

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: 7550952
Solicitation Title: HVAC MAINTENANCE AND REPAIR - RI COLLEGE (33 PGS)

**Bid Proposal Submission
Deadline Date & Time:** 10/11/2016 10:00 AM

RIVIP Vendor ID #: 31492
Bidder Name: Delta Mechanical Contractors LLC
Address: 44 Wilclar Street

Warwick , RI 02886
USA

Telephone: (401) 737-3500
Fax: (401) 739-7376
Contact Name: Bruce Bookbinder
Contact Title: President
Contact Email: j.bookbinder@deltamechllc.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

corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

Disclosure details (continue on additional sheet if necessary):

SECTION 3 - OWNERSHIP DISCLOSURE

Bidders must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the bidder.

BRUCE BOOKBENDER - PRESIDENT

DAVE GREENBERG - VICE PRESIDENT

KIM BOOKBENDER - Treasurer

MICHAEL SPOONER - Secretary

SECTION 4 - CERTIFICATIONS

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

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

THE BIDDER CERTIFIES THAT:

- Y 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.
- Y 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.
- Y 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.
- Y 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.
- Y 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other



Request for Quote

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

CREATION DATE : 15-SEP-16
 BID NUMBER: 7550952
 TITLE: HVAC MAINTENANCE AND REPAIR - RHODE ISLAND COLLEGE
 BLANKET START : 01-NOV-16
 BLANKET END : 31-OCT-19
 BID CLOSING DATE AND TIME: 11-OCT-2016 10:00:00

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

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 RIC-PURCHASING
 600 MOUNT PLEASANT AVENUE
 PROVIDENCE, RI 02908
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 RIC SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
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Requisition Number: 1479658

Line	Description	Quantity	Unit	Unit Price	Total
1	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 1 - 11/1/16 - 6/30/17	1,000.00	Hour	108.60	\$ 108,600 -
2	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 1 - 7/1/17 - 6/30/18	1,000.00	Hour	111.35	\$ 111,350 -
3	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 1 - 7/1/18 - 10/31/19	1,200.00	Hour	114.35	\$ 137,220 -
4	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 2 - 11/1/16 - 6/30/17	500.00	Hour	108.60	\$ 54,300 -
5	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 2 - 11/1/17 - 6/30/18	500.00	Hour	111.35	\$ 55,675 -
6	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 2 - 7/1/18 - 10/31/19	500.00	Hour	114.35	\$ 57,175 -
7	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 3 - 11/1/16 - 6/30/17 NOTE: CORRECTION TO "UNIT OF MEASURE". UNIT OF MEASURE SHOULD BE "HOUR", NOT "EACH".	300.00	Each	108.60	\$ 32,580 -
8	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 3 - 7/1/17 - 6/30/18	300.00	Hour	111.35	\$ 33,405 -
9	MAINTENANCE SERVICES - RATE PER HOUR ON SITE - TIER 3 - 7/1/18 - 10/31/19	400.00	Hour	114.35	\$ 45,740 -
10	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 1 - 11/1/16 - 6/30/17	100.00	Hour	162.90	\$ 16,290 -
11	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 1 - 7/1/17 - 6/30/18	100.00	Hour	167.03	\$ 16,703 -
12	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 1 - 7/1/18 - 10/31/19	100.00	Hour	171.53	\$ 17,153 -
13	MAINTENANCE SERVICES - OVERTIME RATE PER	100.00	Hour	162.90	\$ 16,290 -

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



Request for Quote

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

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 RIC-PURCHASING
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 RIC SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1479658

Line	Description	Quantity	Unit	Unit Price	Total
	HOUR ON SITE - TIER 2 - 11/1/16 - 6/30/17				
14	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 2 - 11/1/17 - 6/30/18	100.00	Hour	167.03	\$16,703
15	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 2 - 7/1/18 - 10/31/19	100.00	Hour	171.53	\$17,153-
16	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 3 - 11/1/16 - 6/30/17 NOTE: CORRECTION TO "UNIT OF MEASURE". UNIT OF MEASURE SHOULD BE "HOUR", NOT "EACH".	100.00	Each	162.90	\$16,290-
17	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 3 - 7/1/17 - 6/30/18	100.00	Hour	167.03	\$16,703-
18	MAINTENANCE SERVICES - OVERTIME RATE PER HOUR ON SITE - TIER 3 - 7/1/18 - 10/31/19 PROVIDE PERCENTAGE DISCOUNT OFF MANUFACTURER'S LIST PRICE FOR PARTS & MATERIALS <u>20</u> %	100.00	Hour	171.53	\$17,153-

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

DELTA MECHANICAL CONTRACTORS, LLC



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

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

TTY: Via RI Relay 711

Lincoln D. Chafee
Governor
Charles J. Fogarty
Director

STATE CONTRACT ADDENDUM

RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

PREVAILING WAGE REQUIREMENTS (37-13-1 ET SEQ.)

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

All Prevailing Wage Contractors and Subcontractors are required to:

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

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

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

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

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

Lincoln D. Chafee
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Director

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

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

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TTY via Rf Relay 711



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Cranston, RI 02920-4407

Telephone: (401) 462-8000
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Director

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

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

CERTIFICATION

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

By: [Signature]

Title: PRESIDENT

Subscribed and sworn before me this 11th day of October, 2015

[Signature]
Notary Public
My commission expires: 6/20/2017

*An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.
TTY via RI Relay 711*



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue

Cranston, RI 02920-4407

Telephone: (401) 462-8000

APPENDIX A

TITLE 37

Public Property and Works

CHAPTER 37-13

Labor and Payment of Debts by Contractors

SECTION 37-13-5

§37-13-5 Payment for trucking or materials furnished - Withholding of sums due. -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

APPENDIX B

TITLE 37

Public Property and Works

CHAPTER 37-13

Labor and Payment of Debts by Contractors

SECTION 37-13-7

§ 37-13-7 Specification in contract of amount and frequency of payment of wages.

-(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

(1) The basic hourly rate of pay; and

(2) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.

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. Delta Mechanical Contractors, LLC	
	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 type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <u>S</u> 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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 44 Wilclar Street	Requester's name and address (optional)
	6 City, state, and ZIP code Warwick, RI 02886	
	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.

Social security number																							
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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.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ <u>2/3/16</u>
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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/fw9.

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:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. 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
 4. 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.

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

PIPEFITTER/MASTER ¹ 00006195



DELTA MECHANICAL CONTRACTO
DENNIS R MEDEIROS
140 PHENIX AVENUE
WEST WARWICK, RI 02893

JOHN SHAW
Administrator

09/30/2018
Expiration Date

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

Dennis Medeiros

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

Rhode Island
COMMERCIAL DRIVER LICENSE
Class: B License No: 7863545
Birthdate: 09-17-1962 Expires: 09-17-2018

Sex	Ht.	Wt.	Eyes	Hair	Issue Date
M	509	212	HAZEL	BRO	03-13-1992

Restrictions: HA Endorsements: N
DENNIS R MEDEIROS
140 PHENIX AVE
W WARWICK, RI 02893

Dennis Medeiros

John Shaw
DIVISION OF MOTOR VEHICLES ADMINISTRATOR

19 CDL



Rhode Island ORGAN DONOR 

DRIVER LICENSE
 Class: 10 License No. 8765385
 Birthdate: 06-18-1971 Expires: 06-18-2019

Sex	Ht.	Wt.	Eyes	Issue Date
M	600	230	BROWN	06-19-2014

Restrictions: H Endorsements:

CHRISTOPHER J MOORE
 381 WEAVER HILL RD
 COVENTRY, RI 02816

Christopher J Moore

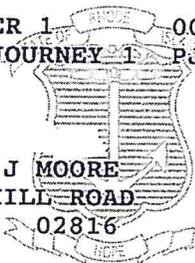
[Signature]

[Signature]

Division of Motor Vehicles Administration

DL

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

REFRIG/MASTER 1  00007899
 PIPEFITTER/JOURNEY 1 PJI

CHRISTOPHER J MOORE
 381 WEAVER HILL ROAD
 COVENTRY RI 02816

JOHN SHAW **06/30/2017**
 Administrator Expiration Date

Apprentice Transition and Recovery Certification Program
Certificate of Completion


 ACCA
 An Association of Contractors of America

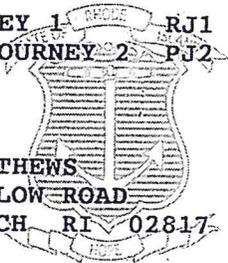

 FERRIS STATE
 UNIVERSITY

CHRISTOPHER J MOORE
 has been certified as
 Type I, II
 technician as required by
 40 CFR Part 82, Subpart F
 039460598
 Certification Number

EPA Program Approval: October 15, 1988

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

REFRIG/JOURNEY 1 ^{RI} RJ1
PIPEFITTER/JOURNEY 2 ^{PJ} PJ2



JEFFREY A MATHEWS
40 ROBIN HOLLOW ROAD
WEST GREENWICH RI 02817

JOHN SHAW
Administrator

03/31/2017
Expiration Date

Rhode Island

DRIVER LICENSE

Class: 10 License No. 9120567

Birthdate: 03-01-1975 Expires: 03-01-2018

Sex	Ht.	Wt.	Eyes	Issue Date
M	509	200	HAZEL	02-27-2013

Restrictions: Endorsements:

JEFFREY A MATHEWS

40 ROBIN HOLLOW RD
W GREENWICH, RI 02817

Jeffrey A Mathews
Rhode Island Department of Transportation



DL

OSHA



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

Jeff Mathews

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

Construction Safety & Health

D. N. Thompson
(Trainer)

12-15-07
(Date)


United Association
 Certificate of CFC Qualification
 EPA-608 Technician Certification Program [EPA-Approved 9-30-93]

ALBERT N. POLI
 ID#: 1465974169 LU#: 51
 Has been certified as required
 by 40 CFR, Part 82, Subpart F
 Type II: 05/08/2007

ALBERT N POLI
 4 WOOD HAVEN BLVD
 NORTH PROVIDENCE RI 02911
JOHN SHAW Administrator
 01/31/2017 Expiration Date

REFRIG/JOURNEY 1 R11
 State of Rhode Island and Providence Plantations
 Rhode Island Department of Labor and Training

Rhode Island ORGAN DONOR

DRIVER LICENSE
 Class: D License No: 9717108
 Expires: 01/22/2016 Birth: 01/23/2016

Sex	HL	Wt	Eyes	Issue Date
M	508	160	BROWN	01-13-2014

Restrictions: A Endorsements:

ALBERT N POLI
 1389 NEW LONDON AVE
 CRANSTON, RI 02921


 DL

Rhode Island

DRIVER LICENSE
Class 10 License No. 9294107
Birthdate 05-11-1976 Expires 05-11-2019

Sex H. Ht. 511 Wt. 225 Eyes BROWN Issue Date 06-30-2014

Restrictions: Endorsements:

ERIC L COX
26 HEROD ST
CRANSTON, RI 02921

Eric Cox



Division of Motor Vehicles
RISDP

DL



United Association

EPA Section 608
Technician Certification
[EPA-Approved 9-30-93]



ERIC L. COX

ID#: 1284334369 LU#: 51

Has been certified as required
by 40 CFR, Part 82, Subpart F

Type I: 04/09/2008

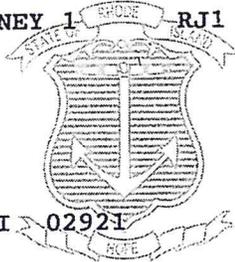
Type II: 04/09/2008

Type III: 05/19/2008

Universal: 05/19/2008

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

REFRIG/JOURNEY 1 ^{RI} RJ1



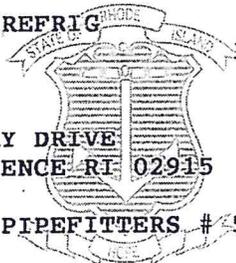
ERIC L COX
26 HEROD ST
CRANSTON RI 02921

JOHN SHAW
Administrator

05/31/2017
Expiration Date

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

PIPEFITTER/REFRIG
APPRENTICE ^{RI} 19000



E COX
11 HEMINGWAY DRIVE
EAST PROVIDENCE RI 02915

PLUMBERS & PIPEFITTERS # 51

JOHN SHAW
Administrator

12/31/2015
Expiration Date

Peter A. Rocchio

30 Rose Street, Narragansett, RI 02882 H (401) 783-8470 C (401) 286-5265
 Email PMRocchio@aol.com

PROFILE: Over 15 years experience managing multiple HVAC, plumbing, refrigeration and general construction projects ranging in contract value from \$1,000 to over \$8,000,000.

EDUCATION: Bachelor of Science, Mechanical Engineering
 University of Rhode Island, Kingston RI
 Institute of Project Management CCE Certificate
 University of Texas, Austin, TX

EXPERIENCE:

2001-Present *Delta Mechanical LLC, Warwick, RI*

1991-2001 *Marandola Mechanical, Warwick, RI*
 Project Manager / Administrator

APPLIED PROFESSIONAL SKILLS/MULTIPLE & CONCURRENT PROJECTS

- Purchasing material & equipment that meets the projects requirements including alternate manufactures that meet the specifications with cost savings.
- Negotiating contracts with subcontractors, reviewing scope and purchasing competent subcontractors that will deliver the project on time and under budget.
- Scheduling a labor force to meet the demands of the contract schedule.
- Maximizing production by monitoring the job and adding crews with demand well as pulling back in order to maximize production
- Working with the job foreman in order to establish a plan and set goals that will be met during all phases of construction.
- Expediting material and equipment deliveries in conjunction with the construction schedule to minimize materials handling and utilize equipment
- Scheduling Subcontractors and subcontractor trades as required by the contract schedule.
- Working with the Construction Management team throughout the project in order to assist in solving the many items that arise during a construction project.
- Value engineering equipment in systems to obtain similar results at a cost savings to the owner.
- Cost budget performance analysis
- Contract change orders estimating and negotiation of the cost impacts due to changes in contract scopes.
- Contract requisition billing

1989 - 1998

Estimator

Duties include estimating labor and material excess of \$15,000,000.

Select Sampling of Projects Managed 1997 - 2005

<u>Project</u> <u>Value</u>	<u>Location</u>	<u>System</u>	<u>Approx. Contract</u>
Hilton Garden Inn	Warwick RI	HVAC, Plumbing & Fire	\$1,700,000
Watson Center for Technology	Providence, RI	HVAC	\$175,100
South County Hospital	Wakefield, RI	HVAC, Plumbing & Fire	\$3,847,000
Cox Communications	West Warwick, RI	HVAC, Plumbing	\$2,009,267
EMC	Hopkinton, MA	HVAC, Plumbing & Fire	\$5,101,365
Jefferson @ Providence Place	Providence, RI	HVAC, Plumbing & Fire	\$7,600,000

Wyeth Ayrest Pharmaceutical
URI Steam plant Upgrades
Super Stop & Shop
Nordstrom
Raytheon Systems Grid, Restrooms,
Chiller & Cooling Tower
Beacon Mutual Insurance
Met Life New Kitchen
South County Hospital
Fatima Hospital
RIPTA Garage

West Greenwich, RI
Kingston RI
Newport & Narragansett
Providence, Place Mall

Portsmouth, RI
Warwick, RI
Warwick, RI
South Kingston, RI
North Providence, RI
Providence, RI

HVAC, Plumbing	\$2,400,000
HVAC, Plumbing & Site work	\$5,500,000
HVAC & Plumbing	\$1,000,000
Plumbing	\$900,000
HVAC & Plumbing	\$875,000
Plumbing	\$230,000
HVAC & Plumbing	\$140,000
HVAC & Plumbing	\$1,100,000
HVAC & Plumbing	\$2,200,000
HVAC, Plumb & Process Pipe	\$2,900,000

AFFILIATIONS:
INTERESTS:
REFERENCES:

New England Mechanical Contractors
Golf, Tennis, Running
Available on Request

MICHAEL R. SPOONER

*60 Janet Drive
Cranston, RI 02921
(401) 941-6138*

SUMMARY:

Experienced Mechanical Superintendent, General Foreman with Rhode Island State Master Plumbing License, and Medical Gas Licenses. Excellent knowledge of reading plans, and specifications for types of construction / codes, accustomed to bringing high dollar, technically complex projects in on time and on / under budget. Build strong working relationships with employees, architects, engineers, owners, fire and building code officials and all trades.

EXPERIENCE:

May 2000 – Present

Delta Mechanical Contractors, LLC

General Foreman / Superintendent

Responsible for overseeing plumbing and HVAC projects in the field, review and coordinate layout for field installation with project schedules, oversee manpower requirements, attend project meetings, schedule material deliveries insure compliance with contracts, project schedules, client satisfaction and project objectives.

Jan 1993 – April 2000

Pagnozzi Plumbing & Heating

Mechanical Foreman / Lead Mechanical Technician

Responsible for overseeing plumbing & heating projects in the field, coordinating all mechanical service calls & troubleshooting. Schedule field manpower and assist in scheduling all field issues.

Jan 1990 – Dec 1992

Spidel Textron

Boiler Plant Engineer

Responsible for maintaining plant boilers, while working at Spidel, attended New England Technical Institute in the evenings and obtained an Associates Degree in Plumbing and Heating and a certification in computers and electronics.

Jan 1988 – Dec 1989

AI Security Owner

Modern Security Co – Owner

Responsible for selling and installation of Home, Auto, and Boat security systems.

Affiliated Qualifications / Certifications

OSHA 30 certified
CPR & First Aid Certified
Confined Space Entry Certified
3M Fire Stopping Certification
Equipment Lifts and Boom Lift certified
Pass Load Equipment certified
Gas Flex installation certification
Boiler Engineers License

Significant Project Highlights

Fidelity Investments, Smithfield, RI, General Superintendent
URI Residence Dorms Plumbing, General Superintendent
URI Residence Dorms HVAC, General Foreman
URI Hope Dining Facility, General Foreman
URI Little Four Renovations, General Foreman
Peerless Building, Providence, RI, General Foreman
Providence College, General Foreman
South County Hospital, Foreman
Building 1157, Newport Navy Base, Foreman

CHRIS MOORE
464 WARWICK NECK AVE
WARWICK, RI 02889
401-536-5901
C.Moore@deltamechllc.com

LICENSED MASTER REFRIGERATION and JOURNEYMAN PIPEFITTER

PROFILE 15 Years Residential and Commercial Experience

QUALIFICATIONS Commercial Refrigeration Equipment
Commercial Air Conditioning Equipment
Rooftop Combination Heating Cooling Units
Reciprocating Compressor Chillers
Oil and Gas Boilers
Direct Digital Controls from various Manufacturers

HIGHLIGHTS OF EXPERIENCE Service and install heating and air conditioning equipment.
Responsible for the start-up and operation of various Manufacturers' pumps, fans, motors, speed drives, boilers, and air conditioning units.
Responsible for the start-up and commissioning of mechanical equipment on new construction projects. This involves working with other Trade Professionals to coordinate completion of the job.
Responsible for another associates working on the same project to ensure that they are prepared to work, have all the materials, and tools needed to complete the task.
Interact with the General Contractors, Engineers, Facilities Personnel, as well as Business Owners.

EMPLOYMENT **Service Technician for:**

Delta Mechanical, Warwick, RI	2008-Current
Johnson Controls, Norwood, MA	2006-2008
New England Systems and Controls, Pawtucket, RI	2001-2006
Northeast Energy Services, Southboro, MA	1999-2001
Royal Engineering, Warwick, RI	1992-1999

EDUCATION Associates Degree in Refrigeration, Air Conditioning, and Pipefitting
New England Tech, Warwick, RI 1990-1992

DENNIS MEDEIROS

140 Phenix Avenue, West Warwick, RI 02893

Home: (401) 828-6458 - Cell: (401) 265-7800 - d.medeiros@deltamechllc.com

PROFESSIONAL SUMMARY

Professional Project Manager bringing more than 30 years in both commercial and residential settings. Hardworking, self-motivated and dependable. HVAC and Refrigeration specialist trained in hot water heating, steam heating, water cooling and air conditioning processes. Vast knowledge base of multiple system types and controls. Skilled at communicating with vendors, team members and customers. Excellent organization skills and ability to manage multiple time-sensitive work orders.

SKILLS

- HVAC change-out procedures expert
- Commercial refrigeration knowledge
- OSHA Certification
- HVAC and refrigeration systems
- Heating principles knowledge
- Water treatment
- Troubleshooting expertise
- Diagnostic techniques
- Blueprint interpretation
- Customer-focused
- Focused on safety
- Dependable
- Organized

WORK HISTORY

02/1995 to 00/00-1

Project Executive

Delta Mechanical Contractors, LLC – 44 Wilclar Street, Warwick, RI 02886

- Investigated major malfunctions and breakdowns of heating, refrigeration and air-conditioning systems.
- Inspected and tested refrigeration systems, safety devices and controls.
- Calibrated permanent and portable environmental monitoring equipment.
- Monitored building environmental conditions, including adjusting thermostats, terminal units and mixing boxes.
- Evaluated the status of refrigeration liquids for safety and compliance purposes.
- Repaired and replaced motors, bearings and belts.
- Closed out all work orders after verifying completion and reporting any discrepancies.
- Consulted with project management during group installations.
- Filled out detailed work orders for each job completed.
- Supplied technical support to customers.
- Reviewed the work of external and internal contractors to guarantee consistency with quality and safety standards.
- Replaced bearings, pump seals and packing.
- Maintained boilers, hot water systems, gas heating equipment and food service equipment.
- Renovated plumbing and HVAC systems.
- Kept accurate records of time and materials used for each job.
- Troubleshot EMS systems and VFDs.
- Read blueprints, wiring diagrams, piping schemes and engineering specifications to diagnose and repair units.
- Surveyed building layout and gathered materials before beginning repairs.

4/1992 to 02/1995

Service Technician

Lincoln Energy – JP Murphy Highway, West Warwick, RI 02893

- Installed machinery, equipment and new and replacement parts.
- Connected and disconnected wiring, piping and tubing.
- Referred to blueprints, repair manuals and parts catalogs to diagnose and repair equipment.
- Inspected drives, motors and belts.
- Frequently diagnosed mechanical problems and determined how to correct them.
- Operated hand tools to adjust functional parts of devices and control instruments.
- Serviced systems for air handling, hydraulic, electrical, valves, circuits and pumps.
- Maintained shop, company equipment and inventory.
- Completed daily inventories of supplies and equipment.

07/1985 to 04/1992

- Followed up on all outstanding service requests.

Service Technician

Parente's Oil Service – Washington Street, Coventry, RI 02816

- Installed machinery, equipment and new and replacement parts.
- Transferred tools, parts, equipment and supplies to and from work stations.
- Connected and disconnected wiring, piping and tubing.
- Referred to blueprints, repair manuals and parts catalogs to diagnose and repair equipment.
- Maintained and repaired tools, equipment and machines.
- Maintained all building systems to protect against inefficient operation and physical deterioration.
- Frequently diagnosed mechanical problems and determined how to correct them.
- Inspected drives, motors and belts.
- Followed a routine maintenance checklist.
- Operated hand tools to adjust functional parts of devices and control instruments.
- Serviced systems for air handling, hydraulic, electrical, valves, circuits and pumps.
- Followed up on all outstanding service requests.

EDUCATION

Mechanical Engineering

CCRI-Knight Campus - Warwick, RI

CERTIFICATIONS

- Master Pipefitter license number 6195
- Gas flex installation certified
- Equipment lifts and boom lift certified
- 3M fire stopping certified
- Factory trained and certified on AC Daikin equipment
- Factory trained and certified on Mitsubishi VRF systems
- Factory trained and certified on Stulz computer room equipment

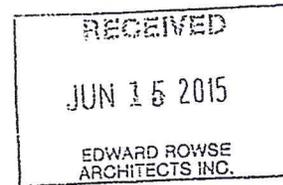
SAMPLING OF PREVENTATIVE MAINTENANCE PROJECT'S

- Rhode Island Traffic Tribunal 2 year maintenance agreement
 - Rhode Island DMV 2 year maintenance agreement
 - URI Hope Dining Hall 2 year maintenance agreement
 - Rhode State Police Headquarters 2 year maintenance agreement
 - Rhode School for the Deaf 2 year maintenance agreement
 - RI Division of Information Technology Center 2 year maintenance agreement
 - CCRI Lincoln Sprinklers 2 year maintenance agreement
 - CCRI Warwick Sprinklers 2 year maintenance agreement
-



JEFF MATHEWS

40 Robin Hollow rd.
West Greenwich, RI. 02817
401-378-3662
j.mathews@deltamechllc.com



OBJECTIVE

To secure a position in a growing and expanding company which will provide me with the opportunity to further my career growth and secure a solid future.

LICENSES/CERTIFICATIONS

Journeyman Refrigeration I
Journeyman Pipefitter II
Universal Refrigerant Recovery
Mitsubishi VRF Systems Certified
Daikin VRF Systems Certified
Stulz Precision Cooling Factory Authorized Technician
OSHA 10 Certified

EXPERIENCE

Service and installation of Commercial Heating and air conditioning systems.

Start up and operation of various manufacturers' equipment including; pumps, VFD drives, fans, boilers, AHU's, RTU's, and air conditioning systems.

Commissioning of complete HVAC systems for job completion. Interaction with third party commissioning agents.

Experience with many building management systems. (Siemens, Johnson Controls, Honeywell, Trane, etc.)

Foreman on construction projects.

Interaction with General Contractors, Engineers, Facilities Personnel as well as Business Owners.

EMPLOYMENT

- | | |
|---|--------------|
| ▪ Delta Mechanical. Warwick, RI. | 2003-Current |
| ▪ New England Systems and Controls. Pawtucket, RI. | 2001-2003 |
| ▪ J.A. Ruggieri Plumbing and Heating. Cranston, RI. | 1998-2001 |
| ▪ Air Filter Systems. Providence, RI. | 1996-1998 |
| ▪ Mechanical Systems Unlimited. Warwick, RI. | 1995-1996 |
| ▪ Dexter Brothers Oil. N. Scituate, RI. | 1994-1995 |
| ▪ Air Filter Systems. Providence, RI. | 1993-1994 |

SECTION 15: EXPERIENCE AND REFERENCES

Part B: Experience and References

15.1 Experience and References

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

Year Started: March 2012

Year Complete: On Going

Brief Description of Contract:

Provide Maintenance, Service, and Repair of all HVAC Equipment.

Company: Pannone, Lopes, Devereaux & West

Contact Person: Brian Irizarry

Telephone and Email: (401) 824-5136 BIrizarry@pldw.com

Project and Value: Repair (10) Water Source Heat Pumps \$9,500

Year Started: 2014

Year Complete: 2015

Brief Description of Contract:

Change Belts, Filters & Shivs on Air Handling Units. Clean coils, Lube Bearings, Verify control operation of entire chilled and hot water system. Re-built (8) Chilled & Hot Water Pumps.

Company: Peregrine Property Management

Contact Person: Joe Short

Telephone and Email: (401) 332-8842 JShort@PeregrinePM.com

Project and Value: \$85,000

Re-Commission & Provide Preventative Maintenance on all HVAC equipment.

Year Started: 11/2013

Year Complete: 3/2015

Brief Description of Contract:

Remove and replace (2) Data-Aire CRAC Units with (2) Liebert CRAC Units and all associated Piping & Controls.

Company: Essex Newbury North

Contact Person: Dan Sekscenski

Telephone and Email: (617) 719-2990 dansekscenski@essexnewburynorth.com

Project and Value: \$476,000

Citizens Bank DC to Lab Conversion

SECTION 16: ADDITIONAL REQUIREMENTS

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

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

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

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

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

Delta Mechanical owns and operates eight (8) services vans that are equipped with the necessary tools and equipment to perform all service work needed.

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

TBD Depending on scope of work

SECTION 17: ATTACHMENT A - PROJECT RELEVANT EXPERIENCE:

Submit on Attachment A:

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

- i. Year Started: 2015

Year Complete: 2016

Description of Contract: Furnish and install (1) chilled water AHU & Associated Pipe, Duct & Controls

Company: Oakman Enterprises

Contact Person: Tony Oakman

Telephone and Email: (774) 545-0833 anthony@oakmaninc.com

Project and Value: Verizon HVAC Upgrades \$46,500

ii. Year Started: 4/2014

Year Complete: 3/2015

Brief Description of Contract:

Furnish & Install a new Mitsubishi City-Multi Heat Pump system in three (3) buildings and all associated controls & piping.

Company: Tower Construction

Contact Person: Al Poulos

Telephone and Email: (401) 473-5624 al@towerconstructioncorp.com

Project and Value: Three Physician's Cottages Rehab \$384,000

iii. Year Started: 4/2014

Year Complete: 9/2014

Brief Description of Contract:

Remove and Replace One (1) Gas Fired Steam Boiler and all associated piping, flues & Controls.

Company: Gilbane Building Co.

Contact Person: Tony Murgida

Telephone and Email: (617) 293-6837 amurgida@gilbaneco.com

Project and Value: Oliver Hazard Perry School Phase 2
\$156,450

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

i. Year Started: 6/2015

Year Complete: 10/2015

Brief Description of Contract:

Furnish & Install Four (4) New RTUs, New Triple Duty Valves on existing Pumps, New DDC Control System for all existing equipment in the building. Re-Commissioned all New & Existing HVAC Equipment in the building.

Company: North Kingstown School Department

Contact Person: Steven Tremblay

Telephone and Email: (401) 268-6425 Stephen-tremblay@nksd.net

Project and Value:

NKHS Phase 1 HVAC Re-Commissioning
\$850,000

ii. Year Started: 5/2013

Year Complete: 4/2014

Brief Description of Contract:

Furnish & Install a complete new HVAC system for existing building. Including AHUs & Pumps, Heat Exchanger, VFD's & DDC Control System.

Company: State of Rhode Island

Contact Person: Bill Masse

Telephone and Email: (401) 529-4905 wmasse@riag.ri.com

Project and Value:

HVAC Upgrade Dept. of the Attorney General
\$658,000

iii. Year Started: 10/1/2015

Year Complete: 10/29/2015

Brief Description of Contract:

Remove & Replace existing Gas Fired Boiler with Two (2) New High Efficiency Boilers.

Company: Carpionato Group

Contact Person: Gary Ferguson

Telephone and Email: (401) 489-1612

Project and Value:

2000 Chapel View Boiler Replacement
\$50,000

Section 3.23 Licenses + Resumes

Rhode Island Licenses

RI Master Plumber – #001953

RI Master Pipefitter – #00006195

RI Master Sprinkler – #00000355

General Contractor - #34713

 **STATE OF RHODE ISLAND**
CONTRACTORS' REGISTRATION
AND LICENSING BOARD

REGISTRATION NO. 34713 EXP. DATE 04/1/15

REGISTRANT'S NAME
DELTA MECHANICAL CONTRACTORS

AUTHORIZED REPRESENTATIVE
BRUCE BOOKBINDER

DRIVER'S LICENSE #
RI 7001908

EXECUTIVE DIRECTOR
Raymond A....

master sprinkler
00000 355

Section 12

1. Executive Summary

Delta Mechanical Contractors, LLC is a union mechanical contractor located in Warwick RI. Delta Mechanical Contractors was founded in 1991 by Bruce Bookbinder. Since 1991 Delta Mechanical has completed over \$700,000,000 of work in the HVAC, Plumbing, and Refrigeration trades. Delta Mechanical Contractors prides itself on providing its clients with a high degree of unparalleled professional service and quality workmanship in a timely manner.

Delta Mechanical provides plumbing, HVAC and Fire protection contracting services for both new construction projects and the rehabilitation of existing commercial, industrial, institutional, and multi-family residential facilities. In addition, we also install ductwork, controls and insulation, however these services are provided by subcontractors to Delta Mechanical.

The management team consists of approximately 27 individuals. Bruce Bookbinder generates the leads on new business, maintains customer relationships and makes all final pricing decisions. He is active in every aspect of the business. Dennis Medeiros is Delta's is the head of Delta's service and refrigeration department.

Delta Mechanical's service division has a full time staff of talented technicians that are experienced and trained to service, trouble shoot, and repair a wide variety of HVAC and refrigeration equipment. The expertise and diversified knowledge of our service technicians allows Delta Mechanical to service a wide variety of equipment and facilities that includes residential complexes, high priority data centers, and critical health care facilities. Our talented and diversified technicians will ensure that any facility operation disruptions are minimized and problems are solved in the timeliest manner possible.

2. Offeror's Organization and Staffing

Delta Mechanical Contractors, LLC currently employs a full time office staff of 27 professional individuals and a field staff of 113 full time licensed pipefitters and plumbers and 9 service technicians that hold various certificates and licenses (see attached).

Our office staff consists of executives, project managers, assistant project managers, estimators, service and quality control manager, accounting and human resources. The majority of our talented and experienced office staff has been with Delta Mechanical for over 10 years (see attached resumes).

Our team of refrigeration and service technicians as well as any required sub-contractors will provide the necessary services that are outlined in the HVAC Maintenance and Repair Service Program. Some of the major sub-contractors that may be required include, but are not limited to, Insulation, Temperature Controls, and Testing and Balancing. Sub-contractors will vary from project to project based on specifications, scope of work, and project type.

Organizational Chart

<u>EXECUTIVES</u>	<u>PROJECT MANAGERS</u>	<u>ESTIMATING</u>	<u>ACCOUNTING/HUMAN RESOURCES</u>
Bruce Bookbinder – President	Bill Bigwood	Jeffrey Bookbinder – Chief Estimator	Allison Eddy
David Greenberg – Vice President	Robert Ledger	Josh Pomeranz	Lisa Lanoie
Kim Bookbinder - Treasurer	Gary Rianna	Ryan Benson	Cheryl Leonard
Kevin Hopkins – Safety Officer	Peter Rocchio		
	John Smith		
	Michael Spooner		
	Steven Wiseman		
	Josh Pomeranz		
	Kevin Munroe – FP		
	Fred Pucillo - FP		

<u>REFRIGERATION/SERVICE/ COMMISSIONING</u>	<u>PROJECT ASSISTANTS</u>	<u>WAREHOUSE OPERATIONS</u>	<u>RECEPTION</u>
Dennis Medeiros – Manager	Nicole Botelho	David Sirois – Manager	Joann Gyorgy
Jeff Mathews	Mathew Price	Michael Bianchi	
Chris Moore	Richard Sutton	John Halapia	
Ron Lavoie	Emerson Bookbinder		
Al Poli	Tammy Maccarone		
Jason Granier			
Steve Maymon			
Eric Cox			
Jeff Smith			
Justin Medeiros			

3. Work Plan/Approach Proposed

Delta Mechanical Contractors will be able to fulfill the requirements of this proposal by completing the following work plan. Upon receiving a call from the state for an issue at hand, Delta Mechanical will dispatch one of our technicians. After arriving at the location of the issue our technicians will diagnose the problem at hand and present it to the state. Our technician will then recommend a solution(s) to the state. Upon agreeing on a solution Delta Mechanical will then work to remedy the issue at hand in the most timely manner possible. Each issue/approach will be unique, however our diversified staff of technicians will be able to diagnose and solve any problem/issue that they may encounter.

4. Previous Experience and Background

- 1) See Attached.
- 2) References:
 - a. Ken McCabe – (401)825-2111
CCRI Warwick
400 East Ave.
Warwick, RI 02886-1807
 - b. David Snow – (401)338-3557
CCRI Lincoln
1762 Louisquisset Pike
Lincoln, RI 02865-4585
 - c. Mike Donn – (401)292-6368
Fidelity Investments
500 Salem St
Smithfield, RI 02917
- 3) Delta Mechanical is not a certified MBE, however we may be able to provide MBE on certain projects.
- 4) 10 years.



Section 16.1

1. Call Dennis Medeiros at (401) 265-7800 and explain the situation. If Dennis can't be reached two alternate contacts are:
 2. Chris Moore at (401) 536-5901
 3. Jeff Mathews at (401) 378-3662
4. Dennis will then dispatch a service technician to diagnose problem.
5. Report findings and recommended solutions to on site staff.
6. Depending on the magnitude and requirements of the repairs they will be completed in the most timely manner possible.

RI Licenses MP001953 & MF6195

44 Wilclar Street ▲ Warwick ▲ Rhode Island ▲ 02886 ▲ 401-737-3500 ▲ Fax 401-737-3518

An Equal Opportunity Affirmative Action Employer



DELTA
MECHANICAL
CONTRACTORS, LLC

Section 16.2

All Delta Mechanical Employees are OSHA 10 Certified, and all Delta Mechanical Foreman are OSHA 30 Certified. The Director of Safety for Delta Mechanical is OSHA 500 certified.

All Delta Mechanical Employees are competent persons for confined space work, however, each job/project is evaluated on an individual basis and job hazard analysis are provided for each individual case.

RI Licenses MP001953 & MF6195

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Section 16.2

SAFETY AND POLICY STATEMENT
May, 2011

To: All Delta Mechanical Contractors LLC Employees

From: Delta Mechanical Contractors LLC's President

It is the policy of Delta Mechanical Contractors LLC's Fall Protection, Inc. to prevent accidents and personal injuries and provide a safe and healthy work environment. We believe that our employees are our most important assets and that every employee is entitled to a safe and healthy place to work. Safety is one of our top priorities and we will strive to maintain safe working practices through education, training and preventative measures.

The Safety Program adopted by Delta Mechanical Contractors LLC is outlined in the attached documentation and the Company Officers, Project Managers and Field Supervisors have full authority to implement and enforce all safety rules, and my full support to carry out those responsibilities. However, as professionals in the construction industry, all of our employees should be ever mindful of the dangers inherent to their profession and follow these safe-working procedures as a condition of employment.

Frequent inspections of our work sites by our Field Supervisors and their assistants should be conducted to ensure all safety rules are being followed. Supervisors are obligated to hold weekly safety meetings on their sites with all of our employees as well as our subcontractors' safety representatives.

We expect everyone, including our subcontractors, to support and abide by the safety rules contained in this manual. Safety will be considered an equal partner with scheduling, productivity, and quality. Violators of the program will face disciplinary actions ranging from warnings and citations to dismissal.

Our concern for the safety and health of all that work on and visit our job sites is paramount. We expect every person who conducts the affairs of our company, no matter in what capacity they function, to accept this concern and its responsibility.

Safety is a team effort. The cooperation between our employees and management in the observance of this policy will ensure safe working conditions and result in accident free job sites. 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 that might occur to employees of Delta Mechanical Contractors LLC's. We expect everyone, including our subcontractors, to support and abide by the safety rules contained in this manual.

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 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 meet 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 supervisor may temporarily modify these standards to permit proper handling of a specific emergency.

DEFINITIONS

ANSI – American National Standards Institute

Approved – Complies with existing OSHA, NIOSH, and ANSI requirements, as well as other standards required the Safety Director.

Competent person – a person capable of identifying existing and predictable hazards in the working environment which are unsanitary, hazardous, or dangerous to employees. A competent person must also have the authority to take prompt corrective actions to correct these hazards. (i.e. Delta Mechanical Contractors LLC field supervisors and project managers trained and experienced in the construction industry)

Confined Space – Any enclosed space that may be or become difficult to get out of due to restricted movement or a small door.

Emergency – A sudden, unforeseen event requiring immediate action to avoid or lessen injury or damage.

Excavation – Any manmade cavity or depression on the earth's surface, including, but not limited to its sides, walls or faces.

Gross Violation – A violation so hazardous as to be immediately life or health threatening, or a violation that is willful or malicious.

Major Violation – Violation which could result in physical injury or property damage.

Near Miss – An avoided accident. An incident that could have occurred, but due to mitigating circumstances (or luck) did not occur.

NIOSH – National Institute for Occupational Safety and Health

NFPA – National Fire Protection Association

OSHA – Occupational Safety and Health Administration

Scaffolding – Any raised work deck, including staging, sky climber, etc.

Suspension – Disciplinary action consisting of removal, without pay, from a job for a specified length of time. It **does not** constitute lay off for lack of work.

Trench – A narrow excavation made below the surface of the ground, i.e., a ditch.

Trench Box – A steel box used to shore or brace the walls of a trench which can be moved along as the work progresses. Also referred to as "Trench Shield".

CODE OF SAFE PRACTICES

1. Employees shall observe and obey the safety and health requirements of the Safety Program, the Code of Safe Practices and all other established safety and health standards and regulations as are necessary to the safe and healthy performance of their work.
2. All Project employees will be subject to fair and consistent disciplinary action for policy noncompliance.
3. The possession or sale of illegal drugs, alcohol or weapons on any Project is strictly prohibited.
4. Employees must come to work on time, fit for duty and dressed in attire suitable for construction work, including shirts with sleeves, long trousers and proper work shoes. Additional protective gear requirements will depend upon the hazards associated with each task to be performed. **HARD HATS ARE TO BE WORN BY EVERYONE AT ALL TIMES WHILE ON SITE FOR THE DURATION OF EVERY PROJECT.**
5. Persons not directly involved with the on-site construction of a Project shall not enter the site unless they obtain permission from a member of the Project Staff. Visitors must wear a hard hat and comply with all other safety requirements as they apply.
6. All accidents, incidents and injuries must be reported to a supervisor immediately. Hazardous conditions and unsafe activities observed should also be reported to a supervisor so that corrective action can be taken.
7. Employees must attend a "Project Safety Review Meeting" at the start of each project and sign in acknowledging attending the meeting and sign out acknowledging completion of the project without injury.
8. Employees must attend a weekly "Tool Box Talk" Safety Meeting and sign an Attendance List.
9. Blood may contain communicable diseases. Spilled blood and exposures to blood must be reported to a supervisor.
10. Authorization from a supervisor is required for entry into confined spaces, trenches or enclosed areas that may contain a hazardous atmosphere.
11. Labels on tools, materials and chemical containers must be read before use, and the instructions for the proper use, handling and personal protective equipment required must be followed.
12. Materials, trash or other objects must not be thrown from buildings or structures. Anyone caught throwing material from upper levels will be subject to immediate dismissal.
13. Materials must not be stored within six feet of floor openings or within ten feet of open floor edges.
14. Materials on roofs and open floors must be secured to prevent them from being windblown.

31. Overhead protection structures are to be used to enter or exit a building when they are provided.
32. Areas that are separated from the main work areas by warning lines, control lines or barricades must not be entered by unauthorized employees. These areas are blocked off for safety reasons, and they may contain hazards that are not obvious.
33. A full-body harness or other approved means must be used for fall protection at unguarded floor edges, floor openings and other fall hazards where the fall distance is six feet or more. When guardrails, control lines or warning lines are temporarily removed, provisions to prevent unprotected employees from entering the area must be provided.
34. Riding on trucks and heavy equipment is permitted only where a seat has been provided by the manufacturer, and seat belts must be used when they have been provided.
35. Employees must not attempt to cross the path of a truck or a piece of heavy equipment unless eye contact is made with the operator and a "go ahead" signal is given. Employees must stay alert and keep clear of moving equipment.
36. Scaffolds must be erected, altered, used and dismantled under the supervision of a competent person.
37. A proper ladder must be used for access to a scaffold, work platform or another level. Climbing scaffold brace/frame is not permitted. When ascending or descending a ladder, employees will use the three point system, e.g. one hand and two feet or two hands and one foot must be in contact with the ladder at all times.
38. iPods, Walkmans, discmans, stereo radios and other types of personal radios may cause communication problems during an emergency and are prohibited.
39. Housekeeping must be maintained at the highest level. Clean up is required, especially for food rubbish. Left over or scrap materials must be removed.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. Pipes and piping systems are not labeled but their contents will be described in a training session.

Nonroutine tasks

When you are required to perform hazardous nonroutine tasks, a special training session will be conducted to inform you about the hazardous chemicals to which you might be exposed while performing the nonroutine task and the proper precautions to take to reduce or avoid the risk of exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Senior Field Supervisor. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisory personnel will be extensively trained regarding hazards and appropriate protective measures so that they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training program will emphasize these items:

1. Summary of the standard and this written program.
2. Chemical and physical properties of hazardous materials (for example, flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
3. Physical hazards of chemicals (potential for fire, explosion, etc.).
4. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (personal protective equipment that is required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where MSDS are located, how to read and interpret the information on both labels and MSDS and how employees may obtain additional hazard information.

The Vice President will review Delta Mechanical Contractors LLC's employee training program and give advice regarding training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be Delta Mechanical Contractors LLC policy to provide training regularly in safety meetings to ensure the effectiveness of its training program. As part of the assessment of the training program, the Vice President will obtain input from you regarding training that you receive and suggestions for improving it.

Outside contractors

Upon notification of their presence or potential presence in Delta Mechanical Contractors LLC's workplace, the Vice President will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on Delta Mechanical Contractors LLC premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the Vice President will notify these individuals of the location and availability of MSDS. Each contractor bringing chemicals on site must provide

DRUG FREE WORK PLACE POLICY

The corporation has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and clients we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal contractor we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. For these reasons, we have established as a condition of employment and continued employment with the corporation the following drug and alcohol free workplace policy.

The corporation has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on corporate paid time, on corporate premises, in corporate vehicles or while engaged in corporate activities.

In accordance with the Drug-Free Workplace Act of 1988, employees must notify the vice president of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the corporation is conditioned upon your full compliance with the foregoing drug and alcohol free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the corporation maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The corporation will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the corporation's policies and applicable federal, state or local laws.

The corporation further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of corporation issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the corporation has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

This policy represents management guidelines. For more information, please speak to the vice president.

Drug and Alcohol Free Awareness Program

In order to maintain a drug and alcohol free workplace, the corporation has established a drug and alcohol free awareness program to educate employees on 1) the danger of drug abuse and alcohol in the workplace; 2) the corporation's drug and alcohol free workplace policy; 3) the availability of any drug and alcohol counseling, rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon employees for drug abuse and alcohol violations, and violations of the corporation's drug and alcohol free workplace. Such education includes: inclusion of the company's drug and alcohol free workplace policy in this safety program and any other personnel policy publications.

FIELD SUPERVISORS' RESPONSIBILITIES

The safety of the employees under your control and the safe work practices of Subcontractors on your jobsite must be two of your primary concerns. OSHA standards as well as good work practices, require Delta Mechanical Contractors LLC to designate a "competent person" on every job. This "competent person" must be capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. A "competent person" must also have the authority to take prompt corrective actions to correct those hazards.

Field Supervisors will be Delta Mechanical Contractors LLC's designated "competent person" and shall have full authority to implement and enforce all rules and regulations and shall be responsible for safety at all times.

Field Supervisors' responsibilities shall include, but not be limited to, the following:

1. Ensuring that all work is performed in accordance with this safety program and any client specific policies and procedures and take every opportunity to prevent unsafe conditions from existing or continuing to exist; never giving permission to perform work in an unsafe manner or in violation of this safety program, or any federal, state, or local safety standard; ensuring the availability and use of all required protective equipment and proper use instructions, and ensuring that there is an adequate supply of hard hats, safety glasses, and other safety equipment on the site for visitors.
2. Ensuring that a copy of Delta Mechanical Contractors LLC's Safety Manual, Haz-Com Program, and an MSDS for each hazardous material brought to the jobsite by Delta Mechanical Contractors LLC is available at a central location on the jobsite.
3. Ensuring that all subcontractors provide Delta Mechanical Contractors LLC with a copy of their safety manual, Haz-Com Program, and a copy of their MSDS for every hazardous material that they bring on to the job site.
4. Reviewing and investigating all accidents involving our employees or any subcontractor on the site and immediately report the accident to the management of Delta Mechanical Contractors LLC's. Fill out an accident report on any accident involving Delta Mechanical Contractors LLC employees and forward it immediately to the Vice President of Delta Mechanical Contractors LLC's. If an accident results in death or the hospital admission of three or more workers, the Vice President will notify the local OSHA office.
5. Ensuring that all injuries are treated immediately and all injuries and illnesses are reported as they occur.
7. Notifying all other contractors and subcontractors when actions undertaken could adversely affect the health and safety of anyone on your jobsite.
8. Conducting **Project Safety Review Meetings** at the beginning of each project to identify all safety hazards and proper work methods with the crew. The Project Safety Review card will be signed by each member of the crew at the start of the project and at the end of the project to acknowledge completion of the project without injury.
9. Conducting **Weekly "Tool Box" Safety Meetings** as provided from the Vice President. These meetings will be held on the first workday of each week and last 5-10 minutes. The tool box forms will be signed by all in attendance. To be noted on the Weekly Toolbox Log a. the meeting's subject and b. a list of attendees
10. Inform the site's Project Manager of any violations or emergencies that are outside the scope of the Supervisor's authority.
11. Before the start of work and before leaving at the end of the day, conduct a jobsite

SUBCONTRACTOR RESPONSIBILITIES

The subcontractor's employees and supervisors will conform to all rules under the subsections of this manual entitled "EMPLOYEE RESPONSIBILITIES" and "GENERAL SAFETY RULES", and will abide by all federal, state, local and contractor regulations, as well as all safety rules and regulations outlined in this manual or required by client policies.

1. Delta Mechanical Contractors LLC is responsible for the maintenance of safe working conditions on its jobsites, and all subcontractors will comply with Delta Mechanical Contractors LLC officers' and representatives' directives.
2. Subcontractors will:
 - a. Attend a pre-construction safety meeting to understand the project's safety requirements.
 - b. Provide appropriate methods, equipment, devices, and material to assure a safe workplace. Present a copy of their company's safety manual, insurance certificate, and proof of workmen's compensation coverage to Delta Mechanical Contractors LLC's corporate office for approval prior to beginning work at the jobsite.
 - c. Provide the necessary personal protective equipment to their employees needed for any specific task and have that equipment on site and ready for use daily.
 - d. Immediately inform the Delta Mechanical Contractors LLC Field Supervisor of any accidents and all injuries to their employees and immediately investigate any accidents or incidents involving their employees.
 - f. Report to the Delta Mechanical Contractors LLC Field Supervisor any unsafe conditions brought to their attention. It is the subcontractor's contractual obligation to establish and maintain safe working conditions at the job site.
 - g. 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.
 - h. Notify all other contractors and subcontractors when your employees' actions could adversely affect the health or safety of employees of other companies.
 - i. Ensure that all work activity for the day ahead has been reviewed for safety concerns and that all safety requirements will be met.
 - j. Instruct each of their employees on the job site in the recognition and avoidance of unsafe acts and/or conditions applicable to their work environment to control or eliminate injury or illness, and will enforce all applicable safety rules on their employees.
 - k. Maintain their equipment and vehicles with regularly scheduled maintenance and repairs to keep their equipment in safe operating condition.
3. Each subcontractor will submit the name of a job site safety representative to the field supervisor prior to starting work on the job site. This representative will be responsible for the safety and health of the personnel employed by their company and its subcontractors. Each safety representative will be required to stop any and all hazardous work being performed by their employer whenever there is imminent danger to life and/or health.
4. ***All personal protective equipment must be provided by the subcontractor to its employees in all operations where there is exposure to hazardous conditions.***
 - a. All personnel, supervisors, craft, salespersons, visitors, etc., shall wear hard hats when on the construction site.
 - b. Safety harnesses and lanyards will be made available by the subcontractor to their

SUBCONTRACTOR JOBSITE SAFETY PLEDGE

Project Name: _____

Superintendent: _____

I certify that I have received a copy of the Delta Mechanical Contractors, LLC Field Safety Manual section entitled "Subcontractor's Responsibilities" and that I understand the safe work practices and procedures, which are required by Delta Mechanical Contractors, LLC I agree to abide by these practices in all work performed. I will be responsible for my employees being made aware of these required safe work practices.

Subcontractor's Signature: _____

Print Name: _____

Company Name: _____

Jobsite: _____

Date: _____

SAFETY INSPECTIONS

Walk-around safety inspections will be conducted at the beginning of each job and at least weekly thereafter.

- The inspections will be conducted by the senior Delta Mechanical Contractors LLC's employee onsite utilizing the Delta Mechanical Contractors LLC's Field Safety Audit checklist.
- The inspections will be documented and the documentation will be made available for inspection by representatives of the Department of Labor, Owners' Rep and affected employees.
- The records of the walk-around inspections will be maintained until the completion of the job.
- Completed inspection checklists will be forwarded to the Delta Mechanical Contractors LLC's Cooperate Office for review and retention.

(S) indicates Satisfactory

(U) indicates Unsatisfactory

Date of inspection/walk around																				
Tools																				
Power tools, wiring and grounding																				
Hand tools (condition)																				
Use and storage of tools																				
Personal protective equipment																				
Goggles or face shield																				
Substantial footwear																				
Hard hats																				
Gloves																				
Respirators																				
Fall protection equipment																				
Other protective clothing																				
Fire protection																				
Extinguishing equipment																				
Exits, stairs, and signs																				
Storage of flammable materials																				
Material Handling Equipment																				
Power trucks and hand trucks																				
Elevators																				
Cranes and hoists																				
Conveyors																				
Cables, ropes, chains, slings																				
Housekeeping																				
Aisles, stairs and floors																				
Storage and piling of materials																				
Wash and locker rooms																				
Light and ventilation																				
Disposal of water																				
Yards and parking lots																				
Bulletin boards																				
Only safety and health materials posted																				
Neat and attractive																				
Display regularly changed																				
Well-illuminated																				

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. Keep stairways, high traffic areas, work platforms, and ramps clear and free of debris, tools, hoses, and cords.
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. Climbing scaffolds is strictly forbidden.
5. Never jump from an elevated surface. Use ladders and stairs for access and egress.
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. Violators are subject to termination.
8. Equipment will not be left unattended while in operation or in motion.
9. Loose or torn clothing will not be worn around moving equipment
10. Gasoline will not be used for cleaning hands, equipment or parts.
11. Compressed air shall not be used for blowing dirt or dust from your body or clothing or blown at another person.
12. Hard hats and safety glasses are required along with shirts, long trousers and hard sole work boots or shoes. Shorts, cut off shirts, sweat pants, sneakers or other light weight shoes will not be worn.
13. Allow no machine to operate within ten feet of any power line.
14. Enter a confined space only after an air sample has been taken and proper forms filled out.
15. Only the person who tags out or locks out equipment is allowed to remove such a tag or lock from the equipment.
16. Employees must be in "working" clothes and ready for work at the designated starting time.
17. Personnel will not quit work before the time designated for the conclusion of the work shift.
18. Employees must report to work each regularly scheduled work day. Continued absenteeism is a violation of these rules.
19. Personnel must comply with both verbal and written instruction from a Field Supervisor or Project Manager.
20. While on the job site, personnel must comply with OSHA and Delta Mechanical Contractors LLC Safety and Health Standards along with all client specific safety requirements on the project.
21. All personal work injuries must be reported to a Supervisor immediately.
22. If respirators are a requirement of the job, they will not be removed while in the work area for any reason.
23. If air sampling equipment has been attached to an individual, this equipment must be left alone and unobstructed until instructed to remove it.
24. Fighting or attempting bodily injury to another employee or Company visitor while on Company property is not permitted and is cause for dismissal.
25. Unauthorized use of or willful or wanton neglect in the care of and/or use of Company property is not permitted.
26. The carrying of concealed weapons on Company property or in Company vehicles is expressly forbidden
27. Falsifying Company records and/or reports will not be tolerated.
28. Secure loose materials or scrap which might blow from roofs or other heights.
29. Be aware of emergency escape routes and exits

ACCIDENT/INCIDENT INVESTIGATION AND REPORTING

1. Delta Mechanical Contractors LLC Employees
 - a. Promptly report incidents or near misses that occur to supervisor
 - b. Report hazardous conditions to your supervisor
 - c. Participate in incident investigations, as needed or required

2. Delta Mechanical Contractors LLC Supervisors
 - a. Provide or arrange for adequate medical treatment for any injured employee-see Attention to Injuries
 - b. Promptly investigate any incidents or near miss incidents that occur.
 - c. Document any accident, incident or near miss using Accident, Incident or Near Miss Investigation Report and report to management immediately.
 - d. Provide all available details surrounding the accident or incident including photo documentation, measurements, witnesses, etc. Initial identification of evidence immediately following the incident might include a listing of people, equipment, and materials involved and a recording of environmental factors such as weather, illumination, temperature, noise, ventilation, etc.
 - e. Interview witnesses and collect witness statements as applicable.
 - f. Evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.
 - g. Provide recommendations to management on corrective actions to prevent recurrence of similar incidents

3. Delta Mechanical Contractors LLC Management
 - a. Participate in incident investigations
 - b. Review incident reports
 - c. Recommend corrective or preventive actions to eliminate similar incidents
 - d. Track corrective and preventive actions to ensure completion
 - e. Maintain required documentation
 - f. Required incidents must be verbally reported to OSHA within 8 hours of their discovery. Incidents must also be reported to the owner client as soon as possible, or in a timely manner (within 24 hours of incident).

Training

Employees will be trained in their responsibilities regarding accident and incident reporting during New Hire Orientation. Supervisors will receive additional training upon promotion to supervisor.

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other:	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting by hand <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other:
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? If yes, describe: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ATTENTION TO INJURIES

Workers are required to know the location and content of first aid kits. Client emergency procedures will be reviewed and emergency contact information will be posted at the job site and communicated to employees during the Project Safety Review. At least one member of the Delta Mechanical Contractors LLC field crew will be First Aid/CPR certified.

Appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes will be present at all Delta Mechanical Contractors LLC job sites.

Appropriate personal protective equipment will be provided at no cost to Delta Mechanical Contractors LLC employees.

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. The Hepatitis B vaccine will be made available to all employees that have occupational exposure at no cost to the employee(s).

All equipment or environmental surfaces shall be cleaned & decontaminated after contact with blood or other infectious materials

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

If the injury is not serious or life threatening (i.e. minor lacerations, embedded foreign bodies in the eye, minor sprains, strains, etc.) but requires medical attention, the superintendent (upon election of the injured employee) shall call the nearest urgent care facility. The employee will receive treatment and if medically cleared, he/she will be returned to the workplace either to resume work or be sent home for the rest of the day, or until such time as the local medical personnel clears the employee to return to work.

In the event of an injury that requires emergency medical treatment (i.e., severe head injury, amputation, heart attack, severe bleeding, stopped breathing, etc), the emergency rescue number will be called while first aid is administered on the site by someone properly trained and certified in first aid.

In the event of a death or hospitalization of three or more employees, the proper officials shall be notified immediately (OSHA, Project Manager, Delta Mechanical Contractors LLC officials)

Once an accident has occurred, the supervisor shall immediately fill out an Accident, Incident or Near Miss Investigation Report form. **THIS IS REQUIRED.** The form will be filled out with a complete description of the accident and shall be sent to the corporate office. See Accident/Incident Investigation and Reporting above.

Accurate records for each employee with occupational exposure will be maintained for at least the duration of employment plus 30 years. Employees will have access to a copy of the exposure control plan.

Training shall be provided at the time of initial assignment and within one year of previous training. Training records shall be maintained for 3 years from the date of training.

The company will post a copy of the establishment's summary (OSHA Form 300A) in each facility in a place accessible to employees and in a location where employees would normally look for such information. The summary covering the previous calendar year will be posted no later than February 1 and will remain in place until April 30. For employees who do not primarily report or work at a fixed site belonging to the company, or who do not report to any fixed site on a regular basis, we will satisfy this posting requirement by presenting or mailing a copy of the summary during the month of February of the following year to each such employee who receives pay during that month.

AERIAL LIFTS & SCISSOR LIFTS

Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing. A person using lifts must be trained by a "competent person".

Any use of an aerial lift must be in accordance with the requirements and limits identified in the owner's manual from the manufacturer. Develop and document appropriate workplace specific rules and procedures, where required.

The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.

The operator shall not load the vehicle/equipment beyond its established load limit and shall not move load which because of the length, width, or height that have not been centered and secured for safe transportation.

Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate passengers safely.

No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection.

Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.

The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.

Articulating boom and extensible boom platforms, designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls must be plainly marked as to their function.

Manufacturers' manuals are available and stored in the weatherproof containers on the lifts or in the mobile units.

The aerial lift must have a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when a spotter is used.

Ensure that equipment is inspected each day prior to use to determine that controls are in safe working condition. Utilize inspection checklist supplied by lift rental company or Aerial Lift Operator Checklist (see Standard Forms).

Fall arrest system lanyards must be used and attached to the anchor point on the floor of the basket or the boom of the lift. Securing the lanyard to an adjacent pole, structure, or equipment, or to the railings of the basket while working from an aerial lift shall NOT be permitted. If employees are required to leave the basket and are subjected to a fall hazard, a second lanyard must be used to ensure that fall protection requirements are continuous.

Operators shall maintain safe distances from electrical power lines, conductors or bus bars. Operators must allow for boom or platform movement or electrical line sway or sag. Operators shall follow minimum safe approach distances (MSAD). At no time will an operator position the bucket closer than 10' from any electrical source.

MSAD (Minimum Safe Approach Distance) to Energized (Exposed or Insulated)
Power Lines

Voltage Range (Phase to Phase) Minimum Safe Approach Distance

0 to 300V	10'
Over 300 to 50KV	10'
Over 50KV to 200KV	15'
Over 200KV to 350KV	20'
Over 350KV to 500KV	25'
Over 500KV to 750KV	35'
Over 750KV to 1000KV	45'

The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

Fuel caps must be in place before starting.

Liquid fuels such as gasoline and diesel fuel must be handled in accordance with NFPA standards for Flammable and Combustible Liquids.

The operator must conduct a safety / circle check of the vehicle to determine hazards.

The operator must conduct a worksite inspection.

Other Mobile Equipment

No operator shall operate mobile equipment without the protection of an enclosed cab of approved eye protection.

Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.

Delta Mechanical Contractors LLC Safety Manual

Demonstrate understanding of the visibility limitations of the vehicle, loaded and unloaded.

Demonstrate understanding of the factors that affect vehicle stability.

Demonstrate understanding of the purpose of placards, decals, and instructional markings on the vehicle.

Demonstrate the ability to survey the work area for hazards.

Demonstrate the ability to properly use a fall protection system.

Demonstrate understanding of the falling object hazards in the work area.

Demonstrate understanding of maximum vehicle capacities and vehicle limitations.

Demonstrate understanding of the proper work activities for this type of aerial lift.

Demonstrate understanding of the training requirements for authorized vehicle operation.

Demonstrate the ability to operate the lower controls safely.

Evaluator Signature	Date
Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

Evaluator Signature	Date

ASBESTOS AWARENESS

Asbestos materials are used in the manufacture of heat-resistant clothing, automotive brake and clutch linings, and a variety of building materials including insulation, soundproofing, floor tiles, roofing felts, ceiling tiles, asbestos-cement pipe and sheet, and fire-resistant drywall. Asbestos is also present in pipe and boiler insulation materials, pipeline wrap and in sprayed-on materials located on beams, in crawlspaces, and between walls.

Exposure to asbestos has been shown to cause lung cancer, asbestosis, mesothelioma, and cancer of the stomach and colon.

All Delta Mechanical Contractors LLC field technicians will be given asbestos awareness training upon hire, and periodically thereafter. The training will include:

- Known health effects of asbestos exposure
- Recognize various asbestos-containing materials (ACM)
- Procedure for reporting suspected asbestos
- Appropriate work practices in the presence of or suspected presence of ACM

Initial training will be documented on the New Hire Orientation signoff sheet. Training records will be maintained for at least one year beyond the last date of employment for each employee

Delta Mechanical Contractors LLC employees are not authorized to work in environments that contain asbestos. Accordingly, whenever an Delta Mechanical Contractors LLC employee believes, or suspects that asbestos may exist, is advised by the client of the presence of asbestos, or sees warning signs and labels that identify the material is present, they are to immediately cease work, and notify the home office. Only after the hazard has been removed are Delta Mechanical Contractors LLC employees allowed to re-enter the site to perform our work. Delta Mechanical Contractors LLC employees shall ensure that asbestos containing material and/or presumed asbestos containing material will not be disturbed.

When working on a multi-contractor worksite, if employees working immediately adjacent to a Class I asbestos job are exposed to asbestos due to the inadequate containment of such job, Delta Mechanical Contractors LLC employees shall either be removed from the area until the enclosure breach is repaired and an initial exposure assessment is performed by a qualified person.

Definitions

Asbestos-Containing Material (ACM) - means any material containing more than one percent asbestos.

Presumed Asbestos-Containing Material (PACM) - means thermal system insulation and surfacing material found in buildings constructed no later than 1980. The designation of a material as "PACM" may be rebutted following procedures specified in the standard.

Surfacing ACM - means material that is sprayed, troweled-on or otherwise applied to surfaces (such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, and other purposes) and that contains more than 1% asbestos.

Thermal System Insulation (TSI) ACM - means ACM applied to pipes, fittings, boilers, breeching, tanks, ducts or other structural components to prevent heat loss or gain and that contains more than 1% asbestos.

Class I Asbestos Work - means activities involving the removal of TSI and surfacing ACM and PACM.

CONCRETE CUTTING & GRINDING

What is crystalline silica (quartz)?

The terms crystalline silica and quartz refer to the same thing. Crystalline silica is a natural constituent of the earth's crust and is a basic component of sand and granite.

What is silicosis?

Silicosis is a disease of the lungs due to breathing of dust containing crystalline silica particles. This dust can cause fibrosis or scar tissue formations in the lungs that reduce the lungs ability to work to extract oxygen from the air. There is no cure for this disease, thus, prevention is the only answer.

What are the symptoms of silicosis?

There are several stages of silicosis. Early stages may go completely unnoticed. Continued exposure may result in the exposed person noticing a shortness of breath upon exercising, possible fever and occasionally bluish skin at the ear lobes or lips. Silicosis makes a person more susceptible to infectious diseases of the lungs like tuberculosis. Progression of the disease leads to fatigue, extreme shortness of breath, loss of appetite, pain in the chest, and respiratory failure, which all may lead eventually to death. Acute silicosis may develop after short periods of exposure. Chronic silicosis usually occurs after 10 or more years of exposure to lower levels of quartz.

Where are construction workers exposed to crystalline silica dust?

The most severe exposures to crystalline silica result from sandblasting to remove paint and rust from stone buildings, metal bridges, tanks, and other surfaces. Other activities that may produce crystalline silica dust include jack hammering, rock/well drilling, concrete mixing, concrete drilling, and brick and concrete block cutting and sawing. Tunneling operations; repair or replacement of linings of rotary kilns and cupola furnaces; and setting, lying, and repair of railroad track are potential sources of crystalline silica exposure.

What is silicosis?

Silicosis is a disease of the lungs due to breathing of dust containing crystalline silica particles. This dust can cause fibrosis or scar tissue formations in the lungs that reduce the lungs ability to work to extract oxygen from the air. There is no cure for this disease thus prevention is the only answer.

What can employees do to limit their exposure to crystalline silica?

Be sure to use all available engineering controls such as water sprays and ventilation of containment structures. Substitution of less hazardous materials can also be used.

Be aware of the health effects of crystalline silica and that smoking adds to the damage.

- Know the work operations where exposure to crystalline silica may occur.
- Participate in any air monitoring or training programs offered by the employer.
- Use type CE positive pressure abrasive blasting respirators for sandblasting. □
- For other operations where respirators may be required, wear a respirator approved

RESPIRATORY PROTECTION

Voluntary Use of Filtering Facepiece Respirators

This policy guidance is provided to assist workers that are interested in utilizing filtering facepiece respirators on a voluntary basis. Workers will be permitted to voluntarily utilize NIOSH approved filtering facepiece respirators in environments that are not otherwise harmful, for example: not oxygen deficient, not an IDLH environment, no exposure to a harmful airborne substance that exceeds levels provided for within OSHA Part 1926. This program is designed for compliance with federal worker safety and health regulations.

As you may be aware, filtering facepiece respirators are designed with three levels of efficiency and categories of resistance. The efficiency levels are 95%, 99%, and 99.97% and the categories of resistance to filter efficiency degradation are labeled N, R, and P. The class that has been assigned to the filter will be clearly marked on the filter, filter package, or respirator box. For example, a filter marked N95 would mean an N-series filter that is at least 95% efficient. The selection of N, R, and P series filters depends on the presence or absence of oil particles, as follows: N for Not resistant to oil, R for Resistant to oil, and P for oil Proof.

Even Filtering facepiece respirators have use limitations. The service life of all three categories of filters efficiency degradation (N, R, and P series) is limited by considerations of hygiene, damage, and breathing resistance. All filters should be replaced whenever they are damaged, soiled, or causing noticeably increased breathing resistance (e.g., causing discomfort to the wearer).

The R or P series filters can be used for protection against oil or non-oil aerosols. N series filters should be used only for non-oil aerosols.

Only NIOSH approved filtering facepiece respirators shall be utilized. These respirators have NIOSH stamped on the filter media or exhale valve, if equipped with one. Additionally, a NIOSH approved respirator always has two adjustment straps. These respirators shall never be altered.

Prior to using a filtering facepiece respirator the worker must consult the use limitations provided by the manufacturer of the device.

Additionally, the worker must review and sign Filtering Facepiece Respirator – Voluntary Use Statement below:

BACK SAFETY IN THE WORKPLACE

Safe Lifting Techniques.

Look over the object to be lifted. Make sure it's not too heavy or too clumsy for good balance. Stand close to the load with feet apart for good balance. Make sure footing is secure. (Lifting close gives leverage, reducing low back strain.) "Straddle" the load somewhat. Keep your back as straight as possible, allowing the curves of the spine to distribute the load weight evenly. Remember many lifting accidents occur when the load slips from the hand. Tighten your abdominal muscles, straighten your knees and stand.

LIFT WITH YOUR LEGS and BUTTOCKS MUSCLES.

Avoid quick, jerky or twisting motions. When lifting overhead use extra care. The maximum load you can lift must be lighter because you can't use your feet.

BENDING

Kneel down on one knee. Bend knees and hips, not your back. When leaning forward, move your whole body, not just your arms.

TWISTING

Kneel down on one knee. Keep your back straight. Position yourself for the best possible leverage. Use arms and legs to do the work, not your back. Know your own lifting capacity and do not exceed it. If a load is too large or bulky, get help.

Moving things the wrong way may cause not only strains or sprains, but also hernias, wounds and fractures requiring medical attention or hospitalization.

COMPRESSED GASES

Gas cylinders shall not be rolled, dropped or jarred.

The valve cap or protective devices 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.

entries. Check with the immediate site supervisor/foreman to ensure that approval for entry has been documented. **IF NOT, YOU ARE NOT TO ENTER THE CONFINED SPACE!!**

Client site specific forms should be completed. See sample Confined Space Entry Assessment and sample Confined Space Entry Permit.

ELECTRICAL SAFETY

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

Backhoes and dump bodies are to maintain a distance of at least ten feet from power lines.

Aluminum ladders are not to be used where they could contact overhead power lines during erection, use and dismantling.

GFI's

- When electricity is used, GFI's are mandatory at all times.
- Each contractor must ensure that GFI's are being used.
- All 120 volt, single phase 15 and 20 amp receptacle outlets must be protected by Ground Fault Interruption Circuitry (GFI)

Electrical Cords

- 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.
- Temporary electrical cords must be covered or elevated. They must be kept clear of walkways or other locations where they may be exposed to damage or create tripping hazards.
- Cords shall not be driven over by equipment and must be buried or covered to prevent damage.
- Splices in electrical cords must retain the mechanical and insulated properties of the original cable

Electrical Tools

- Electrical tools must have a ground pin intact, unless it is double insulated.
- All temporary electrical equipment used on the jobsite will be listed by an approved testing laboratory for specific application (Underwriters Laboratories or Factory Mutual Laboratories).

All temporary electrical installations must conform to the National Electrical Code.

TEMPORARY LIGHTING GUARDS

All temporary lighting must have guards over the bulbs. Broken and burned out bulbs must be replaced as soon as practicable.

GENERAL ELECTRICAL SAFETY MEASURES

No one shall handle electrical equipment unless qualified in accordance with NFPA 70E and authorized to do so.

No one shall work on or in proximity to energized circuits of any voltage unless adequate safety measures have been taken.

Hazardous areas must be barricaded and appropriate warning signs posted.

EXCAVATING AND TRENCHING

CALL 811 or visit www.call811.com for information about underground utility location

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.

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

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 Foreman of the jobsite.

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 qualified personnel or the jobsite Superintendent or Foreman.

If evidence of a possible cave-in or slide is apparent, all work in the excavation shall cease immediately. Work may resume only when all necessary precautions have been taken to safeguard the employees.

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

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 to each one-half foot horizontal.

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.

Water shall not be allowed to accumulate in an excavation.

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

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, nets or positioning devices.

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 on 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.

Rescue

Rescue shall be provided for on all work sites. Rescue provisions will differ depending on the type of work being performed, the location of the work and other factors that are assessed on job specific basis and are part of the Project Safety Review meeting. Provisions are to be made prior to the commencement of work to ensure for the prompt rescue of a fallen worker.

There are three types of rescue:

Self rescue – when a worker has fallen but has not suffered significant injury and is able to rescue themselves.

Assisted Rescue - when a worker has fallen, is unable to perform a self rescue but is capable of participating in a rescue performed by others.

Incapacitated Rescue - when a worker has fallen and is unconscious or otherwise unable to assist in their rescue. Under this set of circumstances a rescue team will need to perform without the assistance of the fallen worker.

Typical types of rescue may include the following:

- Calling a local rescue team. Prior to relying on this type of rescue, the employees must make contact with the rescue team, advise them of the type work that is to be performed, and obtain agreement from the rescue team that they are capable and available to promptly perform the necessary task in the event that a fall takes place.
- Performing the rescue utilizing the appropriate equipment. Certain projects will have both the necessary equipment and trained personnel available to execute a rescue. Equipment may consist of an RPD (rescue – positioning device) and remote access pole. Prior to establishing this method as the rescue procedure, the field supervisor shall ensure that the appropriate equipment and personnel are available and on site.
- Lifts. Many projects are performed with man lifts on site. A common method for performing rescue is to position the lift below the fallen worker and then raise the bucket until the worker is safely inside.

Other means of rescue are available and are to be assessed on a "by project" basis.

- Equipment maintenance and inspection requirements.
- Equipment donning and doffing procedures.
- Equipment strengths and limitations.
- Verification. The company will verify that employee training has been accomplished and is being kept up to date. The documentation will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

Refresher training. Refresher training must encompass all the requirements for initial training, and be provided whenever there is reason to believe the employee's knowledge is insufficient.

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the Fall Protection Safety Program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.
- Verification. Delta Mechanical Contractors LLC will verify that employee training has been accomplished and is being kept up to date. The documentation will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

Definitions.

- *Anchorage* - A secure point of attachment for lifelines, lanyards or deceleration devices.
- *Body belt* – A strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.
- *Body harness* - Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.
- *Competent person* – A person who is capable of identifying hazardous or dangerous conditions in any personal fall arrest system or any component thereof, as well as in their application and use with related equipment.

- *Personal fall arrest system* - A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.
- *Positioning device system* - A body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning.
- *Qualified person* - One with a recognized degree or professional certificate and extensive knowledge and experience in the subject field who is capable of design, analysis, evaluation and specifications in the subject work, project, or product.
- *Retractable lifeline* - A fall arrest device that allows free travel without slack rope, but locks instantly when a fall begins.
- *Rope grab* - A deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of an employee. A rope grab usually employs the principle of inertial locking, cam/level locking, or both.
- *Safety-monitoring system* - A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.
- *Self-retracting lifeline/lanyard* - A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.
- *Snap-hook* - A connector comprised of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object and, when released, automatically closes to retain the object. Snap-hooks are generally one of two types:
 - The locking type with a self-closing, self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection.
 - The non-locking type with a self-closing keeper which remains closed until pressed open for connection or disconnection. As of January 1, 1998, the use of a non-locking snap-hook as part of personal fall arrest systems and positioning device systems is prohibited.
- *Toe-board* - A low protective barrier that will prevent the fall of materials and equipment to lower levels and provide protection from falls for personnel.
- *Walking/Working surface* - Any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, ramps, bridges, runways, formwork and concrete reinforcing steel but not including ladders, vehicles, or trailers, on which employees must be located in order to perform their job duties.
- *Warning line system* - A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in

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.

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 chemicals extinguishers.

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

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

STORING COMBUSTIBLE MATERIALS

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

Dumpsters and other waste disposal containers and points of combustible debris accumulation should be kept away from the structure.

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 (5) gallons, in an approved 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.

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 (10) 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.

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Adequate clearance will be kept around lighting and heating units.

“NO SMOKING, MATCHES OR OPEN FLAME” signs shall be obeyed at all times.

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 and cut back one hundred (100) feet from the 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 shall be protected from freezing.

Diesel fuel tanks should be at least fifty (50) feet from a building under construction.

HOUSEKEEPING

All work areas, passageways and stairs shall be kept clean and free of hazards at all times. Materials and supplies shall be stored in locations that do not block access and egress areas and which allow for the easy cleaning of the area. Remove scrap and rubbish from the work area 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. In areas where tools or equipment might drip oil or cause other damage to a finished or unfinished floor surface, a protective cover of heavy, flame resistant, oil proof material shall be placed between the equipment and the floor surface so no oil or grease reaches that surface.

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

All hazardous wastes will be disposed of in a legal manner. No chemical will be disposed of by pouring, burying, burning on the job site.

No open burning of debris or rubbish will be permitted anywhere on the job site.

LOCKOUT/TAGOUT

Delta Mechanical Contractors LLC's does not use any equipment that requires the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. All power tools/energized equipment which Delta Mechanical Contractors LLC's employees are authorized to use/maintain are cord and plug devices

Delta Mechanical Contractors LLC employees shall contact Owner's Authorized Representative(s) BEFORE working on or near any client machines or equipment to ensure compliance with client Lockout/Tagout procedures. Utilize client specific Lockout Verification Form.

TRAINING WILL BE PROVIDED TO AUTHORIZED, AFFECTED AND OTHER EMPLOYEES, PRIOR TO WORKING ON OR NEAR ANY MACHINES OR EQUIPMENT REQUIRING LOCKOUT/TAGOUT.

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

Field personnel will comply with client specific requirements as regards personal protective equipment and clothing when working on client premises, e.g. 100% cotton safety colored long sleeve shirts in steel mill.

Selected PPE must be fitted to each affected employee.

Employee owned PPE is not permitted.

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Employee training will include when PPE is necessary, what PPE is necessary, how to properly don, doff, adjust & wear PPE, the limitations of PPE, the proper care, maintenance, useful life & disposal of PPE. Initial training will be performed during New Hire Orientation. Retraining will be conducted when the workplace changes making the earlier training obsolete, the type of PPE changes or when the employee demonstrates lack of use, improper use, or insufficient skill or understanding. Training will be documented noting employee name, training date and subject.

A hazard assessment will be performed by the field supervisor and presented to field technicians during the Project Safety Review meeting at the start of every project. The hazard assessment will indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE and will be documented on the Project Safety Review card which will be signed and dated by the Field Supervisor and all field technicians and subcontractors on the job site.

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 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.

Radios, stereos, etc. are strictly prohibited at all times.

As a general rule, hearing protection must be worn if you cannot hear someone speaking to you in a normal tone of voice.

1. Wash hands before and after each medical procedure (may use a waterless hand cleaner)
2. Wear gloves whenever there is a possibility of coming in contact with blood or other potentially infectious materials (body fluids and tissues)
3. Wear full-body gowns whenever there is a possibility of blood splashing onto the rescuer
4. Wear face masks and eye protection whenever there is a possibility of blood splashing into the rescuer's face
5. Dispose of all contaminated sharp objects in an appropriate puncture-proof container
6. Dispose of all contaminated personal protective equipment in an appropriate container marked for bio

- (iii) Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
- (iv) Place cross strips in the stacks when they are stacked more than 4 feet high.
- If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.
 - (i) Wear heavy gloves when handling reinforcing steel.
 - (ii) When bending reinforcing steel on the job, use a strong bench set up on even dry ground or a floor to work on.
 - (iii) Carefully pile structural steel to prevent danger of members rolling off or the pile toppling over.
 - (iv) Keep structural steel in low piles, giving consideration to the sequence of use of its members.
 - (v) Stack corrugated and flat iron in flat piles, with the piles not more than 4 feet high; place spacing strips between each bundle.
- Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding to or withdrawing from the stock.
 - (i) Do not remove frozen material in a manner that would produce an overhang.

General Rigging Equipment Safety:

- Inspect rigging equipment for material handling prior to use on each shift and as necessary during its use to ensure that it is safe. Remove defective rigging equipment from service.
- Never load rigging equipment in excess of its recommended safe working load.
- Remove rigging equipment when not in use from the immediate work area so as not to present a hazard to employees.
- Mark special rigging accessories (i.e., spreader bars, grabs, hooks, clamps, etc.) or other lifting accessories with the rated capacity. Proof test all components to 125% of the rated load prior to the first use. Maintain permanent records on the job site for all special rigging accessories.

Disposal of waste materials:

- Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, use an enclosed chute of wood or equivalent material.
- Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.

CHAIN FALL HOISTS

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 before each use and any malfunctions, defective parts or breakdowns will be corrected before further use. A semi-annual inspection will be conducted to ensure the crane is in good condition. A third party engineer must certify all cranes and hoists. This certification will ensure that the crane or hoist is in compliance with ANSI and OSHA standards prior to allowing its use on an DELTA MECHANICAL CONTRACTORS, LLC site.

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

All hoist hooks will have a safety latch.

Certification: The employer of the operator shall certify that each operator has been trained and evaluated as required by OSHA standards. 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 and the evaluation.

SAFETY RULES FOR POWERED INDUSTRIAL TRUCK OPERATION:

Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.

It is prohibited to place arms or legs between the uprights of the mast or outside the running lines of the truck

When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and the brakes set. Wheels shall be blocked if the truck is parked on an incline.

A powered industrial truck shall be considered unattended when the operator is 25 feet or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.

When the operator of an industrial truck is dismounted and within 25 feet of the truck and it is still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

Brakes shall be set and wheel blocks in place on any truck, trailer, or other load platform being loaded or unloaded by a powered industrial truck.

There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.

An overhead guard shall be used for protection against falling objects but does not preclude the wearing of a hard hat on a construction site.

A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.

Only approved industrial trucks shall be used in hazardous locations.

Speed shall be kept to a minimum as to allow the operator the ability to stop in a safe manner, and the truck shall be kept under control at all times.

RIGGING

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

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

Do not swing loads over the heads of people in the area. Keep people 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 REQUIRED for all personnel.

Place warning signs under work area.

Cables, chains or slings used for material handling will be inspected prior to use each day to ensure that they are safe. Defective equipment shall not be used.

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.

Chains that are to be used as a lifting device will be properly tagged.

SCAFFOLDING

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

- All bracing are installed completely.
- All locking pins are in place at each joint.
- Top rails, midrails, toeboards and end rails or 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.

Unsafe equipment or conditions must be tagged out by Competent Person, and must be complied with.

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 materials shall be removed from or obscured 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 *middle* of the frame.

All scaffolds shall be erected level and plumb on a firm base. Mud boards, metal feet and screw jacks are essential for tubular welded scaffolding. 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 horizontally every 30 feet and vertically every 25 feet.

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.

WELDING AND CUTTING

1. Always follow the manufacturer's recommendations for setting up and operating equipment, selection of tip size, and gas cylinder operating pressures.
2. Always use a regulator to reduce gas cylinder pressure to the operating pressures recommended by the equipment manufacturer. All piping and equipment must meet the standards of the Compressed Gas Association.
3. Always ensure that all connections are leak tight. Each time connections are loosened and retightened each connection should be checked with a soap and water solution (oil free soap). Do not check with flame.
4. Before "lighting up" clear out each line by letting a small amount of gas flow (separately) to remove any mixed gases that might be in the lines.
5. Never use defective, worn or leaky equipment. Repair it or take it out of service.
6. Never use acetylene in excess of 15 psi pressure. Higher pressures with acetylene are dangerous. If the cylinder is not fitted with a hand wheel valve control, any special wrench required must be placed on the cylinder while the cylinder is in service. On manifolds, one wrench for each manifold will suffice.
7. Always have an appropriate fire extinguisher in good operating condition readily available when operating welding or cutting equipment.
8. Never perform welding, cutting, brazing, or heating operations in a poorly ventilated area. Avoid breathing fumes from these operations at all times, particularly when zinc, cadmium, or lead coated metals are involved.
9. Never perform welding or cutting operations near combustible materials (gasoline cans, paints, paper, rags, etc.).
10. Always protect yourself, others present, welding hoses, gas cylinders, and flammable materials in the area from hot slag and sparks from the welding and cutting operations.
11. The welder and spectators must always wear goggles to protect the eyes from injurious light rays, sparks and hot molten metal during welding, cutting, and heating operations. Eye protection must comply with the established ANSI Standards.
12. Always wear clean, oil free clothing during welding and cutting operations. Protect the hands with leather welding gloves to avoid burns from radiation and hot molten slag. Low cut shoes and trousers with cuffs or open pockets should not be worn.
13. Never use a match or cigarette lighter to light a cutting or welding torch. Always use a spark igniter. Fingers are easily burned by the igniting gas when a match or cigarette lighter is used.
14. Ensure that the material being welded or cut is secure and will not move or fall on anyone.

27. After attaching a regulator to a gas cylinder, be sure the regulator adjusting screw is fully released (backed off in a counter clockwise direction so that it swivels freely) before the cylinder valve is opened. Never stand in front of a regulator when you are opening a cylinder valve.
28. Always open the cylinder valve slowly so that gas pressure will build up slowly in the regulator (particularly in the oxygen cylinder). Quick opening of the cylinder valve causes a build up of heat due to recompression of the gas. When combined with combustible materials, ignition and explosion may result.
29. If a leak develops in a fuel gas cylinder that cannot be stopped by closing the valve, immediately place the cylinder outside of the building away from possible fire or ignition sources in a location that is free from wind currents that might carry the gas to an ignition source.
30. Never attempt to mix gasses in a cylinder or fill an empty one from another (particularly oxygen cylinders). Mixture of incompatible gasses and/or heat caused by recompression of the gas or gasses may result in ignition and fire. Only the owner of a cylinder may mix gasses in it.
31. When a gas cylinder is ready for return to the supplier, be certain the cylinder valve is closed to prevent internal contamination and the shipping cap is in place to protect the cylinder valve. Identify empty cylinders.
32. Never use oxygen or other gasses as a substitute for compressed air in operation of air-operated tools, blowing off parts, or for ventilation purposes. The only exception to this rule is where oxygen is used to blow out port passages and talcum powder or dust from welding hoses when setting up new or old "dusty" equipment.
33. Do not attempt to do your own repair on welding equipment. Equipment that is improperly repaired can cause leaks and other hazardous conditions. Repairs must be performed by qualified repair personnel.
34. Never repair welding hose with tape. Use of tape and many hose splices can reduce the pressure to the torch and can cause hazardous conditions. Welding hose must meet the specifications of the Compressed Gas Association.
35. Use the shortest length of hose possible. Longer hoses require higher gas pressures and can be hard to handle.
36. Never use oil or grease on any part of welding or cutting equipment and never let it come into contact with oil or grease. This includes gas cylinders, work bench, regulators, torches, tips, threads on bottles, and clothes that are worn, such as jackets, gloves, and aprons. Oxygen and oil or grease can cause explosions and fire.
37. Never use a hammer on the valve cover caps to loosen them. Use a piece of wood to soften the impact and prevent sparks and damage to the cap.
38. When moving gas cylinders always roll them on their bottom edges or in a cart designed for their movement. Sliding or dragging them or rolling causes excessive wear and may

58. All welding personnel should be advised of the hazards from heating zinc, lead, cadmium, and any other substances that could cause health problems from the welding activity.

(The following apply to arc welding)

59. Chains, wire ropes, hoists, and elevators must not be used to carry welding current.

60. Leather capes should be used for overhead welding.

61. The neck and ears must be protected from the arc.

62. Conduits with electrical conductors in them must not be used to complete a welding circuit.

63. Welding shields must be used to protect other workers from injurious light rays.

64. Welding leads must be inspected regularly for damage to insulation. Only proper splicing will be authorized. There should be no splices in stinger lead within 10 feet of the stinger and the leads should never be wrapped around the body.

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" (25-250mm)	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)

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 days 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.

Steel-toe work boots or shoes shall be worn. Sneakers or light weight shoes will not be worn. Neither shorts nor sweat suits will be worn.

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

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.

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

THERMAL STRESS PREVENTION PROGRAM

Heat Stress Prevention

Work practices and exposure controls are used to reduce the risk of elevating an employee's core body temperature. These work practices and exposure controls include the following:

- Defining and adjusting employee work/rest intervals
- Monitoring for physiological signs of heat stress
- Providing cool, non-caffeinated liquids
- Establishing and implementing acclimatization schedules
- Use warm weather cooling garments

Work/rest intervals are based on PPE, employee work loads, environmental conditions (temperature, humidity, air movement), and the results of physiological monitoring. Work/rest intervals are adjusted throughout the work shift as needed and communicated to each employee at the conclusion of an applicable rest period, prior to re-entry into the work zone.

Physiological monitoring is conducted to alert employees and their supervisors to potential heat stress illness. Initial monitoring is conducted and documented at the beginning of the work shift, prior to entry into the work zone. Additional physiological monitoring is performed at the beginning and end of each rest cycle.

Physical signs and symptoms of heat stress are discussed with workers and reviewed as necessary. Employees monitor each other's actions, speech, and appearance for signs and symptoms of heat-related illness.

Cold Stress Prevention

Work practices and exposure controls are used to reduce the risk of lowering an employee's core body temperature. These work practices and exposure controls include the following:

- Defining and adjusting employee work/rest intervals
- Monitoring for physiological signs of cold stress
- Providing warm liquids
- Providing warm, sheltered rest areas
- Providing and requiring the use of warm garments or other PPE

Work/rest intervals are based on PPE, employee work loads, environmental conditions, and monitoring results. Work/rest intervals are determined by the SSHO and communicated to workers. Work/rest intervals are adjusted throughout the work shift as needed and communicated to each worker at the conclusion of an applicable rest period, prior to re-entry into the work zone.

SEVERE WEATHER

The following procedures are intended to prepare the project site for severe weather conditions. Since severe weather may be reasonably anticipated to occur during the duration of the project, yet without significant advance warning, all work activities and job site conditions must be planned with a concern for emergency preparations.

Each contractor shall insure that field and storage trailers, including his lower-tier contractors' are anchored in accordance with the manufactures instructions.

Upon notification of a Severe Weather Watch by the U. S. Weather Bureau (<http://www.nws.noaa.gov/>) the following actions are to be initiated.

Alert - Issued 5 days out

Create awareness on the job site that a potentially threatening storm exists and may impact the job site, which will require site preparations by workers. Determine the special needs of site personnel. In the event that the alert progresses to a watch or subsequent warning, some personnel may not be available due to personal considerations. It will be necessary to identify what key person(s) and workers will be available to assist with final preparations before the storm. The storm may impact site on a Monday, will personnel be available
Contact local authorities and provide emergency telephone numbers for key personnel.

Evaluate job progress:

- a) Which stages of construction will be completed prior to storm;
- b) What stages of construction can be postponed until after the storm;
- c) What stages of construction must be safe guarded prior to the storm;
- d) What deliveries of unessential materials can be deferred until threat passes;
- e) Are there cranes on site? What precautions must be taken (e.g. booms lowered and secured, dismantled, or leave erected and free to weather vane)?
- f) Is there scaffold on site? What precautions must be taken (e.g. add tie connections, dismantle scaffold, or leave erected after removal of weather protection and planks)?
- g) Will flood susceptible areas be exposed?
- h) How will area be protected?
- i) Put all contractors on notice concerning the storm alert, begin to coordinate site preparations. Procure necessary materials for site preparation, i.e. bracing material, plywood, banding equipment, tarps, mops, sand bags, sand, etc.
- j) All materials shall be secured to prevent them from becoming air borne during high winds. Particular attention needs to be given to picking up scrap materials, and hauling or covering trash containers. Identify temporary site utilizes: Gas lines, electric lines. Should they be turned off? Have they been properly protected against wind or struck-by hazards? Is there equipment in area can be moved to prevent contact during high wind event?
- k) Assess and identify supply: Generators may be needed to provide temporary power for rescue or clean-up activities. Fuel sources shall be adequate, secured and protected from struck by hazards, and placed within secondary containment above the flood zone.
- l) Battery powered area lighting (Wobble Lights), sufficient flashlights, batteries, and bulbs shall be provided to assigned emergency response personnel. A supply of fresh batteries shall be maintained at the project for use in an emergency response.
- m) Assess PPE supply (e.g. raingear, boots, gloves, etc). Assess potable drinking water.

WARNING - Issued 24 Hours Out

It is essential that all storm preparations be completed at this point.

Disconnect temporary site utilities: Gas and Electric.

Ensure that supplies and material are secured in location above flood elevation.

Remove any critical construction documents or office equipment (laptops).

Final inspection of job site security controls (fencing, gates, web cam, lighting, etc.).

Note: Severe weather or natural events may develop so rapidly that a site evacuation is not possible, for example: earthquake, thunderstorm or tornado.

When a severe weather warning is issued by air horn or other means, immediately:

1. Stop work
2. Lower suspended loads, equipment booms and attachments (if possible), turn- off equipment and tools.
3. Secure loss objects (if possible).
4. Consider the following when you Shelter in place: Seek small interior rooms on the lowest floor and without windows, Seek hallways on the lowest floor away from doors and windows, and Seek rooms constructed with reinforced concrete, brick, or block with no windows. Stay away from outside walls and windows Use arms to protect head and neck. Remain sheltered until the threat is announced to be over.

Post Incident Response

Evaluate the integrity of the structure(s).

Inspect utilities (gas lines: undermining, or washed away supporting soils; electric lines: downed lines, fallen trees, contact with equipment or structure) prior to returning to service. Be careful moving through debris fields and flood water that may be contaminated.

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