Jobsite Safety Manual

References

For more detail description of processes and Programs Governed by the following: Avetta #250089468 and ISNetworld #400-513552 see Axcon, Inc. Safety Manual.

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1 Axcon, Inc. Responsibility

It is Axcon, Inc. responsibility to conform to all local, regional, state, and national safety and health requirements. Supervisors are to ensure that all employee's:

- ∀ Perform all assigned tasks or duties in a safe manner.
- ∀ Perform only those tasks for which they were trained, qualified, and authorized to perform.
- ∀ Are made aware of workplace hazards, emergency procedures, and how to report potential hazards to Axcon, Inc. management.
- ∀ Comply with all Axcon, Inc. safety rules and procedures for all tasks being performed.
- ∀ Use applicable Personal Protective Equipment (PPE).
- ∀ Report all mishaps and injuries occurring on job site to Axcon, Inc. management.
- ∀ All sub-contractors will be required to meet all Axcon, Inc. Safety Policies

2 Procedures

2.1 Hazard Communications

1) Axcon, Inc. will provide employees with the appropriate listing of hazardous materials and safety precautions to be used in and around the work area.
2) The supervisor will inform employees of any hazardous material, including Liquefied Petroleum Gas (LPG), brought onto a Axcon, Inc. job site. A Safety Data Sheet (SDS) for each hazardous material mustbe provided and kept on site for inspection.
3) Axcon, Inc. will provide training to its employees within the guidelines of the Hazardous Communication Program before the subcontractor or any of its employees perform tasks on a job site.
4) The supervisor is responsible for cleanup and disposal of all hazardous material or hazardous waste releases.

2.2 Safe Work Practices Equipment

1) All equipment, including all PPE, must be in a good state of repair.
2) All equipment and machinery must have all safeguards in place before operating.

2.3 Housekeeping

1) All liquid spills must be promptly and properly cleaned up.
2) All debris must be picked up and placed in the proper receptacle.
3) All exits, walkways, and stairs are to be always kept clear.
4) Under no circumstances will on-site disposal of hazardous waste be performed.

2.4 Fire Prevention

1) The supervisor shall ensure that all employees are familiar with the site's Fire Prevention Plan.
2) Gasoline, fuels, and other flammable liquids shall be stored in U.L.-approved safety containers supplied by the subcontractor. Those containers will be properly labeled with their contents.
3) All gasoline and diesel equipment must be shut off while being fueled.
4) All compressed gas cylinders shall be stored and transported with the valves in an upright position and with the protective caps in place. Empty cylinders shall be capped, tagged, and segregated from full cylinders.
5) Low flash point solvents (gasoline, acetone, etc.) will not be used for cleaning purposes on equipment or tools.
6) Oily rags and other flammable waste must be disposed of in U.L.-approved containers to be supplied by the subcontractor.

2.5 Personal Protective Equipment

The employee will comply with all Axcon, Inc. safety rules and regulations regarding Personal ProtectiveEquipment while on job site including, but not limited to, the following:

1) Ensuring that proper PPE is being used for the task being performed.
2) Ensuring that the PPE fits the situation and is being used in the proper manner.
3) Ensuring that the PPE is available to all employees on the job site.

2.6 Lock out/Tag Out

Axcon, Inc. shall not shut off any power without the prior authorization of Client's management Team.

2.6.1 Introduction

You, the operator, or a mechanic, may periodically perform maintenance or repairs on Conveyors and Equipment. While work is in progress, the Conveyors on which the work is to be performed shall be shut down. All power sources must be turned off and, if possible, severed in order to eliminate the possibility that the conveyor will be restarted by someone else or accidentally by yourself, while you or someone else is working on it.

2.6.2 Purpose

This lock out/tag out procedure establishes the minimum requirements. It shall be used to isolate the Conveyor and Equipment from all potentially hazardous energy (electricity, air, and hydraulics) to ensure the machine is "locked out and tagged out" before anyone performs service or maintenance on the machine/conveyor.

2.6.3 Responsibility

All jobsite personnel shall comply with this lock out/tag out procedure. Only authorized personnel (the owner of the conveyor, equipment or machine, or an authorized mechanic) are authorized to perform lock out/tag out in accordance with this procedure.

2.6.4 Sequence of Lock Out/Tag Out Procedures

The following steps shall be performed in the sequence listed when the conveyor and equipment is to be either locked-out or tagged-out, and the authorized person performing the lock out/tag out must perform each step.

1) Notify all employees who may be potentially affected by the repair or maintenance.
2) Install a lock out/tag out device or tag and remove or disconnect all power sources.
3) If there is more than one mechanic/electrician working on conveyor or piece of equipment at the same time, all mechanics or electricians need to Lock out / Tag out using his own Lock out/Tag out tag.

2.6.5 Restoring Conveyors or Equipment to Service

The conveyor and equipment shall be returned to service and the lock out/tag out mechanisms removed only by the same authorized person who placed the lock out/tag on the mechanisms. The following steps shall be taken:

1) The authorized person who performed the lock out/tag out procedure shall check the area around the conveyors and equipment to make sure area is clear of all debris.
2) The authorized person who performed the lock out/ tag out of the conveyors and equipment shall ensure that all guards have been reinstalled to their proper place.
3) The authorized person who performed the lock out/tag out of the conveyors and equipment shall verify that all is ready to be re-energized.

Remove the lock out/tag out mechanisms or tags and re-energize the conveyors and equipment.

2.7 Personal Conduct

Axcon, Inc. employees, while on a job site, shall be governed by the same rules of conduct as other trades employees on job site. Outlined in the subsequent policies, along with, but not limited to, the following:

1) Any employee under the influence of alcohol or drugs will not be permitted anywhere on a Axcon, Inc. jobsite.
2) Possession of any alcohol or drugs will not be permitted anywhere on a Axcon, Inc. job site.
3) Firearms may not be brought onto Axcon, Inc. job sites either on a person or in a vehicle.
4) Smoking shall be in designated smoking areas only.
5) Unprofessional conduct will not be tolerated.

2.8 Vehicles (Personal and Company)

2.8.1 Personal Vehicles

1) All personal vehicles are to be parked in designated areas only.
2) There will be no vehicles permitted to park overnight on job sites without prior Axcon, Inc. management approval.
3) Personal vehicles are never to be taken into restricted areas.

2.8.2 Company Vehicles

1) Company vehicles shall be allowed only in those areas designated by Axcon, Inc. management.
2) The supervisor shall be responsible for all permits and passes for company vehicles needing access to restricted areas.
3) Company vehicles shall not park in the designated parking area for personal vehicles.

2.9 Respirable Crystalline Silica Standard

OSHA - 1926.1153 Respirable crystalline silica.

This section applies to all occupational exposures to crystalline silica in construction work, except where employee exposure will remain below 25 micrograms per cubic meter of air (25µg/m3) as an 8-hour

time-weighted average (TWA) under any foreseeable conditions. To mitigate all employees' risk, Axcon, Inc. requires all subcontractors to use a hammer drill equipped with commercially available shroud or cowlingwith dust collection system. The subcontractor shall operate and maintain tool following the manufacturer's instructions to minimize dust emissions.

Dust collector must provide the airflow recommended by the tool manufacturer, or higher, and have a filter with 99% or higher efficiency and a filter-cleaning mechanism. A HEPA – filtered vacuum must be used when cleaning holes.

2.10 Axcon, Inc. Fall Protection Program

2.10.1 Purpose

Axcon, Inc. has adopted a Fall Protection Program ("Protection Program") to eliminate fall accidents for Axcon, Inc. employees and subcontractors. This written Protection Program establishes procedures to identify, evaluate, and control falls from elevations for all Axcon, Inc. job sites. This Protection Program focuses on orientation, training, and enforcement to ensure fall protection guidelines are implemented and adhered to by all Axcon, Inc. employees.

Axcon, Inc. management and supervision, will be responsible and accountable for ensuring the success of the program by integrating this program into the way of doing business at Axcon, Inc. job sites.

2.10.2 Goal

The goal of this Protection Program is to eliminate all falls from elevations by identifying and eliminating existing and potential fall exposures.

2.10.3 Responsibility

Axcon, Inc. management and supervision are responsible for supporting and enforcing this program to ensure compliance by all personnel at a Axcon, Inc. job site. Project management personnel are responsible for pre-planning safety into the job by identifying and predicting potential fall exposures both during the pre-implementation phase and during implementation at the job site.

Personal fall protection systems shall only be used as a backup method to primary fall protection systems, such as guardrails, or when there is no other feasible or practical means for safely accomplishing the work.

2.10.4 Accountability

Axcon, Inc. management and supervision shall be accountable for the safety of job site personnel. Job site supervision is directly responsible for using Axcon, Inc. Protection Program to control falls from elevations. All management teams involved in a project shall have the goal of zero fall- related accidents for each Axcon, Inc. jobsite.

2.10.5 Pre-Task Safety Analysis

Supervisor must analyze all elevated tasks prior to assigning work to determine all existing and potential fall protection needs and to ensure adequate fall protection systems are provided.

2.10.6 Employee Training

Pre-task safety instruction must be given to each person assigned to work in elevated areas prior to commencing work activities. New hire safety orientation training must be conducted for all new hires

immediately upon the beginning of employment. The orientation shall include the Axcon, Inc. Fall ProtectionProgram policy, procedures, and work rules. Weekly tool box safety meetings will be held with all field crews. Fall protection must be included in these meetings on a regular basis or when an upcoming work assignment may involve unusual or non-routine fall exposure. Written documentation of all employee training shall be kept on file at the job site.

2.10.7 Procedures

Per OSHA standards, all employees with potential fall exposure will be required to have fall protection in place and in use.

Fall protection choices shall include, but are not limited to:

- Guardrail Systems
- Safety nets
- Full body harnesses
- Monitoring systems
- Retractable lifelines and lanyards; and/or
- Vertical and horizontal lifelines

Personnel working or traveling on powered work platforms or personnel lifting/hoisting devices shall also properly secure their safety lanyards.

Fall protection devices such as lifelines, safety harnesses/lanyards, etc. shall be inspected as required by the manufacturer's safety procedures for damage or deterioration. Defective equipment shall be removed from service and repaired or destroyed. Fall protection devices subjected to shock loading imposed during fall arrest shall be removed from service.

All personnel fall protection equipment must meet minimum requirements of OSHA.

All contractors and subcontractors shall be responsible for supplying their own fall protection systems and/or equipment. Upon request, subcontractors shall provide to Axcon, Inc. any safety inspections or program results related to such equipment.

2.10.8 Subcontractor Fall Protection Programs and Training

Subcontractor shall demonstrate in writing that all subcontractor employees have been trained in fall protection.

If subcontractor does not provide an adequate fall protection plan prior to mobilization, subcontractor must comply with Axcon, Inc. Fall Protection Program at subcontractor's sole expense.

Subcontractor's compliance with Axcon, Inc. Fall Protection Program must include provisions for enforcementin each subcontractor's agreement.

3 Policies

3.1 Sexual Harassment Policy

3.1.1 Purpose

Axcon, Inc. is committed to providing a work environment that is free from harassment. Axcon, Inc. strictly prohibits harassment of any kind; including harassment based on sex (including pregnancy, genderidentity and sexual orientation), genetic information, race, color, national origin, age, religion, disability, marital status, registered domestic partner or civil union status, parental status, military status or status as a protected veteran, or any other characteristic protected by applicable state, federal, or local law or regulation. This policy applies to all Axcon, Inc. employees, managers, and management, as well as third parties doing business with Axcon, Inc. including Supplier Partners, Clients, contractors, and consultants.

All forms of harassing conduct are prohibited by this policy. The most common forms of harassment prohibited by this policy include, but are not limited to:

- ∀ Verbal Conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- ∀ Visual Conduct such as derogatory and/or sexually oriented posters, photography, cartoons, emails, notes, computer graphics, drawings, or gestures.
- ∀ Physical Conduct such as assault, unwanted touching, blocking normal movement or interfering with another person because of sex, race, or any other protected basis.
- ∀ Retaliation for having reported or threatened to report harassment or another violation of this policy, for assisting another to make such a report, or for participating in an investigation.

3.1.2 Sexual Harassment

Sexual harassment in any form is strictly prohibited. Sexual harassment occurs when submission to or rejection of unwelcome sexual conduct is used as a basis for employment decisions, or when submission to sexual harassment is a condition for receiving employment benefits, promotions, raises, or any other type of employment action.

Sexual harassment also occurs when unwelcome sexual conduct unreasonably interferes with job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences. The following is an illustrative, not an exclusive, list of examples of conduct prohibited by this policy:

- ∀ Unwanted sexual advances.
- ∀ Making or threatening reprisals after a negative response to sexual advances.
- ∀ Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- ∀ Verbal comments that include making or using derogatory comments, epithets, slurs, or jokes.
- ∀ Verbal sexual advances, propositions, or continued unwelcome invitations or attention.
- ∀ Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene email, letters, or notes; or
- ∀ Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Sexual harassment includes conduct by women directed at or against men, by men directed at or against women, and between members of the same sex and/or gender.

3.1.3 Reporting Harassment

If any employee, contractor, or consultant experiences or witnesses any conduct in the workplace in violation of this policy, the individual must report it immediately to his or her Resource Manager, Axcon, Inc. Human Resources Department.

Employees can raise concerns and make reports without fear of reprisal or retaliation. Axcon, Inc. does not retaliate against individuals who report violations of this policy, who assist others to report violations, orwho participate in investigations under this policy. Further, Axcon, Inc. will not tolerate retaliation by anyoneelse, including management, employee's, co-workers, or third parties. Any acts of retaliation shall be handled by disciplinarily action, up to and including termination.

Axcon, Inc. will conduct a prompt and thorough investigation of all complaints made in good faith, and willkeep the matter as confidential as possible, consistent with the needs of a thorough investigation.

Any supervisor who is informed or becomes aware of conduct that may violate this policy must immediately advise Axcon, Inc. Human Resources Department so the issue can be investigated in a timely manner. Anyone found by Axcon, Inc. to have violated this policy (including a supervisor who fails to report potential violations of this policy) will be subject to disciplinary action, up to and including termination ofemployment. Individuals who engage in unlawful harassment may also face personal liability in a civil lawsuit or other legal proceeding. Axcon, Inc. will take all reasonable steps to remedy the effects of harassment and prevent further harassment.

3.2 Drug and Alcohol Abuse Policy

3.2.1 Purpose

Axcon, Inc. has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of all job site personnel and to the security of the Company's equipment and facilities, as well as our Clients, Supplier Partners, and others with who Axcon, Inc. does business. Axcon, Inc. will comply with all applicable laws and regulations relating to drug and alcohol use, including but not limited to the Drug-Free Workplace Act of 1988, as amended.

3.2.2 Drug and Alcohol Abuse

Any job site personnel violating Axcon, Inc. Drug and Alcohol Abuse policy will be subject to investigation. If Axcon, Inc. confirms that such a violation exists, the violating employee or subcontractor may be subject to disciplinary action, up to and including termination. In addition, Axcon, Inc. may elect to notify the appropriatelaw enforcement agencies of the violation.

The following work rules apply and will be enforced uniformly for all job site personnel:

- All job site personnel are prohibited from conducting their work under the influence of alcohol or illegal drugs.
- All job site personnel are prohibited from conducting their work while abusing prescription drugs, or while using prescription drugs not prescribed to the employee.
- All job site personnel are prohibited from using, selling, possessing, distributing, or manufacturing illegal drugs on company property (including company vehicles) or while performing company business.

- Any job site personnel being treated with a drug or controlled substance that might adversely affect their ability to perform their work must provide a written statement from their doctor. Only the person for whom a prescription drug is issued can bring that medication on company property. In order to ensure the safety of all parties, any employee currently under the care of a qualified/licensed physician who is currently using a valid drug prescription, which has the reasonable potential to negatively affect the Associate's job performance, is expected to notify their supervisor and/or the Human Resources department prior to starting their assigned job duties and permit Axcon, Inc. to conduct appropriate medical professional follow-up or assessment.
- Any job site personnel convicted of violating a criminal drug statute in the workplace must notify the company within five (5) days of the conviction.
- Any job site personnel who violate this policy are subject to applicable federal and state laws.
- Any job site personnel who report to work at any time under the influence of alcohol or illegal drugs will be removed from the workplace and/or disciplined, up to and including termination.
- Any job site personnel who use or possess any illegal drug, including marijuana, while on company property or while on company business will be removed from the workplace and/or disciplined, up to and including termination. Illegal activity will be reported to appropriate law enforcement officials and government agencies (i.e., purchase, dispense or possession of illegal drugs).

4 Jobsite Safety Rules

1) Access to this site is restricted to employees and those approved by Axcon, Inc.
2) Use and/or possession of intoxicants, alcohol, or drugs are strictly prohibited.
3) All employees and visitors shall always wear hard hats in those areas of the job site where hardhats are required.
4) Safety Shoes or Boots are required on all projects. The type of protective footwear required may vary from job-to-job depending on the Client or General Contractors requirements. Example: Steel toed shoes may be required at a site or non-conductive footwear at another location. No tennis shoes, sneakers, or other athletic-type footwear are allowed on any Axcon, Inc. job sites.
5) Long pants and shirts with 4” minimum sleeves are required at all times.
6) Eye protection, ear protection, and respiratory protection devices will be worn when required.
7) Full body harness, shock-absorbing lanyards, or other fall protection measures will be utilized when working at unprotected heights of six (6) feet and above.
8) No glass containers allowed onsite.
9) No radios, tape decks, or earphones allowed onsite.
10) Only authorized personnel are permitted to operate equipment and/or vehicles.
11) All machinery must always have operable backup alarms.
12) No riders on equipment. Seat belt use is always required.
13) Only trained, qualified operators will use power-actuated tools.
14) All ladders will be secured, top and bottom. Always face ladders when going up or down.
15) All holes shall be covered, and unsecured edges are to be always protected by safety railing or cable.
16) Flammable liquids must be kept in approved containers.
17) Be alert for chemical safety hazards on the jobsite.
18) A complete first aid kit is available in the field office.
19) Report all accidents, unsafe conditions and/or practices to Axcon, Inc. Supervisor.

5 Enforcement

All Axcon, Inc. job site personnel/subcontractors are responsible for complying with all safety rules and regulations. Failure to abideby the rules herein will result in the following:

- ∀ First Offense – Written warning provided to subcontractor and affected personnel, personnel failing to abide by the safety rules subject to suspension from job site.
- ∀ Second Offense – Fine for the subcontractor and personnel failing to abide by the safety rules subject to suspension from job site.
- ∀ Third Offense – Fine for the subcontractor and personnel failing to abide by the safety rules subject to TERMINATION from job site.

A record of all fall protection offenses shall be maintained in writing on the job site. Any employee on the job site found tampering with and/or damaging any fall protection systems, will be removed from the job site.

5.1 Safety Violation Fines for Job Site

VIOLATION (All fines are per incident)	Set Fine
Worker not being adequately protected by fall protection. (Platforms or modules).	US$250
Worker using ungrounded cord-connected extension cords, electrical equipment, or tool.	US$150
Worker failing to wear protective headwear.	US$150
Worker failing to wear protective footwear.	US$150
Worker failing to wear eye protection.	US$150
Worker failing to use provided protective respiratory equipment.	US$150
Operator leaving the controls of machine unattended.	US$150
Worker not wearing adequate PPE while using fastening tool, grinder, impact gun or drill.	US$150
Worker not wearing eye protection while using fastening tool.	US$150
Worker failing to wear full body harness connected to fall arrest system while on suspended equipment.	US$150
No proof of training (immediate back charge); fine is per each ticket missing.	US$150
Housekeeping (debris in area that may endanger other workers).	US$250
Failure to install or removal of guardrails/handrails/hole openings; fine is per each item missing.	US$250 ea.

VIOLATION (All fines are per incident)	Set Fine
Not complying with duties of worker; use or operate any equipment, machinery, device or tool, or work in a manner than endangers him/her self or any other worker.	US$250
Engage in any prank, contest, feat of strength, unnecessary running or rough, boisterous behavior on the job site.	US$250
Welding, grinding, or using torches without a hot work permit or inadequate fire watch.	US$250
Failure to flag area while making lifts with cranes or other lifting equipment.	US$250

6 “Tool Box Talks”

6.1 Purpose

Weekly/Daily toolbox talks are an effective training method. To be truly effective, however, they must be presented in a manner which is interesting to the workers, and which includes worker participation. Meetings should include time for attendees to ask questions and to raise concerns about safety issues.

6.2 Process

Remember to keep written records of:

∀ Topics covered.

∀ Times, dates, and locations of the “Talks.”

∀ Names of employees in attendance.

You need to have a “pass out sheet” with the topic of discussion (hard hats, etc.) and a brief outline of that topic.

∀ You also need a separate sign in sheet for all the attendees to sign.

∀ Both documents need to be kept on record.

6.3 “Tool Box Talks” Suggested Topics

∀ Hard Hats

∀ Eye Protection

∀ Personal Fall Protection

∀ Ladders

∀ Housekeeping

∀ Horseplay

∀ Hand Tools

∀ Hearing Protection

∀ Floor Openings

∀ Open Sides

∀ Electrical Ground Fault Circuit Interrupter Protection (GFCI)

∀ Scaffolds

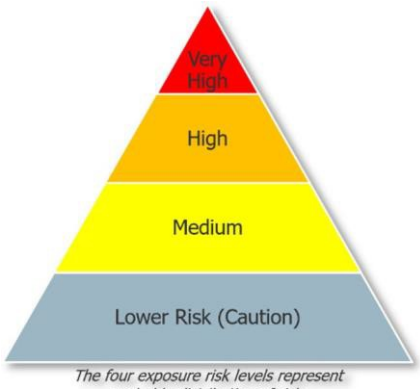
7 Worker Exposure Risk to COVID-19

7.1 Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may depend in part on the industry type and need for contact within 6 feet of people known to have, or suspected of having, COVID-19.

OSHA has divided job tasks into four risk exposure levels, as shown below. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

7.2 Occupational Risk Pyramid for COVID-19



The four exposure risk levels represent probable distribution of risk.

7.2.1 Very High Exposure Risk

Jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers include:

- Healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

7.2.2 High Exposure Risk

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery, healthcare support, medical transport, and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

7.2.3 Medium Exposure Risk

Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients. Workers in this category include:

- Those who may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings), including individuals returning from locations with widespread COVID-19 transmission.

7.2.4 Lower Exposure Risk (Caution)

Jobs that do not require contact with people known to be, or suspected of being, infected.

Workers in this category have minimal occupational contact with the public and other coworkers. For more information, see the Guidance on Preparing Workplaces for COVID-19.

8 Forms

8.1 Weekly Safety Meeting Form Example

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 30 Number 13 March 26, 2007

© SAFETY MEETING OUTLINES, INC. PO Box 700, Frankfort, IL 60423 815-464-0200 www.safetymeetingoutlines.com

Fortna, Inc. Job Name _____ Date _____

CUTS, SCRAPES, AND BRUISES

In the construction industry, cuts, scrapes, and bruises are bound to happen. With all the sharp edges and bulky materials surrounding you—such as nails, rebar, glass, pipe, ductwork, and bricks—it's likely that you'll suffer these minor injuries at some point. However, the important thing to remember is that when cuts, scrapes, and bruises do occur, you must get first aid treatment immediately. No matter how small a cut, how minor a scrape, or how slight a bruise, each requires your prompt attention. Remember that minor injuries can grow into major health problems if left untreated.

There are numerous opportunities for injury on the job. Lumber has splinters that can cause scrapes and puncture wounds. Ductwork has sharp edges that could cut through your skin. Bricks and blocks can easily smash a finger, causing a painful bruise. Anytime you suffer a cut, scrape, or bruise—whether you're at home or on the job—get it checked.

Remember these safety tips anytime you suffer a wound or bruise:

1. If you are injured on the job, let your supervisor know and get medical treatment immediately.
2. Have a medical professional examine all puncture wounds since a tetanus shot may be needed.
3. Wash cuts and scrapes with mild soap; dress them with a clean bandage or Band-Aid®.
4. Some bruises may require ice to reduce pain and any potential swelling.
5. After initial treatment, keep your wounds clean. Follow the directions given by your doctor or first-aider.
6. Change dressings on a daily basis or more frequently if your wound requires it.
7. Keep a close eye on your wound; seek professional medical attention if infection sets in.

Some sharp or rough edges can't be eliminated. To reduce your likelihood of an injury, wear the appropriate personal protective equipment (PPE). Gloves can prevent a cut or scrape if a tool slips or when you handle materials with rough or sharp edges. You can avoid many cuts, scrapes, and bruises by paying attention to what you're doing, and watching where you place your hands and feet. Remove or bend protruding nails in your work area. Watch out for rough edges or sharp objects. Be careful not to bump your knee or skin your shin when working around vehicles with trailer hitches extending from the bumper. Be sure you know where to locate the first aid kit at every jobsite.

SAFETY REMINDER **A fall is one way to suffer a painful cut, scrape, or bruise. Practice good housekeeping to avoid slips, trips, and falls.**

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____

These instructions do not supersede local, state, or federal regulations.

See the printable forms on the following pages

8.2 Safety Orientation

8.3 Safety Citation

8.4 Site Man a ge r 's Weekly Safety Report

8.5 Monthly Job Site Safety Inspection Form

8.6 Site Man a ge r 's Report of Accident

8.7 Coronavirus (COVID-19) Separation Guidelines

Axcon, Inc. Safety Orientation

I have been visually and/or verbally oriented and/or trained on all Axcon, Inc. job site safety rules and/orpolicies. I understand that this is my verbal warning for all safety violations. The first offense, I will be issued a written warning and subject to suspension from the job site. If a second offense, I, or the subcontractor for which I work, will be fined according to Axcon, Inc. set fines and I will be subject to suspension from Axcon, Inc. job site. For a third offense, I, or the subcontractor for which I work, will be fined in accordance with Axcon, Inc. set fines and I will be terminated from Axcon, Inc. job site.

The rules and policies for which I have received orientation or training include, but are not limited to, the following:

1) Job site Safety Rules
2) Safety Program Acknowledgement Form
3) Fall Protection Program
4) Fire Extinguisher Training
5) Hazard Communication / SDS Certificate
6) Emergency Plan
7) Safety Citation
8) Scaffold Training
9) Ladder Safety
10) Eye Protection Policy Acknowledgement
11) Substance Abuse Policy
12) Accident Reporting
13) Multiple Injury Policy
14) Housekeeping / Clean-up
15) Oxygen and Acetylene Cutting Torch Safety
16) Electrical Safety
17) COVID-19 Separation Guidelines

Questions / Comments:

Signature_____ Date_____

Supervisor_____ Date_____

Axcon, Inc. Safety Citation

On this date,_____ and time_____ AM/PM

At this location_____

Associate, _____

Working for_____

Failed to comply with the safety rules and/or policies:_____

1st Offense – Written Warning, personnel subject to suspension from job site
2nd Offense – Subcontractor fine and personnel subject to suspension from job site
3rd Offense – Subcontractor fine and personnel TERMINATION from job

Insert Picture:

Signature:

Date:_____ Site

Manager:_____ Date:__

NAME: _____

JOB: _____ DATE: _____

Supervisor's Weekly Safety Report

(To be submitted to Project Manager weekly and retained in Site Manager's files)

		YES	NO
1.	Did you conduct a tool box talk this week?		
2.	Did you sign and return your tool box talk to the job office?		
3.	Did you analyze your next week's work to discover and eliminate recognized potential hazards?		
4.	Did you investigate and complete any required report for each accident occurring under your control this week?		
5.	Did you complete a site inspection of your work area this week?		
6.	Did you provide training and indoctrination as necessary for your crew?		
7.	Did you express your concern to individual members of your crew for their safety? (List who and how often under comments.)		
8.	Did you develop a set of goals and make plans to achieve them?		

		NUMBER
9.	How many injuries and/or illnesses occurred in your crew this week?	
10.	How many lost time injuries and/illnesses occurred in your crew this week?	
11.	How many "near miss" occurrences or "close calls" did you observe this week?	
12.	How many accidents other than personal injury occurred under your control?	

DATE: _____

JOB #: _____ CLIENT: _____

Monthly Job Site Safety Inspection Form

Safety issues found during walk-through. The walk-through will be conducted with Client representative present and participating in walk-through.

Recommended corrective actions to be taken on safety issues found during walk-through and who is responsible to take action.

Supervisor's Report of Accident

NAME OF INJURED_____ AGE_____ S.S. #_____

COMPANY_____

JOB LOCATION_____

DATE OF INJURY _____ Δ 1. WITNESS TO ACCIDENT _____

DATE OF

INVESTIGATION _____ Δ 2. WITNESS TO ACCIDENT _____

DESCRIPTION OF ACCIDENT_____

NATURE AND EXTENT OF INJURY (TO THE BEST OF YOUR KNOWLEDGE)_____

HAS THE INJURED RECEIVED THE SAME OR A SIMILAR INJURY IN A PAST ACCIDENT? YES Δ NO Δ

CORRECTIVE ACTION TAKEN? YES Δ NO Δ DESCRIBE_____

_____

WAS FIRST AID GIVEN? YES Δ NO Δ BY WHOM?_____

SENT TO DOCTOR OR HOSPITAL? YES Δ NO Δ _____

NAME OF DOCTOR OR HOSPITAL

DATE OF REPORT _____

SIGNATURE OF SITE MANAGER

Coronavirus (COVID-19) Separation Guidelines

PURPOSE: The safety and health of all Associates on Axcon, Inc. projects and offices are our FIRST PRIORITY. This planning process is to assist In developing COVID-19 Prevention Practices into your daily work plan. Please review and complete the provided sections to promote the well-being of your workforce.

6' SEPARATION PLANNING: As part of your COVID-19 Prevention Practices, work shall be planned to create 6' separation of workers. Sufficient PPE and Administrative Controls may be implemented, subject to approval and if required. Outline potential Job tasks requiring less than 6' separation and steps to achieve COVID-19 prevention.

JOB TASKS	STEPS TO ACHIEVE 6' SEPARATION/OR LIST PPE AND ADMINISTRATIVE CONTROLS IF 6' SEPARATION CANNOT BE ACHIEVED

IF WORKERS CANNOT BE SEPARATED BY 6', WHAT PROTECTION WILL BE PROVIDED FOR THOSE WORKERS		COVID-19 RULES TO LIVE BY	DISINFECTION CHECKLIST MAKE SURE TO DISINFECT THESE ITEMS YOU ARE RESPONSIBLE FOR BEFORE USE OR BETWEEN USERS		REVIEW AND ACKNOWLEDGEMENT	Name	Date
				TOOLS	FOREMAN		
				EQUIPMENT	Signature:		
	N95 FACE MASKS	SOCIAL DISTANCING-6' SEPARATION		WORK SURFACES	SUPERVISOR		
	SURGICAL MASKS	MONITOR HEALTH SYMPTOMS		BREAK AREAS	Signature:		
	SPRAY SOCK/BANDANA	STAY HOME IF YOU ARE SICK OR HAVE A FEVER		TRAILLER/CONNEX	SAFETY		
ADDITIONAL PPE WORKERS ARE TO USE FOR PROTECTION		REPORT YOUR SYMPTOMS TO YOUR SUPERVISOR		ELEVATOR/BUCK HOIST	Signature:		
	NITRILE GLOVES	COVER YOUR MOUTH WHEN SNEEZING/COUGHING		FALL PROTECTION	END OF SHIFT – COMPLETE AND TURN IN EOD		
	GOGGLES	DISINFEECT WORK AREAS, EQUIPMENT & TOOLS		RIGGING			
	TYVEK SUIT	CONTINUALLY WASH YOUR HANDS		DELIVERIES			

COVID-19 SYMPTOMS MUST BE REPORTED IMMEDIATELY. HAVE ANY WORKERS REPORTED SYMPTOMS TODAY?

YES NO

.

I have received a copy of the Axcon Jobsite Safety Manual. I also understand the contents of this document and that I shall work in a safe manner and comply the written procedures and policies as prescribed in this document and in the Occupational Safely & Health Act for Construction.

Employee Signature: _____