover this confined space program and any hazards confronted or created during the entry operations.

11. PERMIT PROGRAM REVIEW

The Confined Space Program will be reviewed annually. This will be accomplished by reviewing canceled permits.

12. CONFINED SPACE ENTRY BOX

A Confined Space Entry Box will be used to house equipment used during confined space entry. Additional equipment, such as mechanical blowers, gas analyzers and chemical protective clothing is maintained by the responsible attendant. The following requirements shall apply to the Confined Space Entry Box.

The maintenance, cleaning, storage and overall condition of the Confined Space Entry Box including contents shall be the responsibility of everyone using it.

The Confined Space Entry Box shall be kept locked or sealed when not in use. The key shall be kept in the supervisor's office.

Confined Entry Box Checklist- The confined space entry box checklist is provided as a means of ensuring integrity and ascertaining current inspection of the confined space entry box. Upon completion of a confined space entry, the Entry Supervisor will ensure that:

The confined space entry box is re-stocked.

Respirator face pieces are cleaned, inspected and stored in sealed plastic bags and any expendable items requiring repair or replacement are replaced.

The Confined Space Box is resealed or locked.

13. TRAINING

General Requirements. Personnel responsible for supervising, planning, entering or participating in confined space entry and rescue shall be adequately trained in their functional duties before any confined space entry. Training shall include the following:

1. The definition of a permit required confined space.
2. Potential safety and health hazards involved.
3. Atmospheric testing of the confined space. This shall include field calibration and contaminants that should be tested for.
4. Confined Space cleaning and purging methods.
5. Ventilation of the space by mechanical methods to reduce and/or eliminate hazardous toxic atmosphere.
6. Isolation and lockout of the confined space.
7. Safety Equipment and Clothing.
8. Role of the attendant, entrant and entry supervisor.
9. Communication systems and emergency signals.
10. How to report emergencies and initiate non-entry rescue.

11. Permit system.

14. CHECKLIST

All personnel who are involved with confined space operations (entrant, attendant and entry supervisor) must be familiar with this safety procedure and have received proper training. Listed below are some general reminders to assist with the Confined Space Entry Procedure:

- All entering personnel must sign permit.
- Unusual incidents must be explained in detail by the Entry Supervisor.
- A new form must be issued at the change of each shift or the Entry Supervisor.
- Continual atmospheric monitoring is necessary.
- If entering a manhole outside you must monitor continuously for carbon monoxide and hydrogen sulfide gas.
- Personnel must exit the Confined Space at the sounding of an alarm or when notified by radio, and must not return until the all clear has been given.
- The Confined Space Box shall be completely outfitted and must be kept clean.
- A trained Confined Space Attendant must be present always.
- A permit must always be posted at the job site.

CONFINED SPACE ENTRY PERMIT

COMPANY/LOCATION _____ DEPARTMENT _____ DATE _____

CONFINED SPACE TO BE ENTERED _____ PERMIT EXPIRATION DATE/TIME _____

DESCRIPTION OF WORK TO BE PERFORMED

NATURE OF HAZARDS IN CONFINED SPACE:
(check)

- _____ Oxygen deficiency (less than 19.5% at sea level)
- _____ Flammable gases or vapors (greater than 10% of the lower flammable limit, or greater than 22.0% oxygen at sea level)
- _____ Toxic gases or vapors (greater than the permissible exposure limit)
- _____ Mechanical hazards
- _____ Electrical shock
- _____ Materials harmful to the skin
- _____ Engulfment
- _____ Other _____

EQUIPMENT REQUIRED FOR ENTRY & WORK:
(check)

- _____ Respirator
- _____ Lifeline and safety harness
- _____ Protective clothing
- _____ Hearing protection
- _____ Other _____
- Electrical equipment/tools
- _____ Low voltage
- _____ Ground-fault current interrupters
- _____ Approved for hazardous locations
- _____ Respiratory protection (specify) _____
- _____ Communication aid (specify) _____
- _____ Rescue equipment (specify) _____

PREPARATION: (check)

- _____ Notify affected departments of service interruption
- _____ Isolate-blanked or double valve, with lock and tag
- _____ Zero energy state (Lock out all energy sources)
- _____ Cleaned, drained, washed and purged
- _____ Ventilation to provide fresh air
- _____ Emergency response team available
- _____ Employees informed of specific confined space hazards
- _____ Procedures reviewed with each employee
- _____ Atmospheric test in compliance
- _____ Attach hot work permit
- _____ Other _____

AUTHORIZED ENTRANTS:

AUTHORIZED ATTENDANTS:

TEST	Allowable limits	Check if required	Result	Result	Result	Result	Result	Result
			:AM	:AM	:AM	:AM	:AM	:AM
Time			:PM	:PM	:PM	:PM	:PM	:PM
Oxygen-min.	19%	_____	_____	_____	_____	_____	_____	_____
Oxygen-max.	22.0%	_____	_____	_____	_____	_____	_____	_____
Flammability	10% LEL	_____	_____	_____	_____	_____	_____	_____
H2S	10 ppm	_____	_____	_____	_____	_____	_____	_____
Toxic (specify)	_____	_____	_____	_____	_____	_____	_____	_____
Cl2	.5 ppm	_____	_____	_____	_____	_____	_____	_____
ClO2	.1 ppm	_____	_____	_____	_____	_____	_____	_____
SO2	.2 ppm	_____	_____	_____	_____	_____	_____	_____
Heat	°F/°C	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____	_____

Name of employee conducting atmospheric monitoring: _____

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Name (print) _____

Time: _____ Date: _____

Signature: _____

CRYSTALLINE SILICA

SILICOSIS

Silicosis is a disabling and sometimes fatal disease caused by prolonged exposure to crystalline silica by inhalation. Overexposure to dust that contains microscopic particles of crystalline silica can cause fibrosis or scar tissue formations in the lungs that reduce the lungs' ability to work to extract oxygen from the air. In addition to silicosis, inhalation of crystalline silica particles has been associated with other diseases such as bronchitis, tuberculosis and lung cancer.

There are three forms of silicosis:

- *Chronic silicosis* usually occurs after ten or more years of overexposure.
- *Accelerated silicosis* results from higher exposures and develops over five to ten years.
- *Acute silicosis* occurs where exposures are the highest and can cause symptoms to develop within a few weeks or up to five years.

There is no cure, Only prevention.

Crystalline silica, also known as quartz, is a natural compound in the earth's crust and is the basic component of sand and granite. Concrete, masonry products, drywall material and drywall compounds, glass, tile, and manufacturing abrasives contain silica. Since these are primary building products, employees are exposed by:

1. Abrasive blasting using silica sand as the abrasive.
2. Chipping, hammering and/or drilling rock.
3. Crushing, loading, hauling and/or dumping rock.
4. Demolition of concrete and masonry structures.
5. Doing any of the following to concrete, masonry, drywall, drywall compounds, ceramics, clay, pottery and tile;
 - Chipping
 - Hammering
 - Drilling
 - Sanding
 - Sawing
 - Grinding
 - Scraping
6. Dry sweeping or pressurized air blowing of concrete, sand or drywall dust and drywall compound.
7. Mixing of concrete and mortar.

The key to silicosis prevention is to prevent dust from being in the air. OSHA requires dust to be controlled whenever possible.

Respirators should not be used as the primary method of protection from silica dust. They are only be used until adequate dust controls are in place.

EMPLOYERS

Make a commitment to prevent silicosis at worksites.

Employers are required to provide and assure the use of appropriate controls for crystalline silica-containing dust.

Monitor dust levels in the air and take corrective action if needed.

Install and maintain engineering controls to reduce silica dust.

Enforce the use of water hoses, vacuums, or wet-sweeping, rather than allow dust blowing with compressed air or dry sweeping.

Train employees about the health effects of silica dust and in good work practices that reduce dust.

Make sure that employees are familiar with the company Respirator Program.

Determine if a medical surveillance program is necessary.

Post warning signs in all areas where respirable silica is present.

MEDICAL EXAMINATIONS

All workers breathing crystalline silica dust should have a medical examination to include:

- Chest X-ray
- Pulmonary function test
- Annual evaluation for TB (tuberculosis)

Note that all medical information must be kept on file for 30 years.

OSHA has a Permissible Exposure Limit (PEL), which is the maximum amount of airborne crystalline silica that an employee may be exposed to during a work shift.

EMPLOYEES

All employees exposed to respiratory dust will be protected by the use of a respirator if other adequate dust controls are not present.

Be aware of the health effects of crystalline silica and that smoking increases the damage.

Know what work operations give exposure to crystalline silica.

Participate in any air monitoring or training offered by the employer.

Make sure the dust control system being utilized is kept in good condition.

Minimize exposures to nearby workers by using good work practices.

Use the correct respirator for protection against crystalline silica-containing dust.

Use the respirator correctly and in accordance with Robert F. Audet, Inc.'s Respirator Program.

Whenever possible, change into disposable or washable work clothes at the worksite and change into clean clothing before leaving the worksite.

Do not eat, drink, use tobacco products or apply cosmetics in areas where there is dust containing crystalline silica.

Wash your hands and face before eating, drinking, smoking or applying cosmetics outside of the exposure area.

ADDITIONAL INFORMATION

Under CFR PART 1926, Occupational Safety and Health Standards for the Construction Industry, the following listed sections includes those standards that may, under appropriate inspection conditions be cited for crystalline silica overexposure under the Special Emphasis Program for Silicosis.

Respiratory protection.....	1926.103
Permissible exposure limit and controls	1926.55 1926.57
Accident prevention & warning signs.....	1926.200
Access to employee exposure and medical records	1926.33
OSHA 200 forms	1904 1926.22
Abrasive blasting, breathing air, enclosures, controls	1926.28 1926.55 1926.95 1926.100 1926.101 1926.102 1926.103 1926.300
Hygiene	1926.27 1926.51
General PPE.....	1926.28 1926.95 1926.100-105
Hazard Communication	1926.59
Safety and Health Program	1926.20

ASBESTOS AWARENESS

During the course of daily job activities, Robert F. Audet, Inc. employees may perform work in facilities that contain asbestos. Employees shall be trained in the following areas:

- Background information
- Potential health effects
- Damage recognition
- OSHA regulation
- Safe work practices

Section I: Background information

Asbestos is a generic term for a group of minerals known for their strength, flame and heat resistance, and seemingly indestructible qualities.

Once considered a "miracle mineral," asbestos was used for many years in building construction. It can be found in many forms and places. Asbestos was used in boiler and pipe insulation, plasters, floor tile, electrical insulation, and as a fireproofing material on structural members in buildings. It has also been sprayed on ceilings and walls as acoustic insulation.

Because of its indestructible qualities, asbestos is harmful to the human body. The body cannot digest, break down, or change asbestos; it can only attempt to encapsulate it with scar tissue.

Several types of asbestos were banned by the EPA in the mid-70's due to concern over the health effects (especially cancer) associated with exposure to such materials. It is important to remember that asbestos generally has been found to be hazardous to humans only when it is inhaled into the lungs.

Asbestos occurs naturally as a fiber; individual fibers are so small they are invisible to the naked eye. Most asbestos is not hazardous in its original, undisturbed state; only when it is disturbed does it release asbestos fibers.

Symptoms of asbestos-related diseases do not occur soon after exposure. Those who are sick today because of asbestos may have been exposed 20 to 40 years ago. Controlling exposures now will prevent disease and suffering decades later.

Asbestos may be found in many different products and many different places. Examples of products that might contain asbestos are:

1. Sprayed on fire-proofing and insulation in buildings
2. Insulation for pipes and boilers
3. Wall and ceiling insulation
4. Ceiling Tiles
5. Floor Tiles
6. Putties, caulks, and cements (such as in chemical carrying cement pipes)
7. Roofing Shingles
8. Siding shingles on old residential buildings
9. Wall and ceiling texture in older buildings and homes
10. Joint compound in older buildings and homes

11. Brake linings and clutch pads

12. Electrical fixtures and wiring

There are many substances that workers contact that may contain asbestos and have the potential to release fibers. Only rarely can asbestos in a product be determined from labeling or by consulting the manufacturer. The presence of asbestos cannot be confirmed visually. The only way to positively identify asbestos is through laboratory analysis of samples.

If the presence of asbestos is suspected always assume that it is an asbestos containing material and have it analyzed. Materials may be considered to be Asbestos Containing Material (ACM), or Presumed Asbestos Containing Material (PACM).

The potential for a product containing asbestos to release fibers depends on its degree of friability. Friable ACM can easily be crumbled or reduced to a powder by hand pressure, releasing fibers into the air.

The white fibrous or fluffy spray-applied asbestos material found in many buildings for fireproofing, insulating, sound proofing, or decorative purposes are friable. Friable ACM is found primarily in building areas not generally accessible to the public, such as boiler and machinery rooms. For example, asbestos insulation around pipes and boilers is considered friable.

Asbestos that is tightly bound with another material is considered non-friable and will only release fibers if sanded, cut, or broken. For example, ceiling tiles containing asbestos, and asbestos-cement pipe or sheets will not normally release fibers unless cut or broken. Vinyl asbestos tile is also considered non-friable and generally does not emit fibers unless sanded, cut, or sawed.

Section II: Potential Health Effects

The increase in the use of asbestos resulted in a dramatic rise in asbestos related diseases among workers. At first, asbestos was not regarded as a health hazard because it has no taste or odor, often cannot be seen, and causes no immediate health effects. Health problems however, developed over time in exposed workers. It was not until the 1950s that asbestos received widespread attention as a potential health hazard. The diseases associated with asbestos did not appear for 20-40 years after the initial exposure, making it very difficult to confirm asbestos as the cause. However, overwhelming evidence now exists that exposure to airborne asbestos fibers is linked to several serious diseases.

Exposure to asbestos can cause disabling respiratory diseases and several types of cancer. The main routes of exposure are inhalation and ingestion. Asbestos fibers cannot penetrate the skin. Asbestos has been shown to cause asbestosis, lung cancer, mesothelioma, and cancer of the stomach and colon. The majority of people who died from asbestos exposure were exposed to very high concentrations of asbestos fibers at work and had little or no protection. These employees worked with asbestos regularly and for long periods of time. Examples include workers who held jobs in industries such as shipbuilding, mining, milling, and fabricating. Many of these workers were also smokers.

The most dangerous exposure to asbestos is from inhaling airborne fibers. The body's defenses can trap and expel many of the particles. However, as the level of asbestos fibers increase many fibers bypass these defenses and become embedded in the lungs. The fibers are not broken down by the body and can remain in body tissue indefinitely.

The Respiratory System

Since the primary health effects due to asbestos exposure are on the lungs, it is important to know how the respiratory system works. Air passes through the mouth and nose into the windpipe which

splits into two smaller airways called the bronchi. The bronchi divide into smaller and smaller tubes which terminate into air sacs called alveoli. It is in these air sacs that oxygen is absorbed into small blood vessels and carbon dioxide passes out of the blood.

The lungs are surrounded by a thin membrane which looks like saran wrap. These membranes are very moist and slide easily across each other, but are difficult to pull apart. The linings are composed of cells known as mesothelia cells. Interaction of asbestos with these cells can result in a cancer called mesothelioma. If the linings are damaged, inhalation cannot occur properly.

The body has several mechanisms to filter the air we breathe. Large particles are trapped by the hairs in the nose. Smaller particles impact on the mucous coated walls of airway and are caught. The airway has hair-like linings (ciliated cells) which constantly beat upward. Dust particles caught in the mucous are swept upwards into the back of the mouth and swallowed. Cigarette smoking temporarily paralyzes these hair-like projections preventing them from discharging the dust particles. This is one reason cigarette smokers who work with asbestos are at increased risk.

Particles reaching the tiny air sacs are engulfed by large cells called macrophages. However, because asbestos is a mineral fiber they are often unsuccessful. When this occurs the macrophages deposit a coating on the fiber and may form scar tissue around it.

Asbestosis

Asbestosis is a non-cancerous chronic respiratory disease caused by an accumulation of asbestos fibers in the lungs. The fibers cut the air sacs and cause scar tissue to form. Even after exposure to asbestos has stopped, scar tissue will continue to form around existing scar tissue and fibers in the lungs. The scarring reduces the capacity of the lung to take in air resulting in shortness of breath, coughing, and fatigue. As the disease worsens, shortness of breath occurs even at rest. In severe cases death may be caused by respiratory or cardiac failure.

Asbestosis is typically found in workers who have been exposed to large doses of asbestos over a long time. The greater the asbestos exposure the more likely asbestosis will develop. It may take 15-30 years for the disease to develop. Because the presence of asbestosis indicates that workers have been exposed to a large dose of asbestos, they are at greater risk for lung cancer.

Lung Cancer

Exposure to asbestos has been linked to an increased risk of lung cancer. Symptoms include a cough, chest pain, and blood-streaked sputum. The pain is usually felt as a persistent ache unrelated to the cough. Lung cancer has a latency period of 15-20 years. Exposure to asbestos and cigarette smoking combine to create a significantly higher risk of developing lung cancer than would be expected from each substance alone. A smoker exposed to asbestos may have 50-100 times the risk of developing lung cancer compared to a non-exposed non-smoker.

Mesothelioma

Mesothelioma is an extremely rare cancer of the thin membrane lining the chest and abdomen. Most incidences of mesothelioma have been traced directly to a history of asbestos exposure. Symptoms include shortness of breath, pain in the walls of the chest, or abdominal pain. Mesothelioma spreads very rapidly and is always fatal. It has a latency period of approximately 40 years. Mesothelioma is more likely to be found among workers who were first exposed to asbestos at an early age, such as in school.

Other Diseases

There are no known immediate effects associated with exposure to asbestos. There is no evidence that asbestos fibers can penetrate the skin. However, some workers have experienced irritation and a rash from exposure. There is some evidence suggesting that swallowing asbestos fibers may cause cancers of the digestive tract and may be carried to other parts of the body after being absorbed into the bloodstream.

Risks Associated with Low-Level Exposure

Asbestos is a known hazard based on studies of asbestos workers and laboratory animals exposed to high doses. However, the risks associated with low level non-occupational exposure (e.g., an occupant of a building containing ACM) are not well established. Risks from low level exposure are based on extrapolation from workers exposed to high levels of asbestos and may not be reliable.

Based on a review of the literature EPA concludes that there is no safe or threshold level of exposure. Since asbestos fibers accumulate in the lungs, the risk of disease increases as exposure increases. Theoretically any exposure could result in an asbestos related disease. Although the risk at very low exposures may be negligible, measures to reduce exposure and the accumulation of fibers should be followed.

Synergy Between Asbestos and Smoking

Cigarette smoking is the single most important known cause of lung cancer in humans. People who smoke 20 cigarettes a day increase their risk of developing lung cancer ten-fold (10x). Asbestos insulation workers historically increase their risk of developing lung cancer five-fold (5x). These two factors working together have a synergistic effect: the smoker exposed to asbestos fibers is at least fifty times (50x) more likely to develop lung cancer than the general public.

Section III: Recognition of Damage

All suspect materials should be assessed to determine its condition and possible corrective or preventative measures to be taken. Materials can be inspected for damage caused by deterioration, physical damage or water damage.

Material assessment should evaluate the quality of the installation, the adhesion of the friable material to the underlying substrate, deterioration and damage. Evidence of debris on horizontal surfaces, hanging material, dislodged chunks, scrapings, indentations or cracking are indicators of poor material condition.

Physical damage is the most apparent to the eye and typically results in a friable condition. Accidental or deliberate physical contact with the material can result in damage. Check for scrape marks from equipment, doors or furniture, graffiti, pieces dislodged or missing, finger marks and accumulation of material on horizontal surfaces near the material.

Water damage is usually caused by roof leaks, especially in buildings with flat roofs. Skylights can be a source of leaks. Water damage can also result from plumbing leaks or high humidity from pools, locker rooms and lavatories. Water can dislodge, delaminate or disturb friable ACM that are otherwise in good condition and can increase the potential for fiber release by dissolving and washing out the binders in the material. Inspect the area for visible signs of water damage, discoloration or stains on the ACM, stains on or buckling of adjacent walls and floors, or areas where ACM have separated into layers or fallen down.

Material in good condition will have no visible damage or deterioration, or show only limited signs

of damage or deterioration or damage.

Material is considered in poor condition with the surface crumbling, blistered, water-stained, gouged, marred or otherwise abraded in more than one-tenth of the surface where the damage is evenly distributed. Material is considered in fair condition with these conditions on less than one-tenth of the surface area. If damage is localized, use one-quarter as the threshold between poor and fair condition. Confirmation may be made by evidence of accumulation on surfaces beneath showing powder, dust or debris similar in appearance to the suspect material.

Potential for future disturbances must also be considered, including the potential for contact by workers or building occupants, influence of vibration, and potential for air erosion.

Section IV: Regulatory Programs

OSHA regulations are designed to protect workers who handle ACM. OSHA has set standards for the number of fibers that a worker can be exposed to, called the permissible exposure limit (PEL). Current OSHA regulations have set a maximum workplace concentration limit of 0.1 f/cc measured as an 8-hour time-weighted-average. This is equivalent to approximately six fibers in a volume of air the size of a baseball. The time-weighted-average is calculated by dividing the total exposure for a workday by eight hours. Exposures over 0.1 f/cc are allowed as long as they are balanced by exposures under 0.1 f/cc. The standard includes requirements for respiratory protection, medical surveillance, and work practices to reduce indoor asbestos levels.

OSHA regulations apply for asbestos exposure in demolition, removal, construction, alteration, renovation activities. Work activities are classified according to the type of task and/or the materials the worker is exposed to. Most work shall be conducted in regulated areas that are demarcated, have limited access and respirator use required, where no smoking, eating or drinking is permitted, and are supervised by a competent person.

All workers exposed to asbestos must be trained in awareness, safe work practices, and must meet applicable federal and state regulations.

Section V: Safe Work Practices

Asbestos only presents a health hazard when damaged and fibers become airborne and are inhaled. The mere presence of ACM does not necessarily present a health hazard. All Robert F. Audet, Inc. employees shall protect themselves and others from potential asbestos exposure through pro-active preventative measures.

- Employees shall obtain site-specific information as to what building materials may be contacted during the course of job activity.
- Asbestos content of building materials shall be verified prior to disturbance.
- If encountered in a work area, employees shall communicate to facility owner or its representative the need for proper abatement prior to working in the area.
- No employee shall disturb asbestos-containing materials in any manner.
- Any damaged/friable materials discovered shall be immediately reported to the facility owner/general contractor.
- Employees shall be trained in background information, health effects, damage recognition and site-specific work procedures. Refresher training will be completed on an annual basis.
- No employee shall be involved in any abatement activity.
- Employees shall respect asbestos abatement warning signs and barrier tape. No employee

shall enter a regulated area.

- If working near a regulated asbestos abatement work area where containment has been breached, Robert F. Audet, Inc. will remove its employees from their work area until the breach is repaired or until an initial exposure assessment is performed.
- Employees shall report any unsafe asbestos work practices to the facility owner.

Asbestos Fiber Release

Special procedures are needed to reduce the spread of asbestos fibers after a release of fibers has occurred, such as the partial collapse of an ACM ceiling or wall. If fibers are released through an incident, personnel should take the following steps to reduce asbestos exposure to occupants until trained asbestos personnel arrive:

1. Prevent access to the contaminated area if possible.
2. Shut and lock doors.
3. Report the damaged ACM to supervision.
4. Remain in the area to direct asbestos personnel to the site.
5. Do not attempt to clean up a release.

LEAD AWARENESS/HYGIENE PROGRAM

1. PURPOSE

This program is developed to protect all employees from lead exposure and also to protect the families of employees from any lead exposure.

Inhalation and ingestion of lead are two major routes of exposure by which lead can be absorbed into the body. It is therefore important to insure that preventative measures are taken to decrease worker exposure.

The most effective way to accomplish this goal is by implementation of an effective personal awareness/hygiene program. When properly followed, this program will lower the chance of ingestion and inhalation of lead, the spread of lead contamination to other areas and take-home lead.

2. OVERVIEW

When welding, cutting or grinding leaded paint coatings, workers will be protected from absorbing or ingesting lead from fumes or dust. An initial assessment will establish the exposure level by monitoring air samples from the work area. If the air samples show an 8-hour TWA exposure level of less than 30 $\mu\text{g}/\text{m}^3$ (action level), a record of the determination will be made to include the date, location of determination, and name and social security number of each person monitored. Further determination is not required unless a change of equipment, process, control, personnel or a new task has been initiated that may result in additional employees being exposed to lead at or above the action level.

Workers will be protected from lead fumes or dust while the initial determination of exposure level is conducted. Respirator protection adequate for the specific task will be used in accordance with 29 CFR 1926.62(d)(2) until results of exposure level testing is completed. Employees will be notified in writing of the results of exposure level monitoring, and if the exposure is at or above 50 $\mu\text{g}/\text{m}^3$ (PEL), the written notice will include corrective action to reduce exposure below that level.

If air monitoring results show employee exposure to be at or above the action level, air monitoring shall be repeated at least every 6 months. If exposure is above the PEL, air monitoring shall be repeated at least every 3 months. Two consecutive measurements taken at least 7 days apart are required to drop to a lower scheduled frequency. No further sampling is required when samples indicate exposure below the action level.

Employees will be provided hazcom and respirator training as well as adequate respiratory protection, appropriate PPE and equipment, change areas, and handwashing facilities. Hazcom training will include topics on 29 CFR 1926.62 and appendices; the specific nature of operations which could result in exposure to lead; the purpose, proper selection, fitting, use, and limitations of respirators; the purpose and a description of the medical surveillance program, and the medical removal protection program; the engineering controls and work practices to be used in the work area; the contents of any compliance plan in effect; warning against routine use of chelating agents; and employee's right of access to records under 29 CFR 1910.20. Training will consist of initial training before exposure, and annual refresher.

Where possible, appropriate engineering controls shall be used to control the airborne lead exposure. Examples include portable welding fume extractor equipment used in accordance with manufacturer's instructions, a grinder with a dust-collecting shroud attachment used in conjunction with a HEPA vacuum filter to collect dust from grinding operations. Dust and fumes collected will be double-bagged, labeled and disposed of as hazardous waste.

Warning signs will be posted in the work area where the PEL is exceeded. Text of sign to include 4 lines WARNING, LEAD WORK AREA, POISON, NO SMOKING OR EATING.

Workers will be provided with appropriate clothing, including coveralls, hoods, gloves, shoes or shoe coverings. Clothing will be repaired or replaced as needed to maintain effectiveness.

Protective clothing will only be changed in an area designated for this purpose. A closed, labeled container will be used for clothing to be cleaned, laundered, or disposed of. Protective clothing and equipment will not be removed from the workplace.

No smoking materials or food and beverages will be permitted in the work area. Workers will not consume food or drink, smoke or apply cosmetics while in the changing area or work area. Adequate cleansing agents and towels will be provided in the changing area. Workers must wash hands and face before eating, drinking or smoking. Lunchroom facilities or eating areas will be kept as free as possible from lead contamination. Workers will not enter the eating area with protective clothing or equipment unless surface lead dust has been removed by vacuuming, downdraft booth, or other cleaning method that limits dispersion of lead dust.

Initial medical surveillance, including blood samples and analysis for lead and zinc, will be provided for all workers exposed to lead on any day to levels at or above 30 µg/m³ TWA. Continuing medical monitoring and surveillance will be conducted for all workers exposed to lead to levels at or above the action level for more than 30 days in any consecutive 12 months. Medical monitoring and surveillance will be done in accordance with 29 CFR 1926.62(j) and 1926.62(k).

The blood sampling & monitoring should be conducted every 6 months until two consecutive blood samples and analysis are acceptable. The sampling and monitoring should be performed at least monthly during the removal period. Any employee with elevated blood levels should be temporarily removed. Employees should be notified in writing within five days when lead levels are not acceptable. The standard requires temporary medical removal with Medical Removal Protection benefits.

A site-specific compliance program to address means of engineering and work practice controls, air monitoring, and description of each operation in which lead is emitted will be prepared and revised and updated annually.

3. FACILITIES

A Wash Area/Changing Facility will have the following features:

- Clean room, dirty room and where feasible, a shower
- Clothes racks in dirty and clean rooms with storage cabinets
- All interior walls and ceilings made of FRP (fiberglass reinforced plastic) for long life and ease of cleaning
- Floor drains in all rooms to allow the entire interior to be hosed down for thorough cleaning
- Holding tank(s) for wastewater collection

A Wash Area/Changing Facility will be utilized to provide the following for workers exposed to lead:

- Clean Changing Room – An area for workers to change from street clothes into clean work clothes and protective gear. A storage area for street clothes will be provided in the clean

room.

- Dirty Changing Room – An area for workers to remove and either dispose of or deposit contaminated work clothes and boots before proceeding into the wash room. This room will provide facilities for storage of lead contaminated protective work clothing and equipment.
- Shower Facilities, where feasible – Individual shower units for workers to take a thorough shower before the end of the work shift.

Clean Lunch Areas are to be used by workers who are exposed to lead levels at or above the PEL. If this is inside a lead contaminated area, it should have a filtered air supply available to workers.

Lavatories will be provided on-site for both male and female, according to OSHA 29 CFR1910.141.

4. PROCEDURES

The following procedures are to be followed at the beginning of the work shift, entering and exiting the lead work area and at the end of the lead work shift.

- Beginning of Work Shift: All workers that will be exposed to lead work need to do the following steps prior to entering the lead work area.
 1. Enter clean change room to remove street clothes and store them in appropriate lockers.
 2. Change into required clean work and protective clothes.
 3. Collect additional clean protective gear (respirators, boots, hard hats, safety eye protection and gloves).
- Entering Lead Work Areas: All items listed below *will be worn prior to entering* lead work area as required.
 1. Appropriate respirator for the particular job
 2. Protective coveralls and/or disposal suits
 3. Gloves
 4. Boot covers (sand blasting operators are exempt from wearing boot covers for safety reasons)
 5. Hard hats
 6. Safety eye protection
 7. Any other personal protective equipment as required
- Exiting Lead Work Areas:
Not in containment – Before leaving any lead work area, all workers need to follow these steps.

1. Remove first layer of protective clothing inside of dirty room, remove boot covers and place all in closed containers for lead waste.
 2. Vacuum second layer of clothing and respirator or hood before taking them off
 3. Place respirators in appropriate storage cabinet or gang box
- Exiting:
 1. The worker will vacuum the blasting hood before disturbing the face fit in the presence of the supervisor and if needed, with the supervisor's assistance.
 2. The blasting hood will then be placed in the gang box
 3. Overalls will be vacuumed off utilizing a HEPA vacuum
 4. The worker will wash his/her hands and face at the hand washing facilities before eating, drinking, smoking or applying cosmetics

NOTE: No worker *inside of a lead work area* will be allowed to use tobacco products, consume any food or beverage or apply any cosmetics. Worker will first need to exit the work area, using proper procedure. Outside the work area, the workers must wash face and hands with soap and water.

- End of Work Shift:

All workers in any sandblasting operation will do the following before leaving containment and job site at the end of their shift:

 1. Overalls will be vacuumed off using a HEPA vacuum
 2. Work shoes which are contaminated with lead should be vacuumed before exiting the containment
 3. At the end of shift, workers are required to vacuum the hood before taking them off and shall carry them to the dirty room in wash/changing room facility for decontamination and/or cleaning
 4. Clothes and work boots contaminated with lead dust or fumes should be placed in a closed container properly labeled for laundering and/or cleaning purposes inside the dirty room
 5. Take a shower, where feasible, or wash face and hands with soap and water. Dispose of towels as lead contaminated clothes for laundering or cleaning as appropriate
 6. Place hood in proper storage area in clean room
 7. Change back into street clothes in clean room

NOTE: **Under no circumstances will anyone be allowed to leave the work site wearing work or contaminated clothing.** Contaminated clothing may only leave the site to be professionally laundered or disposed of in compliance with federal, state and local regulations.

5. HOUSEKEEPING PROCEDURES

The following housekeeping procedures will be utilized to maintain all surfaces as free as practicable of accumulations of lead dust:

- HEPA vacuums should be used to clean the surface areas from lead dust accumulation where applicable
- For surface areas that are contaminated inside the wash room/changing facility and air lock space: Trisodium Phosphate (TSP) solutions may be utilized for this cleaning. If used, the supervisor of each work group will be responsible for the cleaning procedure of hygiene trailers. The transportation vehicle to transport workers will be vacuumed and cleaned with TSP solution on a weekly basis.
- Swipe sampling will be performed in the hygiene trailers and other surface areas at the job site as needed. Contamination of lead dust at 200 micrograms per square foot will have to be re-cleaned. The sampling results can be utilized to insure that employees are not taking lead home.

6. DECONTAMINATION OF INDUSTRIAL HYGIENE EQUIPMENT

The following procedures will be used when changing or removing personal samples and for decontamination of the equipment:

- Industrial Hygienists will change into protective clothing and necessary equipment.
- Appropriate respirator will be worn while removing/replacing used personal samples.
- The used cassettes shall be placed into zip-lock plastic bags for transportation to the lab.
- Equipment will be wiped down with wet cloth/HEPA vacuum before being moved to decontamination facility to be cleaned.
- Worker will remove protective clothing and, where feasible, shower before changing back into street clothing.
- At the end of the job, the disposable equipment such as mop heads, sponges and rags should be disposed of as lead contaminated waste.
- Re-useable equipment such as power and hand tools, generators and vehicles should be cleaned once a week or before leaving the lead work area.

ELECTRICAL SAFETY TRAINING

Employees who face a risk of electric shock but who are not qualified persons shall be trained and familiar with electrically related safety practices. Such training shall include safety related work practices that pertain to their job assignments.

- Premises wiring, wiring for connection to supply, and other wiring, including fiber optic wiring where such wiring is made along with electric conductors
- Working under overhead lines
- Vehicular and mechanical equipment clearance
- Deenergized parts
- Energized parts
- Working on or near exposed energized parts
- Lockout and Tagout
- Clearance distance
- Illumination
- Confined or enclosed spaces
- Conductive materials and equipment
- Portable ladders
- Conductive apparel
- Housekeeping duties
- Interlocks
- Portable electric equipment, handling and visual inspection
- Grounding type equipment
- Conductive work locations
- Connecting attachment plugs
- Electrical power and lighting circuits
- Routine opening and closing of circuits
- Reclosing circuits after protective device operation
- Overcurrent protection modification
- Test instruments and equipment, use, visual inspection and rating of equipment
- Occasional use of flammable or ignitable materials

FIRST AID KIT CONTENTS

First Aid Kits shall consist of appropriate items and stored in a weatherproof container with individual sealed packages. The first aid kit shall meet the minimum requirements as published in ANSI Standard Z308.1-1998.

For each work group of 10 persons or fewer, the first aid kit will contain:

Qty	Item
1	Absorbent compress, 32 sq. in. (81.3 sq. cm.) with no side smaller than 4 in. (10 cm)
16	Adhesive bandages, 1 in. x 3 in. (2.5 cm x 7.5 cm)
1	Adhesive tape, 5 yd. (457.2 cm) total
10	Antiseptic, 0.5g (0.14 fl oz.) applications
6	Burn treatment, 0.5 g (0.14 fl. oz.) applications
2 pair	Medical exam gloves
4	Sterile pads, 3 in. x 3 in. (7.5 x 7.5 cm)
1	Triangular bandage, 40 in. x 40 in. x 56 in. (101 cm x 101 cm x 142 cm)
4	Bandage compress – 2 in. x 2 in
2	Bandage compress – 3 in. x 3 in.
1	Bandage compress – 4 in. x 4 in.
1	Eye covering with means of attachment
1	Eye wash – 1 fl. oz. (30 ml)
1	Cold pack – 4 in. x 5 in.
2	Roller bandage – 2 in. (5 cm)
1	Roller bandage – 4 in. (10 cm)

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

A. POLICY

Robert F. Audet, Inc. is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions,
 - Engineering and work practice controls,
 - Personal protective equipment, and
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents
- Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

B. PROGRAM ADMINISTRATION

Safety Director is responsible for implementation of the ECP and will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: main office listed on front cover of this manual.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The ECP administrator will provide and maintain all necessary personal protective equipment (PPE), engineering controls, labels, and red bags as required. Adequate supplies of the aforementioned equipment are available in the appropriate sizes.

All medical actions required by the standard will be performed and appropriate employee health and OSHA records will be maintained.

The ECP administrator will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

C. EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

None of the work tasks performed by Robert F. Audet, Inc. employees has a routine exposure to bloodborne pathogens.

Only those employees who have been certified in and who may provide first aid services have a reasonably anticipated exposure to bloodborne pathogens.

D. METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions: All employees will utilize universal precautions.

Should an accident or incident occur in which an employee sustains an injury, universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. (Universal precautions is an approach to infection control in which all body fluids shall be considered potentially infectious materials.)

- Disposable gloves shall be worn when making contact with blood, mucous membranes, other potentially infectious materials and non-intact skin.
- When feasible, such as when an employee cuts his finger and only requires a bandaid, that employee should be responsible for his or her cleaning up of any contaminated areas.
- Alternatively, a designated person who is trained to use the proper materials while decontaminating could do any clean up.
- If the injury is major, an outside qualified decontamination agency should be utilized.
- Contaminated surfaces shall be cleaned with an appropriate disinfectant such as bleach, and shall be done immediately after any spill of blood or other potentially infectious materials on any surface.
- All cleanup materials shall be disposed of properly in a plastic bag that can be sealed.

Exposure Control Plan: Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Safety Director. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Safety Director is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices: Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

None of the work tasks performed by Robert F. Audet, Inc. employees has a routine exposure to bloodborne pathogens.

Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the Safety Director or his designated representative.

The types of PPE available to employees are as follows:

- Barrier protection such as safety glasses, gloves, boots, and outer clothing, as needed.
- If handwashing facilities are not available, an appropriate antiseptic hand cleanser and cloth/paper towels or antiseptic towelettes will be provided.

PPE is located in the main office and may be obtained through request to foreman or supervisor. Standard PPE items are issued to the work site. Additional PPE items will be procured and issued as required.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in appropriate containers for disposal.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping: Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

E. HEPATITIS B VACCINATION

The Safety Director will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost.

Vaccination will be provided by _____.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

F. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Safety Director.

An immediately available confidential medical evaluation and follow-up will be conducted. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

G. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The ECP administrator ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given:

- a copy of OSHA's bloodborne pathogens standard,
- a description of the employee's job duties relevant to the exposure incident,
- route(s) of exposure,
- circumstances of exposure,
- if possible, results of the source individual's blood test, and
- relevant employee medical records, including vaccination status.

The ECP administrator provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

H. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The ECP administrator will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- task being performed when the incident occurred
- employee's training

If revisions to this ECP are necessary, the ECP administrator will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

I. EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the Safety Director or his designated representative. Training will include the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method

of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge

- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

J. RECORDKEEPING

Training Records: Training records are completed for each employee upon completion of training. These documents will be kept for at least three years. The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Director.

Medical Records: Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

_____ is responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

OSHA Recordkeeping: An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Safety Director.

K. HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Employee Name)_____ Date:_____

ACCIDENT PROCEDURES

While all incidents should be investigated, the extent of such investigation shall reflect the seriousness of the incident utilizing a root cause analysis process or other similar method. All employees shall be trained in their roles and responsibilities when responding to an incident, to include a minimum of incident awareness, recognition of existing hazards, and avoidance of additional injury or damage. If an accident has occurred on a job site, or if a Robert F. Audet, Inc. employee receives a work related injury, the below listed procedures must be followed:

Determine if the injured party needs emergency medical attention. ***If the injured party is seriously injured, call 911 immediately.*** As soon as practical, notify the company office. The project owner/client will be notified within 24 hours of all serious incidents and accidents resulting in injury or property damage. If an accident results in a fatality or the hospitalization of three or more employees, the local OSHA Area Office must be notified within 8 hours. Whether or not an accident is immediately reportable to OSHA, if it results in the death of an employee or the in-patient hospitalization of 3 or more employees within 30 days of the incident, OSHA requires that the fatality/multiple hospitalization is reported within 8 hours after learning of it.

Accident investigation will be conducted by the Superintendent or other designated trained representative. An accident investigation kit will be prepared in advance for use, to include items for writing notes, a camera (disposable or otherwise), measuring tapes, marking tapes or flags.

1. Go to the scene of the accident as soon as possible.
2. Talk with the injured person if possible. Talk to witnesses. Stress getting the facts and not placing blame or responsibility. Ask questions. Get names, addresses and phone numbers.
3. Listen for clues in the conversations going on around you. Unsolicited comments often have merit.
4. Encourage individuals to give their ideas for preventing a similar accident.
5. Study possible causes for unsafe conditions and acts.
6. Confer with knowledgeable individuals about possible solutions.
7. Write your accident report giving a complete and accurate account of the accident.
8. Follow up to make sure accident causing conditions are corrected.
9. Publicize corrective action taken so that all affected parties may benefit from the experience.

In order for the supervisor's report to be effective, it should contain as a minimum a detailed answer to the following questions:

1. What was the employee doing? Explain in detail the activity of the employee at the time of the accident.
2. What happened? Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected and whether the employee was wearing appropriate safety equipment.
3. What caused the accident? Explain in detail the condition, act, malfunction, etc. that caused the accident. It is possible to have more than one reason or cause for an accident.
4. What can be done to prevent a similar accident? Indicate corrective action to prevent reoccurrence.

The following paperwork must be completed as soon as possible and sent to the company office.

- Employers First Report of Injury
- Superintendent's Accident Investigation Report
- List of all witnesses. If they are not employees, include their address and telephone number.

The injury must be documented on the following reports:

- OSHA 300
- Superintendents Daily Logs

If appropriate, photographs should be taken and sent in to the company office as soon as possible.

ACCIDENT CHECKLIST

SCENE

WHEN AN ACCIDENT HAPPENS.....

1. STOP AT ONCE to investigate. Help anyone who is injured.
2. EMERGENCY SERVICES *Contact local EMS, FIRE, POLICE, UTILITY COMPANIES and ENVIRONMENTAL services (if needed); provide them with details of accident and obtain from them a report number and any reports which must be filed.*
3. CONTACT SAFETY DEPARTMENT AT ONCE this will ensure proper investigation and reporting of incident.
4. PROTECT SCENE OF ACCIDENT by barricading/blocking roads, directing traffic, placing flags, flares, reflectors or warning tape. Preserve scene until photographs taken or sketch is made.
5. ASSESS SCENE for exposure by site personnel, bystanders or abutting residents to any hazardous condition (damaged utility(s), oil/hazardous material spill, etc) and take the necessary protective measures.
6. DO NOT DISCUSS THE ACCIDENT with anyone other than Emergency Service or Company Personnel.
7. WITNESSES get the names, addresses and telephone numbers of all witnesses to the accident.
8. COLLECT EVIDENCE search, identify, collect and preserve all things which could be of value as evidence. Photograph or sketch the location of evidence prior to collection or the resumption of work. Examples of “evidence” include without limitation, skidmarks and traffic control devices/signs.
9. COMPLETE INCIDENT REPORT be sure to complete the form including without limitation all objective data (date, time, weather, road conditions, etc.).
10. RETURN REPORT IMMEDIATELY to the Safety Department

FOLLOW-UP

1. POST ACCIDENT DRUG TESTS are required if the Vehicle or Special Mobile Equipment SME, i.e. loader, grader or tractor involved was traveling *over the road* and weighs 26,001 lbs or greater and the following conditions exist:
 - A Fatality, or
 - A Citation for moving violation and Injury, or
 - A Citation for moving violation and Vehicle Towed, or
 - Where *reasonable suspicion* exists.

2. COMPANY RULES determine if violation occurred.
3. STATE and/or FEDERAL REGULATIONS determine if violation occurred.
4. MECHANICAL FAILURE obtain maintenance tickets and manufacturers reference books for equipment. Take equipment *out of service* until review can be made.
5. WITNESSES confirm that each has been interviewed.
6. EMERGENCY SERVICES reports should be obtained including, witness statements and Emergency Service Personnel narratives.
7. DAILY REPORTS obtain a copy of company, state and/or resident engineers daily reports, if applicable and available.
8. EMPLOYEE INJURY determine task/function employee was doing at time of accident including also a description of regularly assigned duties.
9. WARNINGS determine if any Company, Owner, General Contractor, State or Federal inspection reports or employee disciplinary action had given any prior warning regarding the accident potential.
10. TRAFFIC CONTROL SET-UPS provide copies of written contract specifications and *as built* sketches of all traffic control devices in place at time of accident, if any.
11. DRIVING RECORD obtain a copy and review.
12. ASSIGNMENT was employee on company assignment or on a *Detour and Frolic*.

WITNESSES

1. INTERVIEW employee involved in accident, if physically able. The questions should include the following:
 - employee's version of facts;
 - employee's opinion on cause of accident;
 - did equipment and/or vehicle perform properly;
 - what evasive maneuvers/measures were taken, if any.
2. INTERVIEW other witness(s) in sequence of how close the witness was to the accident scene. The questions should include the following:
 - sights, sounds, smells at time of accident;
 - what evasive maneuvers/measures were observed;
 - names of other people seen in vicinity at time of accident;
 - speed of equipment or vehicle;

- what excited remarks were made by the employee/person involved in or witness to accident;
- what was the mood/attitude of the individual(s);
- was individual joking or laughing;
- was individual alert;
- did you smell alcohol;
- did you observe anything out of the ordinary.

3. As soon as practical, notify the company office.

EMERGENCY ACTION PLAN

Although there are and may be numerous types of emergency situations, Robert F. Audet, Inc. requires all Managers and Superintendents to be able to respond to four major areas:

- General Disasters - Such as fires, explosions, etc.
- Natural Disasters - Such as floods, tornadoes, severe storms, etc.
- Civil Disorders - Such as strikes, civil disturbances, etc.
- Emergency Spills - Such as hazardous chemicals, etc.

The written emergency action plan should be available to all employees for review. For job sites with 10 or less workers, the plan may be communicated orally. Workers should contact their Superintendent for more information or an explanation of their duties under the plan.

Site-specific information, not limited to distinctive emergency signals, evacuation routes and muster points, shall be provided. The Superintendent shall evaluate and modify the plan as needed as site conditions change. Employees will be notified of plan contents when initially assigned, when their responsibilities under the plan change, and when the plan is changed.

1. FIRE AND EXPLOSIONS

It is the Superintendent's responsibility to establish a fire fighting program. The following is a general plan of action for each Superintendent which can be modified more specifically to each job site.

- Notify everyone in the vicinity that there is a fire.
- Notify the local fire department immediately if the fire cannot be extinguished with local means.
- Evacuate the job site as necessary and have all personnel respond to a pre-assigned place of assembly. Foremen or supervisors shall account for all personnel after an evacuation and will notify superintendent as soon as practicable.
- Have MSDS sheets available for the fire department if chemicals or hazardous materials are stored or present on the job site.
- Designate a spokesperson for any emergency personnel inquiries or media attention.
- Notify the Project Executive and Corporate Safety Director of the incident.

2. NATURAL DISASTERS

If there is advance warning:

Advise all job site personnel of the coming danger and see to it that they are in a safe location on the site or evacuated.

If there is ample time, each site should have access to the following:

First Aid Equipment

Drinking Water

Portable Lighting

Portable Sanitary Facilities

Portable Generator

Small Compressor

3. CIVIL DISORDERS

In the event of a civil disturbance, the Project Manager and Superintendent should instruct all personnel to remain distant from the demonstrators and not get involved.

In the event of a strike or labor demonstration workers who are not involved in the action should not agitate the demonstrators. All workers should be removed from the demonstration area. None of our employees should be used to calm the situation.

4. NEWS MEDIA

All inquiries will be handled by a designated Company spokesperson from Corporate headquarters unless otherwise instructed.

5. EMERGENCY SPILLS

In case of a spill:

- Notify the Project Executive or Corporate Safety Director immediately. If they are not available, contact a local environmental agency for further instructions.
- Clear the location except for those needed to deal with the spill.
- Control or stop the source of the spill.
- If required, construct an enclosure around the area of the spill.

LOCKOUT/TAGOUT STANDARD OPERATING PROCEDURE

1. OVERVIEW

The Robert F. Audet, Inc. Lockout/Tagout Program is established to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

If an energy source can be locked out, a lockout device shall be used. A lockout device utilizes a lock, either key or combination, to hold an energy isolating device in a safe position.

If an energy source cannot be locked out, a tagout system shall be used. A tagout device is a warning tag that is weather and chemical resistant with wording that warns of hazardous energy.

Robert F. Audet, Inc. shall use standardized lockout and tagout devices, that is, they will all be similar so as to not be confused with other locks and tags. All lockout and tagout devices shall be labeled with the identity and contact information of the person placing the lock or tag.

2. PURPOSE

This procedure establishes the minimum requirements for the lockout/tagout of energy isolating devices such as switches, valves, clutching devices, etc. It will be used to insure employee safety while servicing or maintaining equipment by assuring that equipment or machinery is isolated from all potentially hazardous energy sources. This will prevent accidental start-up of equipment or unexpected release of energy while employees are servicing or maintaining equipment.

Examples of energy sources are:

- Electrical energy
- Thermal energy from residual heat or low temperature
- Stored energy such as,
 - a- Hydraulic, pneumatic and vacuum pressure.
 - b- Mechanical energy in fly wheels, springs and elevated loads.
 - c- Static electricity in batteries or capacitors.
 - d- Stored electricity or electrical energy in batteries or capacitors.
 - e- Residual chemicals in pipes, etc. that may cause thermal or pressure increases.

3. SCOPE

This procedure covers blocking of elevated loads; deactivation of electrical circuits, valve and piping removals and equipment opened for repair.

4. RESPONSIBILITIES

Maintenance Mechanic will-

- Lock or tag out all electrical systems equipment before commencing maintenance to preclude accidental energizing.
- Blank openings in equipment and flanges on pipe ends.
- Secure, lock or tag out all potential sources of potential energy.

Foreperson will -

- Notify employees of equipment status at the start of a shift or as soon as it is known that equipment is to be tagged out.
- Ensure that all employees (especially new employees) are trained in lockout/tagout procedures.
- Ensure compliance with procedure by maintenance mechanics.
- Ensure subcontractors working on-site are aware of equipment that has been secured and are briefed on lockout/tagout procedure.

All employees will -

- Observe locks or tags.
- Not operate equipment, systems or machinery that are tagged out for maintenance under any circumstances.
- Inform their foreperson of energy sources that may have been missed in system or equipment shutdown.
- Utilize proper lockout/tagout equipment and procedures when performing maintenance functions on their own equipment.

Subcontractors -

- Subcontractors whose work would involve tagging shall follow this procedure.
- Maintenance contractors shall comply with all the rules and notifications procedures.
- Production contractors shall observe all tags and rules in these procedures.

5. PROCEDURE IN SEQUENCE

Prior to start of work

Prior to the start of work the foreperson shall notify the employees of all systems, equipment and machinery which require isolation.

- a- The cognizant mechanic should turn off the equipment or system and then disconnect the power source. Do not shut off main disconnect under load.
- b- Shut off upstream valves. Release pressure by opening downstream valves.
- c- Shut off main switch and pull fuses or breakers.
- d- Block, lock and relieve all mechanically stored energy.
- e- Discharge static electricity or energy stored in capacitors.
- f- Equipment shall be tagged out at the isolation point with an approved tag.
- g- The mechanic shall sign the tag to identify who has tagged out the equipment and why.
- h- The maintenance mechanic shall, in addition to the tags referenced above, lock out the energy source if possible using his personal padlock.
- i- The mechanic shall test the equipment by attempting to operate as to insure that it is de-energized as there may be hidden energy sources. After test, return operating controls to neutral or off position.
- j- Warning signs and temporary barriers shall be posted at openings that could create a safety hazard to personnel, and in areas where movement or release of energy may occur.
- k- Temporary positive means to prevent movement of components affected by the work shall be installed.
- l- All equipment and flanges left open for repair or by removals shall have blanks installed. If a section shall be subjected to pressure during the repair cycle, suitable blanks, gaskets and bolting will be used to withstand system pressure.
- m- Cable ends that are disconnected shall be taped and insulated to prevent shorting or grounding in the event of accidental grounding or energizing.

6. PROCEDURE IN SEQUENCE

During lockout/tagout

No worker shall attempt to operate equipment or systems that have been tagged out.

- a- Tags are only warning devices and do not provide physical restraint.
- b- Tags shall not be bypassed or ignored. Only the person who installed a tag may remove it.

- c- Tags must be legible and understandable by all employees.
- d- Tags must be suitable for the environment and remain legible.
- e- Tags cause a false sense of security, for this reason use locks when possible.
- f- Tags must be securely attached so they are not accidentally removed.

7. PROCEDURE IN SEQUENCE

Restoring equipment to service

- a- The maintenance mechanic must make sure that all components and safety devices are in place.
- b- Assure that no tools are left in the equipment or system.
- c- Make sure other workers are out of the way and not exposed to any potential release of energy.
- d- Remove locks and energy-blocking devices.
- e- Energize the equipment and test all functions and safety devices to assure proper operation.
- f- If the system or equipment operates correctly, remove the tags and notify the foreperson.
- g- The foreperson will notify employees that the equipment is back on line.

8. TAGOUT BY MORE THAN ONE PERSON

- If more than one person is required to work on a piece of equipment, each person shall place his or her own tag or lock on the energy isolating device of the equipment.
- As stated in the above procedure, only the person who placed a tag or lock on the equipment may remove it. Therefore, the *first person* to complete maintenance work on the equipment may *remove only his or her* tag or lock and may not remove the remaining tags or locks to energize the equipment.

9. TEMPORARY REMOVAL OF LOCKOUT/TAGOUT PROTECTION

In situations when the equipment must be temporarily energized to test or position the equipment or its components, the following steps will be followed:

- a- Clear the equipment of tools and materials that are non-essential to the operation.
- b- Ensure the equipment components are operationally intact.
- c- Remove employees from the equipment area.

- d- Remove the lockout/tagout devices by the employee who installed it/them.
- e- Energize and proceed with testing or positioning.
- f- De-energize all systems and re-install all energy control measures.
- g- Verify re-installed energy control measures are effective.

10. SHIFT OR PERSONNEL CHANGE

The following steps will be followed to ensure continuity of employee protection during personnel changes, including transferring control to another contractor.

- a- All personnel involved in the maintenance or servicing activity will be notified that a transfer of personal locks/tags is about to occur.
- b- Clear all personnel from hazardous area(s) of equipment.
- c- Under the supervision of the shift supervisor or group designee, the off-going employee will remove his/her lock and tag and the on-going employee will immediately install his/her lock and tag. If an entire group or more than one employee will be transferring work responsibility, locks/tags will be removed and replaced one at a time in order of installation. All employees must be present during this exchange.
- d- When the transfer of lockout/tagout devices is complete, the effectiveness of all energy isolation devices will be verified to the satisfaction of all personnel involved.
- e- Once the effectiveness of energy isolation protection is confirmed, the service/maintenance operation may continue.

11. TRAINING

All employees, including new employees, will be trained in lockout/tagout.

- In addition to initial training, annual training will be conducted for all employees in conjunction with HAZCOM “Right to Know” training.
- Additional training will be conducted when jobs or equipment are changed or failures in the implementation of this procedure are noted.
- Training will include:
 - a- Recognition of hazardous energy sources.
 - b- The type and magnitude of the energy available in the workplace.
 - c- The methods and means to isolate and control energy.
 - d- A point by point review of the requirements of this procedure.

- e- A discussion of the importance of tags and locks to include:
 - Prohibitions relative to attempting to start or energize tagged out equipment.
 - Disciplinary action resulting from violation of this procedure.

- f- A discussion on the limitations of tags to include:
 - Tags are only warning devices and do not provide physical restraint.
 - A tag is never to be by-passed or ignored. Only the person who installed the tag may remove it.
 - Tags must be legible and understandable to all employees.
 - Tags and their attachment must be substantial to withstand the workplace conditions and must remain legible.
 - Tags give a false sense of security. Their meaning must be understood by all employees.
 - Tags must be securely attached so they cannot be accidentally removed.

- g- Records must be kept of employee training, including date, employee name and the name of the trainer.

12. AUDITS

Periodic audits (at least annually) shall be conducted and documented to ensure procedures and requirements are being met. The inspections will be conducted by someone other than those actually using the lockout/tagout in progress. Check the status of equipment undergoing maintenance. Check position of switches and valves. Look for the presence of locks and tags and verify use of the procedure. Documentation will include the date, equipment, employees and the inspector.

Observe status of equipment on a random basis during regular safety tours. Record the names of the personnel using lockout/tagout material, the equipment they are using it on, the method of isolation and the date and time observed. Maintain these records for inspection.

RETURN TO WORK PROGRAM

We are committed to returning our employees that have been injured on the job to their former or modified position as soon as medically feasible.

If you should sustain an injury, contact your supervisor immediately. Arrangements will then be made for immediate medical attention, either on the site or at the nearest health care facility.

If outside medical attention is required and you are unable to return to work the same day, please contact your supervisor or the main office with all pertinent information regarding your injury and the time you expect to remain out of work. We must report this information to our insurance company as soon as possible.

We will maintain contact with you throughout your recovery. Your position will remain open and once you have received medical clearance, you may resume your previous position or "light duty" position, as permitted by your treating physician.

Upon your return to work, we will make every effort to accommodate any restrictions deemed medically necessary. We will endeavor to develop alternative work or "light duty" assignments in conjunction with your physical capabilities. Modified work can be either full or part-time and will be specific and in writing. Work capabilities, whether normal or modified, will require the approval of the treating physician.

Restrictive duty may be required until you are capable of resuming your normal duties. This may or not be related to your normal pre-injury position.

TRAINING OF EMPLOYEES

Each new employee must receive a thorough safety and health orientation, which gives the employee the basic information about OSHA and other applicable safety rules and regulation to include the following:

- Employer/employee responsibilities under the federal/state Occupational Safety and Health Act (OSHA).
- Eye protection (mandatory as required per Face & Eye Protection (pg 28))
- Head protection (mandatory)
- Hearing protection (mandatory where designated)
- Respiratory protection (where required)
- Safety belts and lifelines
- Scaffolding (mandatory prior to using)
- Perimeter guarding
- Housekeeping
- Fire protection, including general principles of fire extinguisher use
- Injury/illness reporting
- Hazard Communication (Right to Know)
- Emergency procedures
- Evacuation
- Client requirements and procedures
- Suitable work clothing
- Trenching and excavations
- Material handling, rigging procedures and crane safety
- Ergonomics of lifting and safe lifting practices
- Electrical safety
- Fall protection (mandatory)

HAZARDOUS SUBSTANCES

Employees must be trained in three basic areas:

- The law, as it affects employees.
 - How to read an MSDS.
 - The specific toxic or hazardous substances on site to which they may be exposed.
1. The law - show the employees the Right to Know poster and read its basic features to them.
 2. How to read an MSDS - show the employees the MSDS sheets and read its basic features to them.
 3. Individual toxic or hazardous substances on site.
 - A. You must instruct each employee regarding each toxic and hazardous substance on site to which he or she is or may be exposed.
 - B. This training may be general (need not be technically precise) and by family group. For instance, discuss all epoxies and adhesives at the same time.
 - C. Training must be by a “competent individual” (Regulation 21.07:1). A foreperson is considered competent due to experience or education, provided he/she is taught what to teach under the Right to Know Law as outlined on this page.

Suggestion: Take the MSDS’s you have on site and arrange by work crew and by general family group. Then explain as described in MSDS; by name, location in workplace, first aid treatment and antidotes, proper and safe handling, health effects.

- D. Maintain a record of all training by:

Employee name and Social Security number

Date of training

Name of instructor

Topics covered, including individual MSDS’s

Employee to sign affidavit

Forward record of training to main office.

WHAT AN MSDS TELLS US

A Material Safety Data Sheet (MSDS) for a specific product describes the chemical content of that product and the potential health effects and hazards of its use.

Many of the recommendations found in the MSDS's are common sense. However, such information may be very important in assisting you in the proper use and handling of the product.

The most commonly used Material Safety Data Sheet is OSHA-174. If the MSDS is not an OSHA-174, the information contained on it will follow an order similar to the OSHA-174.

Section I - Section I notes the manufacturer's name and address, an emergency telephone number and the trade name of the product. The chemical name of the toxic or hazardous substance will be listed here.

Section II - Hazardous ingredients. To be specified by chemical identity and common name (s).

Section III - Physical Data. It is important that you understand the physical characteristics of the substance such as the temperature at which the product will boil (boiling point), its solubility or ability to mix in water or its appearance and odor.

Section IV - Fire and Explosion Data. Flammable and combustible substances can catch fire or explode. This section describes the risk of fire or explosion, equipment necessary to extinguish a fire involving the product, fire fighting procedures and usual hazards to be aware of.

Section V - Reactivity Data. Chemicals may react with each other. In a chemical reaction the effect of combining chemicals may be violent and produce dangerous by-products such as gases and solids. This section will list materials to keep away from the product and the potential result if the two come in contact with each other.

Section VI - Health Hazard Data. This section recommends exposure limits when using the product such as how long you may work with the substance without ill effects. It also describes the proper emergency and first aid procedures to care for over-exposure.

Section VII - Precautions for Safe Handling and Use. On a construction site, many things can contribute to spills and leaks such as damaged containers or mishandling. There are appropriate procedures for the cleanup of spills and leaks. This section provides recommended emergency first aid treatment for injuries caused by the substance.

Section VIII - Control Measures. Read this section carefully. You must understand the safety procedures specific to the use, handling and storage of the product. Safety equipment will be recommended here.

CRANE LIFT PLAN

Jobsite Name: _____ Date: _____

1. Crane make, model and size: _____

Counterweights to be used _____

Length of boom _____ Length of jib _____

2. Description of object to be raised: _____

3. How the load weight was obtained. If calculated, use more than one source.

Source: _____ Weight: _____

Source: _____ Weight: _____

4. If the lift is an existing item being removed or demolished, the weight is to be recalculated, taking into account all modifications including internal, as well as an allowance for scale, sediment, sludge, insulation, liquid, etc.

Source: _____ Weight: _____

Source: _____ Weight: _____

5. Description and weight of all rigging equipment and crane attachment deductions from load charts:

Block / ball: Source: _____ Weight: _____

Cable: Source: _____ Weight: _____

Rigging: Source: _____ Weight: _____

6. Total weight of object, rigging and load chart deductions: _____

7. Equipment and lift relationship

#1

#2

Crane make and model: _____

Maximum operating radius: _____

Planned operating radius: _____

Allowable load (from load chart): _____

Ratio of lift to allowable load: _____

Clearance between boom and lift: _____

Clearance to surrounding facilities: _____

Clear path for load movement checked: _____

8. Lifting and rigging equipment inspected:

Competent person: _____ Condition: _____

9. Ground stability

Soil bearing capacity: _____ Source: _____

Mats/cribbing required: _____ Size and number: _____

Are there any underground installations in need of special treatment: _____

10. Will a written Lift Plan and Lift Drawings be required for this lift? (required for Critical Lift)

Yes, attached _____ No, not required _____

11. Type of communications to be utilized and specific responsibilities of communicators:

12. What are wind and weather restrictions: _____

13. How will lift area be kept clear of unnecessary personnel? _____

14. Any special conditions that lift personnel need to be aware of: _____

15. Lift Approvals (print name)

Crane operator(s) _____

Lift Supervisor _____

Signalman name(s) _____

Rigging inspector _____

Crane inspector _____

Project Manager / Foreman _____

Date of third-party crane inspection _____

16. Critical Lift applies when:

Load exceeds 75% of load chart for crane: Yes _____ No _____

Two or more cranes / booms required: Yes _____ No _____

Special hoisting / rigging equipment to be utilized: Yes _____ No _____

Other – specify: _____

Prepared by: _____ Date: _____

POWERED INDUSTRIAL TRUCKS FORK LIFTS, PRIME MOVERS, ETC.

The purpose of this program is to ensure that operators of the above equipment have the proper training in accordance with OSHA regulation 1910.178. Each powered industrial truck operator must be competent to operate the equipment safely as demonstrated by the successful completion of the training and evaluation specified below.

Prior to permitting any employee to operate a powered industrial truck, unless in training, it will be ensured that each operator has successfully completed the training required below.

Evaluation of each operator's performance shall be conducted at least once every three years.

Each operators shall be certified to have received training as required in the below topics. The certification shall include the name of the operator, the date of the training, the date of the evaluation and the identity of the person(s) performing the training or evaluation.

All operator training and evaluation shall be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

1. Training Program Implementation:

- Trainees may operate powered industrial equipment only:
 - a- Under the direct supervision trainer described above, and
 - b- Where such operation does not endanger the trainee or other employees.
- Training shall consist of a combination of formal instruction, practical training and evaluation of the operator's performance in the workplace.

2. Training Program Content:

- Operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the equipment in the employer's workplace.
 - a- Operating instructions, warnings and precautions for the types of trucks to be operated;
 - b- The differences between the equipment and the automobile;
 - c- Location and function of equipment controls and instrumentation;
 - d- Engine or motor operation;
 - e- Steering and maneuvering;
 - f- Visibility
 - g- Use limitations, operation and adaption of forks and other attachments;
 - h- Load capacity and stability
 - i- Inspection and maintenance that might be performed;
 - j- Refueling of and/or charging and recharging of batteries;
 - k- Limitations of operations and
 - l- Complete familiarization of the operator's manual.

- Work Place Related Topics:
 - a- Surface conditions where equipment will be used;
 - b- Stability and composition of loads to be carried;
 - c- Manipulation, placement and removal of loads;
 - d- Other traffic, pedestrian or motorized where equipment will be operated;
 - e- Area restrictions where equipment will be operated;
 - f- Hazardous locations where equipment will be operated;
 - g- Ramps and slopes that could effect stability;
 - h- Enclosed areas where insufficient ventilation could cause a buildup of dangerous gases and
 - i- Any other unique or potentially hazardous environmental conditions that could affect safe operations.

3. Refresher Training and Evaluation:

- Refresher training, including an evaluation of the effectiveness of that training shall be conducted accordingly to ensure that the operator has the knowledge and skills needed to operate the equipment safely. This training in relevant topics shall be provided when:
 - a- The operator has been observed to operate in an unsafe manner;
 - b- The operator has been involved in an accident or near-miss incident;
 - c- The operator has received an evaluation that reveals that he/she is not operating the equipment safely;
 - d- The operator is assigned to drive a different type of truck or
 - e- A condition in the workplace changes in a manner that could affect safe operations.

4. Avoidance of Duplicate Training:

If an operator has previously received training in a topic specified above, and such training is appropriate to the equipment and working conditions encountered, additional in that topic is not required if the operator has been evaluated and found competent to operate safely.

**PRE CONSTRUCTION
JOB HAZARD ANALYSIS**

Page _____ of _____ Date _____ Project _____ Location _____ _____ _____	Company Name _____ _____ _____	ACTIVITY OR OPERATION 	POTENTIAL UNSAFE CONDITION, ACTION OR HAZARD 	ANTICIPATED PLAN OF CORRECTIVE ACTION
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CLOTHING REQUIREMENTS

A MINIMUM OF A
TEE SHIRT
WITH 1/4 LENGTH SLEEVES

LONG TROUSERS
BOOTS

HARD LEATHER OR STEEL TOE THAT COVER THE ANKLE

ARE REQUIRED ON ALL
ROBERT F. AUDET, INC. JOB SITES

ALSO

HARD HATS
SAFETY EYE PROTECTION

BAGGY PANTS OR WORKOUT (RUNNING) OUTFITS WILL NOT BE WORN
COTTON SHIRTS WILL BE TUCKED IN TROUSERS AND REMAIN BUTTONED

These clothing requirements are for your safety.

INTRODUCTION

Welcome to Robert F. Audet, Inc.. It is our desire to make your work experience on our job site safe and injury free.

SAFETY is performing your daily tasks in a safe manner. It is protecting people, equipment and the environment. On this job, **Safety is required!** During orientation you will be informed of the safety requirements for your job.

Prior to beginning any task, it is important to understand all of the safety considerations of the task to be performed and the necessary precautions to be taken. Before being assigned to any new job, new or repetitive, your supervisor is responsible for showing and explaining to you the safety precautions and actions that must be taken before you can proceed with the task.

You are responsible for understanding and following the safety requirements of your job, if you don't understand, **ASK**. If your supervisor fails to acquaint you with the safety requirements of the job, **ASK**. If you have physical limitations, inform your supervisor.

Accidents can be prevented, but it takes action. Attached is you copy of the General Safety Rules from our Safety Manual. This Safety Manual contains regulations in accordance with the OSHA Standards and Robert F. Audet, Inc.'s policies.

You will be issued a hard hat, respiratory protection, hearing protection and eye protection. *It is your responsibility to have these items with you at all times.*

REMEMBER----“It isn't how we can get the job done but how *safely* can we get the job done.”

Remove the below portion and keep on file

I have read this information and will abide by all the rules and regulations set forth by Robert F. Audet, Inc., and any additional safety rules and regulations that may be required on my job.

Signature: _____

Date: _____

Superintendent/Foreperson training: _____

GENERAL SAFETY RULES

1. All employees are obligated to recognize and avoid safety hazards and to take all precautions to prevent accidents.
2. Practice good housekeeping in your work area. All tools shall be properly maintained. Do not leave materials and scrap in the work area.
3. Obey all posted warning signs, such as "KEEP OUT", "NO SMOKING", "EYE PROTECTION REQUIRED" and "AUTHORIZED PERSONNEL ONLY".
4. Sliding down ropes, cables and guys is strictly forbidden.
5. Never jump from an elevated surface.
6. The handling of explosives and powder activated tools will be by authorized personnel only.
7. Use or possession of alcoholic beverages or non-prescription drugs on the job site is strictly forbidden.
8. Equipment will not be left unattended while in operation or in motion.
9. No one shall be permitted to ride on equipment unless in seats provided inside equipment cab.
10. Loose or torn clothing will not be worn around moving equipment.
11. Gasoline will not be used for cleaning hands, equipment or parts.
12. Compressed air shall not be used for blowing dirt or dust from your body or clothing or blown at another person.
13. Hard hats and safety eye protection are required along with shirts, long trousers and leather work boots which cover the ankle. Shorts, cut off shirts, sweat pants, sneakers or other light weight shoes will not be worn.
14. Use of headphones and earbuds are not permitted unless they are part of a system designed for work-related communications. Listening to music or mp3 players is not permitted on the job site.
15. Allow no machine to operate within ten feet of any power line.
16. Enter a confined space only after an air sample has been taken and proper forms filled out.
17. Only the person who tags out or locks out equipment is allowed to remove such a tag or lock from the equipment
18. Employees must be in "working" clothes and ready for work at the designated starting time.
19. Employees may take lunch breaks only during designated times and must eat in the area assigned for this while on the job site. There will be no smoking, eating or drinking while in the work area.
20. Personnel will not quit work before the time designated for the conclusion of the work shift. There will be sufficient time allocated for the removal of work clothes, decontaminations, etc.
21. Employees must report to work each regularly scheduled work day. Continued absenteeism is a violation of these rules.
22. Personnel must comply with both verbal and written instructions from a Superintendent or Safety Director.
23. While on the job site, personnel must comply with OSHA and MSHA Safety and Health Standards along with each of the safety procedures required by the company's Loss Control Program.
24. All personal work injuries must be reported to a Supervisor immediately.
25. If respirators are a requirement of the job, they will not be removed while in the work area for any reason.
26. If air sampling equipment has been attached to an individual, this equipment must be left alone and unobstructed until instructed to remove it.
27. Fighting or attempting bodily injury to another employee or Company visitor while on Company property is not permitted and is cause for dismissal.
28. Unauthorized use of or willful or wanton neglect in the care and / or use of Company property is not permitted.
29. The carrying of concealed weapons on Company property or in Company vehicles is expressly forbidden.
30. Falsifying Company records and / or reports will not be tolerated.
31. Failure to comply with required safety rules may result in disciplinary action to include termination.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Robert F. Audet, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 2883 South County Trail	Requester's name and address (optional)
	6 City, state, and ZIP code East Greenwich, RI 02818	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

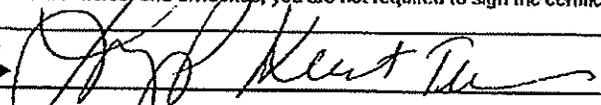
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0	5	-	0	4	5	0	8	1	2												

Part II Certification

Under penalties of perjury, I certify that:

- 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
- I am not subject to backup withholding because: (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; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 1/22/15
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/wo9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.