



POLICY STATEMENT ON SAFETY

It is the policy of New Vista Builders Group, LLC that all feasible and practical efforts are made to provide a safe and healthful environment for our employees, subcontractor employees, clients, and general public at project jobsites and doing everything reasonable to protect equipment and assets from accidental losses.

It is our intent to comply with all local, state and federal safety standards, codes and regulations. Everyone, including those who work for subcontractors of New Vista Builders Group, LLC, is expected to perform their job in a safe manner and in accordance with the procedures outlined in our safety program.

We invite you to review our Quality Assurance Program Policy, as we believe that a safe work place and quality work go hand-in-hand. Thanks for taking the time to make “our world” a safer place.

New Vista Builders Group, LLC



SAFETY PROGRAM GOALS

It is the policy of New Vista Builders Group, LLC that both long and short-term goals are set to be accomplished within our safety program. The goals established will be based on the needs of this firm to improve safety performance and to reduce operating expenses associated with accidents.

At the beginning of each year, we will set two major objectives to be accomplished during the year: these will be our long-term goals. Other short term goals will be established as problems, needs or trends arise.

Recognizing a problem and establishing a goal to overcome the problem is the primary step; determining how to correct the problem is the real challenge. We must be practical and prudent in devising the strategy or game plan for reducing losses and improving our operation.



ORGANIZATIONAL SAFETY RESPONSIBILITIES

To be effective, the safety program requires much effort and attention from each member of the company. Management and Project Managers should meet monthly to discuss pertinent safety issues. These meetings will be conducted as part of our monthly planning/company meetings. Subjects for discussion or review should include:

1. A critique of the general safety activities surrounding each work location, noting positive developments or outstanding deficiencies.
2. Pre-planning for major hazardous work schedules, safety audit discussion, OSHA, or other inspections.

Management

1. Has the full responsibility for safety program and results that are achieved
2. Approves safety policies
 - a. Holds employees, Project Managers, and Subcontractors accountable for a high level of performance.
 - b. Formulate safety policies

Project Managers & Superintendents

1. Inform all subcontractors of Jobsite safety rules
 - a. Periodically inspect work areas of subcontractors for compliance with work rules and safety standards
2. Encourage Subcontractors to maintain a safe and healthy workplace, proper housekeeping, proper illumination and ventilation, and the use of personal protective equipment as required by each job.
3. Enforce Jobsite safety rules: notify Management of Subcontractors failing to comply with safety rules.
4. Dismiss Subcontractor personnel who endanger themselves and others by unsafe conduct
5. Responsible for posting Jobsite emergency phone numbers and safety rules.

Subcontractors

1. Work in accordance with safe job practices and comply with Jobsite safety rules
2. Are responsible for recording, reporting, and investigating accidents involving their personnel
3. Must attend job start-up/safety meetings as required by New Vista Builders Group, LLC Project Managers and or superintendents.
4. Have responsibility for safety training and hazard communication training for their personnel. Personnel are to be properly trained or certified for the tasks they are called on to perform for their particular trade.
5. Are responsible for their own equipment (maintenance and safety).



JOB SITE SAFETY RULES

Protective Equipment

- **Hard Hats** – must be worn all times whenever there is danger of head injuries from impact, flying or falling objects, or electrical shock and burns.
- **Goggles or Face Shields** – are mandatory when drilling, burning, chipping, grinding, sawing and grouting.
- **Gloves** – are to be worn when handling material with sharp edges and while handling concrete to avoid cement burns
- **Shoes and Boots** – safety-toed footwear should be slip resistant and have puncture-resistant soles
- **Shirts** – will be worn by all personnel while on the job. No ties, loose or ragged clothing permitted.
- **Boots** – required when handling concrete
- **Welding Helmets** – are mandatory for all arc welders.
- **Respiratory Equipment, Ear Plugs, Life Jackets, and Lifelines** – will be worn as required.

Automatic Dismissal from the Jobsite

Subcontractor employees who violate any of the following items will be subject to automatic and immediate dismissal from the Jobsite.

- a) Violation of OSHA regulations
- b) Intoxication – coming to job premises or trying to work while under the influence or in possession of intoxicating liquors or narcotics
- c) Fighting or provoking a fight
- d) Horseplay in any form – scuffling, pranks, wrestling, throwing materials at others, etc..
- e) Possession of firearms

General Rules

- 1) Running on the job is prohibited, except in obvious extreme emergencies
- 2) Keep the workplace clean. Do not allow trash, scrap, or boards with protruding nails to lie in your work area. Keep walkways, exits, stairs, and landings clear.
- 3) Compressed air will not be used for dusting off or cleaning off clothes.
- 4) Gasoline, Kerosene, or diesel may be handled or stored only in approved safety cans. All internal combustion engines must be shut off and cooled before fueling, oiling, cleaning or adjusting. DO NOT use fuel oil for cleaning purposes
- 5) Use safety guards as provided
- 6) All electrical equipment must be grounded. Three-pronged plugs and receptacles are required on extension and equipment cords.



- 7) Only qualified and authorized personnel should handle and use oxygen and acetylene equipment. Cylinders will be secured upright at all times to keep oil away from oxygen fittings.

Ladders, Scaffolding, Openings

- Ladders – Must be on a firm foundation, latched or hooked to the structure, and extend 36” above the landing. Climbing or descending a ladder with anything in your hands or pockets is prohibited. Use a hand line for tools and equipment.
- Toe Boards and Guard Rails – Required for all scaffolding
- Openings – openings in the floor or ground must be railed off and have 4’ toe boards, or be covered.
- Excavations – must be guarded by barriers with warning lights at night.
- Trenches – more than 5’ deep will be shored, sloped, or a trench shield used, and material stored at least 2 feet from the edge. Trenches more the 4” deep will have ladders extending 3’ above the trench within 25’ of workers.



EMERGENCY ACTION PLAN

Pre-Emergency Planning

The NVBG Supervisor shall perform the applicable pre-emergency planning tasks before starting in field activities and coordinates emergency response with onsite parties, the facility, and local emergency service providers as appropriate. Pre-Emergency planning activities performed by the ERC include the following:

- Review the facility emergency and contingency plans where applicable
- Confirm and post the “Emergency Contacts” page and route to the hospital located in this section in the project trailer and keep a copy in all field vehicles. Communicate information to all onsite personnel and keep it updated.
- Field Trailers: Post “Exit” signs above exit doors and have “Fire Extinguisher” signs above all locations of extinguishers. Keep areas near exits and extinguishers clear at all times.
- Review changed site conditions, onsite operations, and personal availability in relation to emergency response procedures.
- Inventory and check site emergency equipment and supplies
- Communicate emergency procedures for personnel injury, exposures, fires, explosions, and releases
- Brief all new workers on emergency action plan

Emergency equipment and Supplies

NVBG shall ensure the following emergency equipment is on the job site. Verify and update the locations of this equipment as needed. The equipment will be inspected in accordance with the manufacturer’s recommendations. The inspection shall be documented in a field log book or similar means to be kept in project files.

Emergency equipment and supplies to be located onsite:

- Appropriate number of Class A, B, C fire extinguisher based on the construction site and construction activities
- First Aid Kit
- Eye Wash



Emergency Medical Treatment

Emergency Medical Treatment is needed when there is a life-threatening injury (such as severe bleeding, loss of consciousness, breathing or heart has stopped). When in doubt if an injury is life threatening or not, treat it as needing emergency medical treatment.

- Notify 911 or other appropriate emergency response authorities as listed in the “Emergency Contacts” page located in this section
- NVBG will assume charge during a medical emergency until the ambulance arrives or until the injured person is admitted to the emergency room
- Prevent further injury, lifesaving and first aid or medical treatment takes priority
- Initiate first aid and CPR where feasible
- Make certain that the injured person is accompanied to the emergency room
- Notify and submit appropriate reports to the project manager

Inclement Weather

Sudden inclement weather can rapidly encroach upon field personnel. Preparedness and caution are the best defenses. Field crew members performing work outdoors should carry clothing appropriate for inclement weather. Personnel are to take heed of the weather forecast for the day and pay attention to signs of changing weather and indications of an impending storm. Signs include towering thunderheads, darkening skies, or a sudden increase in the wind. If stormy weather ensues, field personnel should discontinue work and seek shelter until the storm has passed.

Protective measures during a lightning storm include the following:

- Seeking shelter
- Avoiding projecting above the surrounding landscape (don’t stand on a hilltop- seek low areas)
- Stay away from open water, metal equipment, railroad tracks, wire fences, and metal pipes
- Position people several yards apart

Some other general precautions would include:

- If possible, take refuge in a large building or vehicle. Know where and how long it will take to get there. Do not go into a shed in an open area.
- Do not go under any large trees, specifically ones that are standing alone. Avoid poles, antennae, and towers.
- If the area is wide open, go to a valley or ravine, but be aware of flash flooding



- If you are caught in a level open area during an electrical storm and feel your hair stand on end, drop to your knees, bend forward and put your hands on your knees. Do not lay down flat as the wet earth can conduct electricity. Do not touch the ground with your hands.
- Do not use telephones during electrical storms except in case of an emergency.

Remember that lightning may strike several miles from the parent cloud, so work should be stopped and restarted accordingly. The lightning safety recommendation is 30-30. Seek refuge when thunder sounds within 30 seconds after a lightning flash. And do not resume activity until 30 minutes after the last clap.

High winds can cause unsafe conditions, and activities should be halted until wind dies down. High winds can also knock over trees, so walking through forested areas during high wind situations should be avoided. If winds increase, seek shelter or evacuate the area.



Hazard Communication Program 2017-2018

EMPLOYEE TRAINING AND INFORMATION

Prior to starting work each new employee of New Vista Builders Group will receive information and training as well as a review on an annual basis on the following:

- a. An overview of the requirements contained in the Hazard Communication Standard
- b. Chemical present in the workplace operations
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals and Safety Data Sheets(SDS)
- d. How to lessen or prevent exposure to hazardous chemicals through the usage of control/work practices and personal protective equipment
- e. Safety emergency procedures to follow if they are exposed to these chemicals
- f. How to read labels on containers as well as workplace labeling systems and review SDS format and how to obtain appropriate hazard information
- g. Procedures on adding new jobsite chemicals to the "List of Hazards" and the SDS log

Before a new hazardous material chemical can be introduced into any section of the company, each employee of that section will be given the tools needed to ensure the new material/chemical is added to the SDS book and the required "List of Hazards". The immediate supervisor of the employee will review with the employee any new material/chemical hazards information the employee may be exposed to during the performance of their assigned duties.

After a review of said materials, each employee will sign a form to acknowledge that a review of the current OSHA Hazard Communication Standard was done and New Vista Builders Group policies on hazard communication are understood.












IMPLEMENTATION OF METHODS TO REDUCE EXPOSURE RISK

All employees are responsible for implementing and documenting the following methods to reduce exposure to risk:

- A. Standard Precautions:** All covered individuals will use hazardous materials standard precautions as dictated by the task or activity. These standard precautions include adhering to the appropriate prescribed engineering and administrative controls, personal protective equipment, and housekeeping.

- B. Personal Protective Equipment:**
 - 1. Appropriate personal protective equipment (PPE) including but not limited to: respiratory, gloves, eye, face protection, is provided to covered employees.
 - 2. Training/record keeping in the use of PPE for specific tasks is provided and maintained.
 - 3. All covered employees using PPE must observe the following precautions
 - a. Wear appropriate PPE when it is reasonably anticipated that there may be contact with hazardous materials; replace gloves or other protective clothing if torn or punctured or if their ability to function as a barrier is compromised.
 - b. Utility gloves or other protective clothing may be reused if their integrity is not compromised. Utility gloves or other protective clothing should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
 - c. Appropriate face and eye protection should be donned when splashes, sprays, spatters, or droplets of hazardous material pose as a risk to eye, nose, or mouth.
 - d. Respiratory protection devices should be donned when the vapors of fumes pose a risk to the respiratory system.
 - e. Disposable PPE should be discarded properly after each use.

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment *(Non Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Be aware of the different words, pictures, colors and numbers that can be used while labeling such materials and chemicals.

Specific words that may signal level of risk:

DANGER: can cause immediate or serious injury or death

WARNING: can cause serious injury or death

CAUTION: can cause moderate injury

Colors may be used instead of words or pictures:

RED = Fire Hazard

YELLOW = Reactivity hazard

BLUE = Health Hazard

WHITE = Specific hazard such as acid or corrosive, or personal protective equipment you need to protect against this hazard



Numbers are used to tell how serious the hazard is:

- 0** = Minimal hazard
- 1** = Slight hazard
- 2** = Moderate hazard
- 3** = Serious hazard
- 4** = Severe hazard

INFORMING OTHER EMPLOYERS/CONTRACTORS

It is the responsibility of the employee to make available the following information to contractors with employees on site:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the work place.