

General Mechanical, Inc.
Safety Plan

GENERAL MECHANICAL, INC.

HEALTH AND SAFETY PLAN
HAZARDOUS COMMUNICATION
SAFETY PROGRAMS

8/12/2008

TABLE OF CONTENTS

HEALTH AND SAFETY PLAN	4
POLICY	4
RESPONSIBILITIES	4
COMPANY SAFETY COORDINATOR:	4
PROJECT MANAGER:	5
JOBSITE FOREMAN:	5
SHOP SAFETY STEWARD:.....	5
EMPLOYEES	6
CODE OF SAFE PRACTICES	6
EMPLOYEE TRAINING AND COMMUNICATION	7
DISCIPLINARY POLICY	8
WEEKLY SAFETY MEETINGS	8
CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT (PPE).....	8
DRUG AND ALCOHOL POLICY	9
HARASSMENT	9
INSPECTIONS AND AUDITS.....	9
ACCIDENTS/ INCIDENTS REPORTING AND INVESTIGATION	9
VISITORS.....	10
HAZARDOUS COMMUNICATION PROGRAM	11
POLICY	11
PURPOSE.....	11
PROGRAM ELEMENTS.....	11
CHEMICAL LISTS	12
LABELS AND OTHER FORMS OF WARNINGS	12
MATERIAL SAFETY DATA SHEETS (MSDS)	12
TRAINING	12
HAZARDOUS NON-ROUTINE TASKS.....	13
CONTRACTS.....	13
MULTI-EMPLOYER WORKSITES	13
COMMUNITY RIGHT-TO-KNOW REPORTING REQUIREMENTS	13
ADMINISTRATIVE RESPONSIBILITY	13
SAFETY PROGRAMS	14
FORMS	15
EMPLOYEE ACKNOWLEDGMENT: HEALTH AND SAFETY PLAN.....	16
EMPLOYEE ACKNOWLEDGMENT: ORIENTATION	17
DISCIPLINARY REPORT	18
FOREMAN'S INCIDENT INVESTIGATION REPORT	19

General Mechanical, Inc.
Safety Plan

8/12/2008

HEALTH AND SAFETY PLAN

POLICY

It is the policy of this Company to provide a clean, safe and healthy work environment for all its employees. The management of the Company supports the following as a means toward creating a safe work environment, both in the shop and on the job:

1. All operations will be conducted in conformance with federal, state and local rules and regulations.
2. The Company accepts responsibility for enacting, maintaining and improving our Company's safety and health standards and expects full cooperation by all of its employees toward the prevention of job-related accidents, injuries and/or illnesses.
3. All applicants and new hires must agree to the conditions of this safety plan to be considered eligible for employment.
4. The Company promotes safe work practices and considers it to be of equal importance to quality and production.
5. The Company's safety and health plan is designed to reduce the number of injuries to a minimum. Our goal is zero accidents, injuries and illnesses.

RESPONSIBILITIES

COMPANY SAFETY COORDINATOR:

1. Formulate, administer, evaluate, and prepare appropriate adjustments to the Company Health and Safety Plan.
2. Prepare monthly reports to management on safety program progress, including strategic plans for reducing injury and incident frequency and severity.
3. Maintain current incident record system (including OSHA 300), make incident reports, investigate incidents, and make sure timely corrective action is taken.
4. Assist in training all onsite foremen and managers in safety and health matters.
5. Provide orientation to each new employee regarding company safety policies and procedures.
6. Maintain records of new employee safety orientation and all ongoing training programs.
7. Maintain equipment documentation.
8. Make certain that company policies comply with federal, state, and local laws or codes.
9. Administer the safety incentive program.
10. Work with the insurance company's loss control agent.
11. Perform monthly jobsite/ shop safety inspections.

General Mechanical, Inc.
Safety Plan

12. Update the company Hazard Communication Program.

PROJECT MANAGER:

1. Demonstrate support for the Company safety plan.
2. Be familiar with the Company safety plan and with safety rules and regulations
3. Assist in evaluating the effectiveness of Company safety policy and programs.
4. Perform hazard surveillance with the jobsite foreman to discover and correct unsafe work practices (performed on a weekly basis).
5. Assist in jobsite incidents and incident reporting.
6. Maintain current first aid and CPR ratings.

JOBSITE FOREMAN:

In addition to working with the project manager, the jobsite foreman should:

1. Demonstrate support for the Company safety plan by setting the example for workers to follow.
2. Ensure workers have, and are using, the required Personal Protective Equipment (PPE).
3. Verify on a weekly basis that workers have safe tools and equipment and furnish inspection checklists to the project manager.
4. Conduct and record meaningful, weekly safety meetings.
5. Correct any unsafe condition and stop work if necessary.
6. Personally supervise all hazardous work or work that is new or unusual.
7. Implement disciplinary action if a worker violates the company safety plan.
8. Ensure that needed first aid and safety equipment and protective devices are provided for each task.
9. Inspect first aid and safety equipment on a monthly basis.
10. Complete incident reports on the proper forms and return to the project manager on the same day.
11. Maintain current first aid and CPR ratings.
12. Foreman shall neither permit the use of drugs or alcohol on the job, nor allow any employee to work that he suspects might be under the influence of drugs or alcohol.
13. Work with the general contractor and other subcontractors in maintaining a safe work environment
14. Assist OSHA as required during all jobsite visits

SHOP SAFETY STEWARD:

1. Demonstrate support for the Company safety plan by setting the example for workers to follow.
2. Ensure workers have, and are using, the required Personal Protective Equipment (PPE).
3. Verify on a weekly basis that workers have safe tools and equipment and furnish completed checklists to the company safety coordinator.
4. Verify on a weekly basis that all equipment safeties are in place and functional.

General Mechanical, Inc.
Safety Plan

5. Correct any unsafe condition and stop work if necessary.
6. Personally supervise all hazardous work or work that is new or unusual.
7. Implement disciplinary action if a worker violates the company safety plan.
8. Ensure that needed first aid and safety equipment and protective devices are provided for each task.
9. Inspect first aid and safety equipment on a monthly basis.
10. Complete incident reports on the proper forms and return to the safety coordinator on the same day.
11. Maintain current first aid and CPR ratings.
12. Foreman shall neither permit the use of drugs or alcohol on the job, nor allow any employee to work that he suspects might be under the influence of drugs or alcohol.
13. Verify that all new employees working in the shop have been trained in the safe operation of all equipment.
14. Conduct and record meaningful, weekly safety meetings.
15. Conduct weekly (or as needed) "shop-keeping" activities
16. Assist the Company Safety Coordinator in developing and maintaining equipment- specific hazardous programs and checklists.

EMPLOYEES

1. Work safely in accordance with state, federal and local regulations and the rules established by the Company safety plan
2. Notify their supervisor immediately of any unsafe act or condition observed on a jobsite or in the shop
3. Maintain current first aid and CPR ratings.

CODE OF SAFE PRACTICES

1. All employees are expected to comply with the requirements of the safety plan. Failure to observe safe work practices and the requirements in this plan are cause for dismissal.
2. All unsafe, unhealthy or hazardous conditions should be addressed immediately and never overlooked.
3. All employees shall be given frequent accident prevention instructions.
4. No one will be allowed on the job or in the shop while under the influence of drugs or alcohol.
5. No one shall knowingly be permitted or required to work with impaired ability or alertness (from fatigue, illness, etc.).
6. Horseplay of any kind which has an adverse influence on safety is not permitted.
7. All work should be well planned and supervised to prevent injuries.
8. Workers shall not handle or tamper with any tools, equipment, or machinery not within the scope of their duties, unless they are thoroughly qualified.
9. All personnel shall wear the appropriate personal protective equipment as required by this plan.
10. All vehicular accidents shall be reported immediately.

General Mechanical, Inc.
Safety Plan

11. Any damage to Company assets, such as equipment and buildings, shall be reported immediately.
12. No one shall operate or ride in a vehicle in an unsafe manner or in a way inconsistent with posted instruction.
13. Dishonesty, theft of Company property or misrepresentation is cause for dismissal.
14. No repairs or alterations shall be made to shop or jobsite equipment without permission from the Foreman. All repairs should be documented and forms given to the Company Safety Coordinator.
15. Employees shall not handle or tamper with any electrical equipment, machinery, or air/ water lines in a manner not within their scope of duties unless they have received instructions from their supervisor/ employer
16. All tools and equipment must be inspected before and after each use. NEVER use damaged equipment. Tag defective tools and equipment out-of-service.
17. Follow lockout/ tagout procedures as required.
18. Do not throw materials, tools, or other objects from heights until proper precautions are taken to protect others from the hazard of falling object.
19. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
20. Gasoline and such solvents shall not be used for cleaning purposes. Smoking is prohibited when working with or near any flammable substance. All sources of ignition, including electrical equipment and tools, should be removed from the area.

EMPLOYEE TRAINING AND COMMUNICATION

1. Upon initial hire, each employee will be provided with a copy of the Company's Safety Plan and will be required to review the program, acknowledging his/ her understanding of the program and willingness to comply with the program.
2. Upon initial hire, each employee will be issued the required Personal Protective Equipment.
3. The Company will conduct, and all employees will attend, weekly safety meetings. The purpose of the meetings is to discuss current workplace safety and health issues. Shop and jobsite meetings will be held on Wednesday at 12:30.
4. Whenever a new substance, process, procedure, or equipment is to be used or implemented, all affected employees shall be immediately trained as to all safety and health aspects of the new process, etc.
5. Whenever an employee is given a new job assignment, the employee shall be trained in the safety and health aspects of the new assignment.
6. Upon initial hire, each employee will review the injury and accident policy, forms, location of first aid kits and emergency facilities.
7. Upon initial hire, each employee will review the Company hazard communication program and the location and use of MSDS sheets.

General Mechanical, Inc.
Safety Plan

DISCIPLINARY POLICY

The Company adopts the following progressive disciplinary policy. The policy is intended to ensure compliance by all Company employees with the Company's Safety Plan and Programs. If any foreman, member of management or the Company Safety Coordinator observes non-compliance he or she should initiate the following:

First Occasion: A verbal warning shall be made to the employee and their immediate supervisor shall be notified of the problem.

Second Occasion: A written report shall be made of the incident and placed in the employee's file with a copy sent to the union hall. The foreman shall correct the problem and provide instruction to prevent further violation.

Third Occasion: The employee shall be immediately suspended from work without pay for a period of one day. A written report shall be made of the incident and placed in the employee's file with a copy sent to the union hall. The employee shall receive formal training in the area of the violation upon returning to work.

Fourth Occasion: The employee may be terminated
The Company also maintains the right to immediately terminate an employee if his/ her conduct poses an immediate threat to the safety or health of the employee or to any other employee.

WEEKLY SAFETY MEETINGS

All employees shall attend mandatory weekly safety meetings. These meetings will be held in the shop and on the jobsite and should include the following:

1. On-going training in the area of safety through the use of "Tool-Box" publications or other relevant safety publications.
2. Report on any accidents, incidents, or near-misses that have occurred during the past week
3. Discuss any hazards identified by the employees or other safety or health concerns.
4. Address any hazards identified and participate in a Friday cleanup.
5. Employee sign-in

CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appropriate clothing includes long-legged pants and shirts with sleeves. Clothing should not be loose, dangling or frayed and should be made from natural fibers. Rings must not be worn around machinery or other places where they can get caught.

The following minimum protective clothing or equipment is required:

Jobsites: Work boots and clothing as appropriate for conditions, safety glasses, hard hats and hearing protection as required.

General Mechanical, Inc.
Safety Plan

Shop: Safety glasses, hearing protection, gloves (where appropriate), work boots with leather uppers (steel toe optional)

DRUG AND ALCOHOL POLICY

No employee may use, possess, purchase, distribute, sell or be under the influence of alcohol or illegal controlled substances while on Company premises or jobsites, while operating or riding in or on a Company vehicle, or conducting business-related activities off Company premises. Violation of this policy shall result in immediate termination of employment and may be referred for criminal prosecution.

HARASSMENT

It is the policy of this company to provide all employees a working environment that is free from unlawful harassment or discriminatory treatment based on race, religion, national origin, color, sex, age, or disability. Violators shall be subject to corrective action which may include termination of employment and may be referred for criminal prosecution.

INSPECTIONS AND AUDITS

In addition to the weekly surveillance done by the Project Manager and jobsite Foreman, the Company Safety Coordinator shall conduct random jobsite and shop safety inspections. These inspections will occur monthly in the shop and on larger projects, and at least once on smaller jobs. The inspections will follow the checklists found in this Safety Plan and should be reviewed with the shop and jobsite foreman and project manager to ensure corrective action is taken.

ACCIDENTS/ INCIDENTS REPORTING AND INVESTIGATION

Each company employee has the responsibility to immediately report all work-related accidents, incidents (near miss accidents), or illnesses to their supervisor.

Unsafe acts and conditions observed by any employee should immediately be brought to the attention of their supervisor.

Supervisory personnel are required to document all accidents, incidents, illnesses, unsafe acts and unsafe conditions reported by employees and submit a report to the safety coordinator as soon as possible after the employee has been taken care of and the unsafe act(s) or condition(s) have been rectified. An incident report form is included in this manual. When appropriate, incidents should be noted on the daily job report as well.

Supervisory personnel are required to take appropriate corrective action insuring the prevention of future accidents and/or incidents.

General Mechanical, Inc.
Safety Plan

A Company Safety Committee will perform a thorough investigation of the incident or accident as soon as practicable and recommend corrective action to be taken. The Committee shall be comprised of the following personnel:

- Company Safety Coordinator
- Project Manager (in the case of a field-related incident)
- Shop Safety Steward (in the case of a shop-related incident)
- The employee's immediate supervisor (foreman)

In the case of work-related fatalities or hospitalization of three or more employees, the safety coordinator will be notified as soon as possible. The safety coordinator will notify the local OSHA office or contact 1-800-321-OSHA to report the accident within 8 hours of receiving notice of it

The Company reserves the right to require drug testing immediately after an incident and/or accident. The Company will pay for the test.

VISITORS

No visitors shall be allowed in the shop unless they have the required personal protective equipment including safety glasses and hearing protection. Visitors must be accompanied by an employee.

No visitor shall be allowed on a jobsite unless they have received permission from the prime contractor and have the required personal protective equipment. Visitors must be accompanied by an employee.

HAZARDOUS COMMUNICATION PROGRAM

POLICY

The policy of this Company is to perform work in the safest manner possible. The Company will provide the safest possible working conditions for its employees' workplace. It is a condition of employment for employees of the Company to acknowledge, in writing, that they have received briefing on this program and that they agree to follow all directions, written, verbal and visual pertaining to this program. This Hazardous Communication Program will be available upon request to employees, their designated representative(s), Emergency Personnel, and interested members of the community.

PURPOSE

The purpose of the Company's Hazard Communication Program is to inform it employees of the Occupational Safety and Health Administration (OSHA) Regulation which requires that employees be informed about hazards from chemicals that they may encounter at the workplace and appropriate protective measures they can take. The objectives of the Hazard Communication Program are:

1. To safeguard our employees' health by providing a management guide for safe compliance
2. To provide our employees, subcontractors and licensed vendors with necessary information concerning health and physical hazards of the chemical materials in use at the workplace.

PROGRAM ELEMENTS

The major elements of the Company's Hazard Communications Program include the following:

1. Listing of all chemical products used at company workplaces or stored on company property.
2. Hazard identification of all chemicals in use or stored at company workplaces.
3. Labeling of all containers of all chemicals used (except for small containers filled and used by the same person on the same shift according to OSHA reg. 15.0101 (f) (6)).
4. Provide ready availability of Material Safety Data Sheets (MSDS) for hazardous chemicals used by the company.
5. Identify operations or tasks in the employees' work area that use hazardous chemicals.
6. Training of employees in the safe handling and use of chemicals.

General Mechanical, Inc.
Safety Plan

CHEMICAL LISTS

A list of all chemicals used or stored at Company workplaces will be assembled and maintained and will be updated in a timely fashion to show the chemicals actually in use or in storage. These lists will be maintained in a central file at the jobsite trailer and shop bulletin board and will be available to the employees upon request.

LABELS AND OTHER FORMS OF WARNINGS

Each container of hazardous chemicals regardless of size (except as noted above) shall be labeled, tagged, or otherwise marked to show the identity of the hazardous chemicals and the appropriate hazard warnings. Employees shall be trained on how to read and interpret warning labels. Labels should be checked for identity, hazard warning, and name and address of the manufacturer or supplier.

MATERIAL SAFETY DATA SHEETS (MSDS)

This hazard communication program relies on Material Safety Data Sheets (MSDS) from suppliers for purposes of hazard determination. Employees will be trained in the use of MSDS, including their location and availability, in order to avoid and/ or lessen potential hazards. The Company Safety Coordinator shall be responsible for compiling the master MSDS file. MSDSs will be available for review to all employees in a readily available location. All purchase orders will request copies of MSDSs as required.

TRAINING

All employees shall be trained according to requirements of the Company Hazardous Communication Program. Training and information shall include, but not limited to the following:

1. All employees shall be informed that the Company is required by law to have a chemical hazard communication program.
2. All employees shall be informed of the details of the Company hazard communication program. The detailed information shall include:
 - a. The location and ready availability of a list of all hazardous chemicals used by the company.
 - b. A list of all chemicals used or stored at Company workplaces will be assembled and maintained and will be updated in a timely fashion to reflect the chemicals actually in use or stored. These lists will be maintained at the job trailers and the shop bulletin board.
 - c. Copies of MSDSs for all hazardous chemicals provided by the employer to which employees may be exposed will be kept in a binder on the workplace. MSDSs will be available for review to all employees.
 - d. Specific questions or tasks in the employee's work areas that use hazardous chemicals.
3. Additionally, all employees shall receive the following training:

General Mechanical, Inc.
Safety Plan

- a. Employees shall be trained in how to detect the presence of hazardous chemicals.
- b. Employees shall be trained the specific physical and health hazards of chemicals in the employee's work areas.
- c. Employees shall be trained in protective measures including specific work procedures implemented by the Company and the use of personal protective equipment.
- d. Employees shall be trained in understanding, interpreting, and using hazard information and data provided on chemical labels and MSDSs.

All training shall be performed by the Company Safety Coordinator or other designated person familiar with the hazard communication program. All training sessions must be documented and signed by the employees.

HAZARDOUS NON-ROUTINE TASKS

Prior to starting work on a hazardous, non-routine task, each employee will be given information about hazards involved. This information will include:

1. Specific chemical hazards
2. Protective/ safety measures the employee can take

CONTRACTS

All contracts signed by the Company shall be reviewed by the Company Safety Coordinator to determine what contractual requirements, if any, exist with regard to Hazard communications. These requirements shall be communicated to the appropriate person in the organization and necessary action taken.

MULTI-EMPLOYER WORKSITES

While each contractor is responsible for its own employees' training, the Company will attempt to answer other contractor employees' questions about workplace hazards.

COMMUNITY RIGHT-TO-KNOW REPORTING REQUIREMENTS

The Company shall submit a list of hazardous materials which are present at company facilities to the following as required:

1. The local fire department

ADMINISTRATIVE RESPONSIBILITY

Administrative responsibilities for this program are hereby delegated to the Company Safety Coordinator. The Company Safety Coordinator will be responsible for the execution and continual audit of this program on a day-to-day basis and is hereby given the necessary authority to perform his or her responsibilities.

SAFETY PROGRAMS

The Company has implemented the following safety programs as part of its efforts to provide the safest possible work environment and assist in achieving our goal of zero accidents, injuries and illnesses. These programs, and the methods contained in each, describe the Company's official position toward the safe and proper implementation of each program, process or task. The Company reserves the right to modify, add or replace any and all programs as laws, rules or regulations may change and/ or safer methods are developed.

1. Fall Protection
2. Electrical Safety and Lockout
3. Confined Space Entry
4. Housekeeping
5. Rigging and Material Handling
6. Hand and Power Tools
7. Gas Welding and Cutting
8. Arc Welding and Cutting
9. Fire Prevention and Ventilation for Welding
10. Scaffolding
11. Cranes and Suspension-type Platforms
12. Ladder Safety
13. Respiratory Protection/ Fitness Testing
14. Hearing Conservation
15. Man-lift Operation and Safety
16. Press Brake Operation and Safety
17. Powder Actuated Tools
18. Safe Handling of Fiber-reinforced Plastics (FRP)
19. Safe Handling of Fiberglass
20. Forklift Safety and Certification
21. Vehicle Safety

FORMS

General Mechanical, Inc.
Safety Plan

EMPLOYEE ACKNOWLEDGMENT: HEALTH AND SAFETY PLAN

By signing below, you agree to the following:

1. You have read and understand the Company Health and Safety Plan and
2. You agree to the conditions listed therein and
3. Compliance with these safety rules, policies and procedures is a condition of employment and
4. You have received a complete copy of the plan

Name: _____

Signed: _____

Dated: _____

General Mechanical, Inc.
Safety Plan

EMPLOYEE ACKNOWLEDGMENT: ORIENTATION

By signing below, you agree to the following:

1. To ask questions concerning the safe operation of equipment or processes that you may not understand or feel comfortable with.
2. You have received basic instruction on the safe operation of all shop equipment and the associated hazards.
3. You have received the basic personal protective equipment required by this manual.
4. You know where the first aid and “Right to Know” stations are located.
5. You know where the MSDS sheets are located for the various chemicals that may be in use in the shop or field.
6. You have received basic instruction on the Company Safety Programs and how to implement them.
7. To bring any unsafe condition to the immediate attention of the shop safety steward, jobsite foreman, project manager or Company safety coordinator.

Name: _____

Signed: _____

Dated: _____

DISCIPLINARY REPORT

The Company is required by OSHA regulation to enforce a progressive disciplinary policy. This policy is intended to curtail persistent violations of the Company safety plan and ensure the safety of Company personnel.

Employee Name: _____

Observed Non-compliance: _____

First Occasion: Verbal Warning Issued

Supervisor: _____

Date: _____

Second Occasion: Written acknowledgement

Supervisor: _____

Date: _____

Employee Signature: _____

Third Occasion: Written acknowledgement, one day suspension

Supervisor: _____

Date: _____

Employee Signature: _____

Fourth Occasion: Written acknowledgement, possible termination

Supervisor: _____

Date: _____

Employee Signature: _____

General Mechanical, Inc.
Safety Plan

FOREMAN'S INCIDENT INVESTIGATION REPORT
TO BE COMPLETED WITHIN 24 HOURS OF INCIDENT
COMPANY USE ONLY

NAME OF EMPLOYEE: _____ AGE: _____

OCCUPATION: _____ JOB NUMBER: _____

DATE OF INCIDENT: _____ TIME: _____ AM _____ PM _____

PLACE OF INCIDENT: _____

WITNESS (ES): _____

DID YOU AUTHORIZE FIRST-AID OR DOCTOR? YES NO

NAME AND ADDRESS OF DOCTOR _____

DID THE INJURED LEAVE WORK? YES NO WHEN _____

DID THE INJURED RETURN TO WORK? YES NO WHEN _____

DESCRIBE NATURE AND EXTENT OF INJURIES:

DESCRIBE INCIDENT:

DESCRIBE ACTIONS TO TAKE TO AVOID RECURRENCE:

General Mechanical, Inc.
Safety Plan

FOREMAN'S INCIDENT INVESTIGATION REPORT (CONT.)

PHYSICAL SOURCES

- POORLY MAINTAINED TOOLS/
EQUIP.
- POOR HOUSEKEEPING; SLIPPERY
FLOORS; TRIPPING HAZARDS
- UNGUARDED EQUIPMENT
- CROWDED WORK CONDITIONS
- POOR STORAGE PRACTICE
- PERSONAL PROTECTION AND
CLOTHING NOT ADEQUATE FOR
HAZARDS
- INSUFFICIENT LIGHTING OR
VENTILATION
- COLD OR HOT TEMPERATURES
- OTHER

(FOREMAN)

(DATE)

UNSAFE BEHAVIORS

- INADEQUATE INSTRUCTIONS
- DID NOT USE ASSIGNED PERSONAL
PROTECTIVE EQUIPMENT
- DID NOT FOLLOW RULES OR
INSTRUCTIONS
- CIRCUMVENTED SAFETY
FEATURES
- USED POORLY MAINTAINED TOOLS
OR EQUIPMENT
- FAILED TO FOLLOW ESTABLISHED
PROCEDURES AND WORK
PRACTICES
- UNABLE TO PHYSICALLY PERFORM
WORK
- OTHER

General Mechanical, Inc.
Safety Plan