



HOFFMAN CONSTRUCTION COMPANY

Minimum Project Safety Requirements

Subcontractors are required to comply with our Safety Program, as well as all State and OSHA safety regulations. This requirement is identified in Subcontract Attachment "B". Our Safety Program includes the safety requirements identified in the Subcontract and the safety procedures, practices, and policies described in the Hoffman Safety Manual and Hoffman Safety Handbook.

The following summarizes frequently asked questions concerning our Safety Program. This is not a complete listing of the Program.

Hoffman Safety Manual: The comprehensive Hoffman Safety Manual is available for review at all Hoffman offices and jobsites. The Manual is continually updated.

Hoffman Safety Handbook: A copy of the Hoffman Safety Handbook is provided to all Subcontractor employees during Safety Orientation. The Handbook describes safety procedures, practices, and policies for many commonly encountered hazards.

Safety Orientation & Training: All new workers to the Project must attend the Hoffman Safety Orientation. The Safety Orientation is scheduled by the Project Superintendent. The Safety Orientation may include site specific safety training and/or Hoffman may provide additional safety training later. This does not relieve the Subcontractor of its responsibility for the training of its employees.

Safety Meetings: All workers must attend a weekly Safety Meeting on Monday morning at the start of their shift. The Safety Meetings will alternate each week between a project wide meeting conducted by the Project Superintendent and an individual safety group meeting directed by the Safety Group Leader.

Accidents & Injuries: All accidents or injuries, no matter how minor, are to be reported immediately to Hoffman's Project Superintendent. An Accident/Incident Report must be submitted before the end of the shift. Subcontractor's Foremen will conduct an Accident/Incident Investigation and prepare a Report after the occurrence. The Subcontractor's General Foremen/Superintendent will be expected to discuss the causes and responses with Hoffman's Project Superintendent. Subcontractors are required to maintain adequate First Aid equipment and supplies in their work areas, appropriate for their work.

Drug & Alcohol Testing: All workers must comply with Hoffman's Drug and Alcohol Policy. Please make arrangements with your employees to have their lab work complete before reporting to the job site. A listing of local testing laboratory locations is available at all Hoffman offices and jobsites. Drug & Alcohol cards from Hoffman-recognized programs will be accepted if they have been issued within the past six months. The costs for laboratory analysis are paid for by Hoffman. The Subcontractor is responsible for the labor cost (time) required for the testing of its employees.

Fall Prevention: All elevations over 6 feet must have a 100% fall protection system. This includes but is not limited to: leading edge work; iron connecting; working off of elevated work platforms (scaffolding); and residential type construction. Only full body harnesses (ANSI A10.14 approved) may be used for fall protection. Hoffman will not accept "monitors" or "safety zones" as an acceptable means of fall protection.

Flagging: Subcontractors are responsible for the safe transportation of material on to the site. All Subcontractors will supply their own-trained employees to conduct flagging of traffic, if needed.

Electrical: Most Hoffman projects are under the Assured Grounding Program for electrical protection. Subcontractors are required to comply with this testing and labeling program. All electrical panels supplied with power must have covers over the panel when not in use. All electrical panels must be labeled when hot.

Hazardous Materials: Your specific attention to State and OSHA requirements on hazardous materials/hazard communications is required. Copies of Material Safety Data Sheets (MSDS) must be available on site and submitted to the Hoffman project office prior to delivery of these materials on this project. Storage and use of hazardous materials must comply with all applicable safety regulations.

Hot Work: All hot work must have a Hot Work Permit completed and approved by the Project Superintendent before work starts. The need for a fire-watch will be determined by the Hot Work Permit and the Hoffman Project Superintendent. At a minimum, a fire-watch shall include: adequate type and number of portable fire extinguishers; extend at least 30 minutes past the end of the hot work; and provide tours below the level of hot work.

Ladders: Extension ladders must be secured from displacement at the bottom and secured at the top. No work on the top two steps of step ladders will be allowed.

Trailers and Dry Shacks: These areas are considered part of the Project and must be maintained in a safe manner. Safety concerns include: adequate handrails; protection over light bulbs; electrical covers; housekeeping; portable fire extinguishers; etc.

Waste Recycling: Hoffman may manage/coordinate a waste recycling program. Subcontractors must comply with its source separation program and will be responsible for their own housekeeping and delivery of their waste to the recycling dumpsters.

Personal Protective Equipment (PPE): Subcontractor must provide all Personal Protective Equipment (PPE) when required for their work including, but not limited to:

- a) Fall protection, respirators, gloves, hard hats, eye protection, foot protection, air and/or noise monitoring equipment.
- b) Work shoes are required on all projects. Specialty contractors must make specific arrangements with the Project Superintendent to determine adequate foot protection. At a minimum, work shoes must have ankle support with substantial sole protection.
- c) When eye protection is required it must be ANSI Z-87.1 approved. Some projects, as determined by Hoffman's Project Superintendent, may require 100% eye protection. It is recommended that double eye protection (glasses and face shield) be used whenever tasks produce flying particles. Steps must be taken to protect other people around these tasks from eye injury.

Subcontractor Safety Plan: A Subcontractor Safety Plan must be completed by your company and submitted and reviewed by Hoffman prior to any Subcontract work commencing on site. This plan is site specific to address anticipated hazards and planned controls. It will be incorporated into the overall Project Safety Plan. Additional task-specific safety plans may be required, as determined by the Project Superintendent, depending upon hazard and work environment changes.

Subcontractor Safety Programs: All Subcontractor Safety Programs are subject to review by Hoffman for adequacy and completeness and must include the following:

- a) Notification of the person(s) responsible for safety by name and mobile phone number and/or pager number to Hoffman's Project Superintendent.
- b) Self-inspections of their work environment, including logs of vehicle and equipment inspections per manufacturers and vendors requirements (daily, monthly, etc.). The self-inspection program is subject to audit by Hoffman. A review of the findings (verbal and/or written) must be conducted with the Hoffman Project Superintendent before the safety inspector leaves the site. Equipment on site that requires annual inspections must have such documentation on site at all times, e.g. Crane annual inspection.
- c) Competent Person, as defined by OSHA, must be on site and identified for: trenching/excavation; scaffolding; confined space, crane, etc.
- d) Electrical power cords and tools must be in compliance with a recognized Assured Grounding Program. Copies of regularly updated logs must be maintained on site.

Subcontractor Disciplinary Action Policy: Hoffman's Subcontractor Disciplinary Action Policy will be strictly enforced. The program is initiated when life threatening and/or repeat violations occur. The program is progressive in nature, ranging from written corrective warnings up to and including possible take over of Subcontractor's work for default in accordance with Article XVIII of Attachment "C" for the continued safety performance failures. The details are as follows:

- a) If Subcontractor's employees receives a combination of five (5) written warning letters and/or employee injuries, defined as "requiring off site medical care", a meeting shall be held on site. As a minimum, the meeting shall include the following attendees: Subcontractor's Project Superintendent; Hoffman's Project Superintendent; Hoffman's Operation Manager; and Hoffman's Safety Director. The purpose of the meeting is to identify the corrective steps required and to agree upon the duration and implementation timelines necessary to reduce the possibility of any future hazards and/or injuries.
- b) If any additional written warning letters are issued or employee injuries occur within the timelines agreed to above, a second meeting will be held with the above listed individuals as well as Hoffman's Vice President and the Subcontractor's responsible Principle. The purpose of this second meeting is to identify the additional corrective steps required and to agree upon the duration and implementation timelines necessary to reduce the possibility of any future hazards and/or injuries.
- c) If any additional written warning letters are issued or employee injuries occur within the timelines agreed to in the second meeting above, Hoffman will immediately provide, at Subcontractor's expense, a Full Time Safety person to assist the Subcontractor and its employees in proper implementation of safety rules and procedures.
- d) If subsequent Safety Violations occur, Hoffman will take over the Subcontractor's work, at Subcontractor's expense, for safety performance failures and default in accordance with Article XVIII of Subcontract Attachment "C".

We encourage you and your employees to actively participate in the creation and maintenance of a safe and productive work place.