Patriot Development Corporation

Safety Manual

EFFECTIVE
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The employees of Patriot Development Corporation are our greatest assets. Each of us must work together for the common goal of providing a safe place to work for all employees. Management will provide a safe working environment by providing each employee with safe equipment, proper training, and safe methods and procedures. We will comply with every applicable standard and government regulation.

The order of precedence is Safety, Quality, and then Production. Never sacrifice safety for gains in quality or production. Never sacrifice quality of work for gain in production. Strive for perfection in safety, excellence in quality of work, and good production.

Our work is dangerous. Be aware of your surroundings and look out for others. Our work place is only as safe as the least safe person onsite. Know who that person is and reach out him.

By following the policies in this handbook and exhibiting general safe practices, we can make Patriot Development Corporation a safe and enjoyable place to work.

Donald L. Gillis
President
Patriot Development Corporation

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1. RESPONSIBILITIES FOR SAFETY

The project superintendents, assisted by the foremen, are assigned the prime responsibility for the application and enforcement of accident prevention and safety on the project. All supervisory personnel are responsible for the safety training and instruction of the employees under their direction.

1.01 Management Responsibilities

A. Provide means to accomplish the above stated policy.
B. Enforce this policy.
C. Require that all subcontractors comply with these policies.
D. Encourage all other prime contractors to abide by this policy.
E. Conduct and document safety inspections, utilizing other consulting services when necessary.
F. Investigate all accidents and document immediately.
G. Establish procedures for treatment of injuries.
H. Establish and provide safety training for all necessary personnel.

1.02 Superintendent Responsibilites

A. Lead by example to the crews under their direction.
B. Be responsible for all on-site safety.
C. Ensure that all necessary personal protective equipment (PPE), job safety materials, and first aid equipment is immediately available for their crews.
D. Instruct foremen on job specific safety procedures.
E. Instruct foremen to lead by example and follow safe practices and procedures at all times.
F. Ensure that foremen understand their responsibilities as the “Responsible Person” for their crew for all safety practices and procedures.
G. Require all subcontractors to adhere to all Patriot Development Corporation safety regulations.
H. Review all accidents with foremen, file full reports complete with photographs to the Patriot Development Corporation safety representative, and ensure that corrective actions are immediately implemented as required.
I. Maintain current Federal, State and Local Safety Regulations to include Material Safety Data Sheets (MSDS).
J. Adhere to all laws and guidelines pertaining to on-the-job safety.

1.03 Foreman Responsibilities

A. Lead by example to the crews under their direction.
B. Ensure that all safety practices and procedures are implemented at the work site.
C. Ensure that employees commit no unsafe practice.
D. Ensure no unsafe conditions exist in their work area.
E. Ensure necessary protective equipment is available and used.
F. Instruct all workers in safe procedures and job safety requirements; follow up and insist on compliance.
G. Discuss safety in personal contacts with workers on every operation.
H. See that all injuries are cared for properly and reported promptly.
I. Investigate all accidents, file complete reports, and correct the causes immediately.
J. Adhere to all laws and guidelines pertaining to safety and its basic requirements.

1.04 Employee Responsibilites

A. Perform your duties in a safe manner.
B. Learn the approved safe practices that apply to your work and observe them at all times.
C. Ask for assistance from a co-worker, supervisor, or the management when you are unsure of any potentially unsafe condition.
D. Maintain an active interest in the company Safety Program. Give your undivided attention to safety discussions, which your supervisor may introduce from time to time to prepare you for new or different work, and request explanation of points that you do not thoroughly understand.
E. Always be alert to safety and health hazards. Whenever possible, correct or eliminate an obvious hazard yourself. Report all hazards and any corrective measures you have taken to your supervisor.
F. Never bypass the function of a safety device. Report all safety device malfunctions and unsafe equipment to your supervisor as soon as possible and flag the device immediately to warn others of the hazard.
G. Report promptly to your supervisor any injury you sustain while at work, no matter how slight you may consider the injury to be
H. Never attempt to do a job alone when common sense and safe work practices tell you assistance is required.
I. Use all protective equipment provided for the work that you are performing.
J. Never engage in scuffling, practical joking, or horseplay of any kind on the job. Such conduct will not be tolerated.
K. Be cautious in walking or moving about the work area so as to avoid slipping, tripping, or falling. Be especially cautious when weather conditions create or aggravate hazardous situations. Running on the job is prohibited.
L. Always plan your work and try to anticipate any hazards you might encounter.
M. Never consume alcoholic beverages or illegal drugs prior to reporting to work.
N. Never consume alcohol or drugs at any time on Patriot job sites or in Patriot owned equipment or vehicles.

O. Do not possess alcohol, illegal drugs, weapons, ammunition, or chemical spray on the jobsite.

P. Make management aware of your use of any legally prescribed drugs which may affect your job performance.

1.05 Superintendent Safety Review

Project superintendents will conduct an in-depth safety review that enables the superintendent to quickly assess his project's overall compliance with both State and Federal regulations, as well as company policies. Any deficiencies noted as a result of this review should receive prompt corrective action.

2. SAFETY MEETINGS

2.01 Toolbox Meetings

A toolbox meeting is a short safety meeting conducted by the immediate supervisor with his entire crew. Everyone present must sign an attendance sheet. Toolbox meetings are held weekly at the start of the workday. Each weekly meeting will cover one subject. When appropriate, demonstrations are provided.

2.02 General Safety Meetings

Management shall hold safety meetings at various times during the year. These meetings will be for the primary reason to instruct employees on specific safety rules and/or precautions. Everyone present must sign attendance sheets.

2.03 Superintendent Regular Safety Meetings

Patriot Development Corporation superintendents conduct regular safety meetings with each of their foremen and subcontractors. While on-the-job safety will be the primary focus during such meetings, work schedules and review of communications may also be made a part of this meeting. At this time, both superintendents and foremen will discuss any accidents, unsafe conditions, or unsafe acts which may have occurred on the project since the last meeting. In addition, these discussions will include work planned for the next jobsite and any particular areas of safety considerations that must be watched. Foreman and Independent Operators will be reminded of their responsibility as "responsible persons" for the safety of each person under their immediate supervision.

3. SAFETY RULES

3.01 General

A. All injuries, no matter how minor, will be reported to your supervisor immediately.
B. Follow all rules outlined in the Virginia Work Area Protection Manual.
C. Follow all rules outlined in the VOSH and OSHA Manuals.
D. Fighting, horseplay or scuffling is prohibited at all times.
E. All unsafe acts or conditions, regardless of how minor, shall be reported to your supervisor.
F. Broken or defective tools and/or equipment will NOT be used at any time.
G. Do not attempt to lift or move heavy or cumbersome loads without adequate assistance. Learn to lift with your leg muscles and not with your back. Never twist at your waist while moving loads; turn your whole body or point your lead foot in the direction of movement. Supervisors will instruct all their employees on correct lifting procedures. When possible, all heavy or cumbersome equipment will be moved with mechanical equipment (i.e., track or rubber-tire loaders).
H. All protruding nails or sharp objects, which could cause injury, will be removed or bent down immediately.
I. If you do not feel safe within the immediate work area of the jobsite, express such concerns to your supervisor immediately. Use common sense -- DO NOT PROCEED WITH WORK IF YOU FEEL UNSAFE.
J. If asked to complete any work assignment for which you are unsure how to do properly or safely, inform your supervisor immediately.
K. The use or possession of intoxicants or illegal drugs is forbidden.
L. When it becomes necessary for an employee to use prescription medication during working hours, the employee must provide the supervisor with a letter from his/her physician verifying the type of medication; and, verify that it will not impair the employee's ability to perform all the tasks associated with his/her job. The supervisor will compare the name of the medication referred to in the doctor's letter with the name of the medication on the employee's prescription container to ensure that both names are the same.
M. Employees will not consume alcoholic beverages prior to reporting for work.
N. Patriot employees will not consume alcoholic beverages on jobsites nor in any Patriot owned/leased equipment or vehicle.
O. Do not jump from or to any elevated surfaces. Either turn around and climb down or use the proper ladder. Examples of elevated surfaces are: walls, banks, equipment, vehicles and excavations.

P. All employees will make themselves aware of the location of the OSHA Safety and Health Poster, Emergency Telephone Number Poster, Hazard Communication Program Poster, the location of the first aid treatment.

Q. The operation of machinery, power tools or construction equipment without proper training and instruction is prohibited.

3.02 Personal Protective Equipment (PPE)

A. Hard hats will be worn at all times where there is the potential for head injury from impact.

B. For all digging and trenching operations, hard hats will be worn by all employees.

C. For all work zones within the clear zone as specified in the VA Work Area Protection Manual, hard hats, reflective vests and steel toe shoes will be worn by all employees.

D. Shirts must provide upper body protection from scrapes, cuts, and sunburn; with a minimum of four inch sleeves. Shirts help keep your body cool during hot weather and must be worn at all times. No tank-tops or muscle shirts are permitted.

E. Eye protection will be worn when performing operations that present eye hazards. Such operations include, but are not limited to: chipping concrete, cutting bricks or concrete blocks, driving nails into concrete or masonry units, mixing mortar or concrete, pouring concrete, operating powder-actuated tools, operating a jackhammer, operating a bush hammer, operating a power-saw or power-drill, operating oxygen/acetylene torch.

F. Protective eye and face devices shall comply with ANSI Z87.1-1968 regulations (available upon request).

G. Hearing protectors shall be provided and worn in high noise situations. Your supervisor will advise you when to wear hearing protectors. Situations include, but are not limited to: the use of noisy equipment such as jackhammers, the use of pneumatic or high pitch tools in confined spaces, and any areas where noise levels exceed 85 decibels for long periods of time.

H. Goggles or a welder's hood of correct lens density will be worn while welding or cutting by gas or electricity.

I. Only ankle high, lace type, leather work-boots with soles capable of avoiding puncture shall be allowed. These boots must be worn by all crew members. Steel-toe boots or metatarsal protectors must be worn when there is a danger of foot injury; examples of this are tampering, jack hammering, and setting concrete pipe.

J. Gloves suitable for the type of work being performed will be worn.

K. Clothing shall be snug fitting to reduce the possibility of catching on projections.

3.03 Heavy Construction Equipment

A. The safe operation of construction equipment is required.
B. The operation of any equipment without authorization from your supervisor is prohibited.
C. Equipment MUST NOT be operated within 10 feet of overhead high voltage power lines.
D. Warning signs no less than 5 x 7 inches, with yellow background and black lettering stating "WARNING UNLAWFUL TO OPERATE THIS EQUIPMENT WITHIN TEN FEET OF OVERHEAD HIGH VOLTAGE LINES" must be affixed to any mechanical equipment or hoisting equipment, any part of which is capable of vertical, lateral, or swinging motion that could be operated within 10 feet of an overhead high voltage line; including, but not limited to cranes, derricks, power shovels, drilling rigs, excavating equipment, etc. Decals should be installed on three sides of the equipment, plus one inside the operator's cab of the equipment in plain view of the operator. Signage must be on all company equipment and heavy trucks.
E. Do not climb onto or off equipment that is in motion.
F. Do not start equipment until you are in the driver's seat.
G. Do not work under suspended loads.
H. Equipment operators shall wear seat belts while operating equipment provided with roll over protective structures (ROPS).
I. Heavy equipment operators shall inspect the equipment they are assigned to each day before beginning work. Make sure brakes, backup alarms, front horn, lifting mechanisms, hydraulics, warning signals, and lights (if needed) are in proper working order. Fire extinguishers should be properly tagged. Glass inspected for cracks and cleaned when necessary.
J. No riders are permitted in heavy equipment unless the rider has a seat with a seatbelt.

3.04 Flammables and Fire Extinguishers

A. Fire extinguishers will be obtained prior to starting welding or open flame operations and will be kept in the area of such operations.
B. Know the location of fire extinguishers and how to use them. Tampering with fire extinguishers is prohibited.
C. Do not smoke while using or working near flammable materials. Obey all posted signs.
D. Gasoline, and all other flammable liquids, shall be stored only in approved UL safety cans, which are properly labeled. No plastic containers without a pressure relief lid and flash arrestor will be allowed on job sites.
E. Do not bring personal gasoline containers on site that do not meet these requirements.
F. Do not store or use an acetylene gas cylinder lying down. It must always be upright.
G. Always shut down equipment and let it cool down before refueling. If necessary, use a funnel to prevent spillage.

3.05 Ladders

A. Prior to ascending or descending a straight or extension ladder, the employees shall ensure that the ladder is secured against displacement and extends at least 36 inches above the landing.
B. Ladders shall not be used in a horizontal position as platforms, runways, and scaffolds or for other than their intended purpose.
C. Metal ladders shall not be used where they may contact energized electrical conductors.
D. Ladders shall not be placed in passageways, doorways, driveways, or any location where they may be displaced by other work, unless protected by barricades or guards.
E. Portable ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one quarter of the working length of the ladder.
F. The areas around the top and bottom of the ladder must be kept clear of debris, cords, welding leads and other tripping hazards.
G. Portable ladder feet must be placed on a firm substantial base. Do not use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent movement.
H. Do not set a ladder on top of boxes, scaffold, or other objects that may move.
I. Never stand any higher than the third rung from the top of any ladder.
J. Always use stepladders with spreader or locking devise in an open position while being used.
K. Never climb a ladder with an object in your hands.
L. Do not over reach to the side.
M. Do not climb a ladder with shoe soles covered with sand, oil, mud snow, etc.
N. Do not "jump" the ladder to a new location. Get off and move it.
O. Always inspect ladders before using them. Any defective ladder should be removed from service immediately until repaired or replaced. All defective ladders should be tagged "DO NOT USE" or equivalent.
P. While ascending or descending a ladder, always face the ladder.
Q. Do not carry an object or load that could cause you to lose balance and fall.
R. Do not store tools or materials on top of stepladders.

3.06 Power Tools

A. Only employees who have been trained in the operation of the particular power tool in use will be allowed to operate such tools.
B. Employees will not operate equipment that has had guards removed or other safety devices made inoperative.

C. Employees will not remove guards from tools or equipment or make such devices inoperative.
D. Electrical cords with broken insulation, exposed wires, or defective ends will not be used.
E. Three-wire electrical cords without a ground pin will not be used.
F. Ungrounded electric tools will not be used. This does not apply to double insulated tools.
G. A ground fault circuit interrupter (GFCI) will be used ahead of extension cords used to supply current to power tools.
H. Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being accidentally expelled.
I. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. And then, only with effective chip guarding and personal protective equipment.
J. Stop all fuel-powered tools while fueling, servicing, or maintaining.
K. Do not use fuel-powered tools in confined spaces unless proper ventilation is maintained. Consult with your supervisor.
L. Use of abrasive wheels (bench mounted or hand held) will not be used without hood guards or safety flanges (half moon guards).
M. Safety goggles or full-face shields and safety gloves must be worn at all times while using bench mounted or hand held abrasive wheels.

3.07 Excavations

A. Employees will not work in excavations, 5 feet or more in depth, which have not been sloped to the proper soils classification, shored / shielded, provided with other means of protection to prevent cave-ins, and certified for entry by competent person.
B. Employees will not work in excavations 4 feet or more in depth, that are not provided with ladders, steps, ramps or other safe means of climbing into and out of so as to require no more than 25 feet of lateral travel.
C. Do not enter excavations or trenches until the competent person has identified soil classification and slope, shoring or shielding, and declared the excavation safe.
D. Do not enter excavations or trenches that you feel are unsafe. Report unsafe conditions to your supervisor immediately.
E. Before entering any excavation, which has been left open overnight, make sure your supervisor has inspected it.
F. Never work outside shield (trench box) or shoring system.
G. All materials (including spoil pile) will be stored at least 2 feet from the edge of excavations.

For more information on Excavations, see Appendix 1.

3.08 Operations in Traffic

A. Superintendents and foremen will refer to the Virginia Work Area Protection Manual prior to commencing any work activity in the Right Of Way or clear zone of any travel-way.
B. Superintendents and foremen will know and understand all requirements of the Virginia Work Area Protection Manual prior to commencing any work activity in the ROW or clear zone of any travel-way.
C. Foremen will instruct all crew members regarding all requirements of the Virginia Work Area Protection Manual prior to commencing any work activity in the ROW or clear zone of any travel-way.
D. Employees will not enter any ROW of clear zone of any travel-way without reviewing the requirements of the Virginia Work Area Protection Manual with a foreman or superintendent.
E. Superintendents, foremen and employees will know and understand all project specific MOT plan requirements and VDOT permit requirements.
F. Do not enter any work zone that you feel is unsafe. Report unsafe conditions to your supervisor immediately.
G. Employees will not enter any ROW or clear zone of any travel-way without the proper PPE including hard hats, safety vests, and steel toe shoes.

3.09 Confined Spaces

A "confined space is a space that is large enough and so configured that an employee can bodily enter and perform assigned work; and has limited or restricted means for entry or exit (for example, tanks, vessels, silos, vaults, pits, excavations, etc.); and is not designed for continuous employee occupancy.

A. Do not enter any confined space until the area has been tested and declared safe by your supervisor or his designated competent person and you have been authorized to enter the confined space.
B. Upon entry of a confined space, continue testing the space until you have exited.
C. Never take compressed gas tanks into a confined space. A leak could be disastrous.
D. Never take flammable liquids or chlorinated solvents into confined spaces.
E. Do not smoke in confined spaces.

Permit Required Confined Space (PRCS)
A PRCS is any space:

- Containing or having the potential to contain a hazardous atmosphere
- Containing a material that has the potential to engulf the person
- Has an internal space such that the person could be trapped or asphyxiated (such as sloping walls or floors that reduce to the point of constriction
- Containing any other serious safety or health hazard

- Can include: pipe, manholes over four feet deep or with a cone in place, sand filters, and excavations.

If management has declared a particular project to be a PRCS, there must be a written entry permit before anyone can enter. This permit will list the following:

- Name/location of the PRCS
- Purpose for entering the PRCS
- Date and duration of entry
- Names of those entering
- Names of those attending on the outside
- Supervisor's name
- List of the expected hazards
- Means by which you intend to isolate or control the hazards
- Conditions under which you deem it acceptable to enter (levels of oxygen, combustibles, toxic materials, etc.)
- Test results of hazards in the atmosphere in the PRCS before and during the entry
- Provisions for rescuing someone from the PRCS along with methods of summoning the rescue
- Communication methods such as phones, radios, hand signals, etc., to allow entrants and attendants to communicate with each other
- Equipment needed, including all the personal protective equipment, retrieval lines, harnesses, alarm systems, rescue/first aid gear, etc., for a safe entry/exit
- Other special precautions or considerations specific to the particular space
- Additional permits you may need for welding or using cleaning solvents

Never enter a PRCS until you have been properly trained and authorized to do so; your name should be entered on the entry permit.

For more information on Confined Spaces, see Appendix 2.

3.10 Fall Protection

A. Where you can fall 6 or more feet to a lower level, guardrails, scaffold, or personal fall arrest equipment must provide 100 percent protection.
B. Body harness shall be worn well snuggled around waist and legs.
C. Keep lanyards as short as possible. Select lanyard length based on objects below that may be struck when falling.
D. Do not use personal fall arrest equipment unless you have been trained and authorized to use it.
E. Inspect all personal fall arrest equipment before using it.
F. Body belts shall not be used as part of a fall arrest system - only a body harness will be used.

G. All holes two or more inches in diameter will be securely covered and identified to prevent materials from falling onto someone below, someone tripping, or someone falling through that hole.

3.11 Lockout/Tagout

"Lockout/Tagout" (LOTO) is intended to protect workers from the accidental release of energy. LOTO is most commonly used when a piece of machinery needs to be repaired. The first step in LOTO is to disengage the wires or literally turn OFF the circuit, and apply a padlock so that no one can turn the power back on until you remove your lock (LOCKOUT). The second step is to apply a tag with your name and the reason the lock was applied (TAGOUT).

The steps outlined below should be followed:

A. Notify other workers affected by the equipment shutdown.
B. Turn OFF all primary power sources to the equipment. Lock them and tag them with your name and appropriate message, such as:
   - DO NOT START
   - DO NOT OPEN
   - DO NOT CLOSE
   - DO NOT ENERGIZE
   - DO NOT OPERATE
C. Release all energy from secondary sources - capacitors, residual pressure, mechanical, hydraulic, pneumatic, chemical, thermal, counterweights, etc.
D. Try to operate the equipment to verify that the power is OFF.
E. Keep the LOTO in force until the work is completed.
F. Notify affected workers that the equipment will be reactivated.
G. Remove tags and locks (First ON is Last OFF)
H. Use the same type locks and tags in order for all employees to understand the process.
I. Apply only your own lock. Complete and attach your own tags. Never share your lock, key or combination.
J. If someone else has locked out a piece of equipment whose reactivation could negatively affect you, apply your own lock in addition to his or hers.
K. If locked out equipment may be repaired and reactivated on the next shift when you're not there, take your lock and tag off before you go, but after your replacement on the next shift puts his/her lock and tag out in your place.

4. HAZARD COMMUNICATION PROGRAM

During the normal course of completing your job, you may be exposed to hazardous materials. It is the intention of management to lower the risk of working with these materials by outlining the safety procedures involved:

A. Patriot Development Corporation shall maintain a list of all hazardous materials used on site.

B. Containers received for use will:
   - Be clearly labeled as to the contents
   - Note the appropriate hazard warning
   - List the name and address of the manufacturer or responsible party

   No container will be released for use until the above data is verified.

C. MSDS (Material Safety Data Sheets) from suppliers of hazardous materials will be maintained by the Patriot Development Corporation safety representative, all superintendents, and all foremen. The MSDS is available for review by anyone.

D. All containers of hazardous materials will be labeled properly.

E. Never eat or drink when working with hazardous materials.

F. Any chemical spills are to be cleaned immediately as directed on the MSDS.

G. Always wear protective equipment when handling chemicals, or other substances, which may have adverse effects.

H. Prior to working with any material which you suspect to be asbestos, contact management for further instructions.

5. ALCOHOL/DRUG TESTING - DRUG FREE WORKPLACE

The use or possession of alcohol or illegal drugs or substances during working hours is forbidden. When it is determined that a Patriot Development Corporation employee or subcontractor is under the influence of any drug or controlled substance which adversely affects his or her ability to perform duties in any way or poses a threat to his/her safety or the safety of others, his/her employment will be subject to disciplinary action, including termination.

Patriot Development Corporation has chosen to participate in drug testing procedures administered by the Virginia Associated Contractors Self Insurance Group (VACO) "Drug-Free Workplace Program".

Employees will submit to the procedure in the following circumstances:

A. Pre-employment testing: prior to being hired, each employee must successfully pass a drug screening test. Employees returning to work after an extended absence are also subject to pre-employment drug testing. Patriot Development Corporation may use a refusal to submit to a drug test or a positive confirmed drug test as a basis for refusing to hire the applicant.
B. When directed to do so by management with or without prior announcement, with or without cause.
C. During routine periodic physicals. Employees who hold a CDL are subject to the terms set forth by the Department Of Transportation, including alcohol and drug testing.
D. Random drug testing will be done throughout the year.
E. Any employee involved in an accident will be referred for alcohol/drug testing. Failure to comply may result in immediate dismissal and may negate any worker compensation claim.
F. All employees may be subject to "reasonable suspicion" alcohol and drug testing. This is applicable when management has reasonable cause to believe an employee is under the influence of drugs or alcohol while on the job.

Use of Legal Drugs

It is the responsibility of the employee to notify management when he/she is under the influence of a legally prescribed drug. Management will make a decision if an employee under the use of legal drugs may continue to work.

6. FLEET SAFETY

Within Patriot Development Corporation, safe operation of both equipment and vehicles will always precede expediency or shortcuts. Collectively speaking, as a company, we are dedicated to preventing vehicle accidents and controlling insurance costs. Our goal is to reduce injuries to our employees and to reduce damage to both our equipment and vehicles, to include materials being transported by them. The following points will be adhered to by all drivers/operators of Patriot Development Corporation owned equipment or vehicles:

A. Consumption of alcoholic beverages is prohibited while operating or riding in company equipment or vehicles.
B. Do not operate a motor vehicle when drugs, alcohol, fatigue, bad vision or other physical impairment reduces your ability and good judgment, or if your mood or attitude does not permit making prudent driving decisions.
C. Seatbelts will be worn at all times by both equipment operators and vehicle drivers and passengers (if applicable).
D. Be familiar with the vehicle you are operating and be specially trained and properly licensed if operating larger vehicles.
E. Obey all traffic laws and posted signs.
F. Drive defensively to avoid other driver's carelessness. Use headlights in daytime. In accordance with Virginia Department of Motor Vehicles, headlights must be turned on whenever the windshield wipers are operating (except in the intermittent mode).
G. Do not operate a motor vehicle that is defective in any functional way.
H. Do not exceed the capabilities/capacities of the vehicle.
I. As a driver, take the responsibility for regular checks of the vehicle's tire pressure, oil and coolant levels, lights, wipers, back up alarm and regular servicing for proper mechanical functioning. In addition, verify the vehicle is properly licensed and tagged before operating.
J. Unless authorized, do not operate a motor vehicle belonging to Patriot Development Corporation.
K. DO NOT USE COMPANY VEHICLES FOR PERSONAL USE unless you have specific authorization to do so from Patriot Development Corporation management.
L. Both the dashboard and floorboard (drivers side) of all company vehicles will be kept clean so nothing can strike you in the face or get caught under the feet of the vehicle operator to cause an accident.
M. Do not give rides to hitchhikers or strangers.
N. Report all accidents immediately to management. Use the contents of the small green zipper pouch located in the glove box, to document/exchange accident information, including pictures (using the small disposable camera) of vehicle damage(s).

O. Drivers must report all arrests and traffic convictions to management. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.

P. Never follow another vehicle so closely that you will be unable to make a safe stop under any conditions. Maintain at least a 4 second interval behind vehicles while traveling highway speeds. Longer intervals will be necessary for larger vehicles.

7. ACCIDENT REPORTING

7.01 Work Related Injuries

Report all injuries, no matter how minor, to your supervisor immediately. As soon as practical, report the injury to office personnel.

The foreman of each crew is designated as the primary "responsible person" and is responsible to ensure that any employee under his or her supervision who becomes injured on the job is afforded necessary medical care and/or treatment. The foreman should call 911 immediately for serious or life-threatening injuries. In addition, each foreman will report such injuries to the Patriot Development Corporation safety representative as soon as possible. If additional treatment beyond first aid at the jobsite is required, employees will be sent to the doctor. A list of approved doctors is included as an appendix to the MSDS binder. A first aid kit should be maintained at each jobsite. For your own health and safety reasons, exercise extreme caution when a co-worker has been injured. If you are not certified as having completed an OSHA approved CPR or First Aid Class and are knowledgeable in the proper administration of first aid, do not attempt to render assistance to or move the victim, before competent medical authority arrives on the scene.

7.02 Vehicle Accident

If you are involved in an accident while operating or are a passenger in a vehicle owned or leased by Patriot Development Corporation, take the following steps:

A. Remain calm.
B. Contact supervisor and office personnel.
C. Contact the police department, which has jurisdiction.
D. Follow procedures as instructed or as defined on the procedures guideline as posted in the glove compartment of the vehicle.
E. Do not argue, accuse or admit blame.
F. Do not attempt to make any promises as to settlement on the company's behalf.

8. OSHA CHECKLIST

Safety is a continuing process that requires attention to detail every day. Because of the nature of our work, it only takes an instant to become "unsafe," where an accident or personal injury may result. Each employee, foreman, supervisor and member of the management team must remain totally committed to comply with the safety policies contained herein.

The following checklist is offered to assist you in your daily safety efforts. Additional copies are available upon request.

- ❑ Do you have an OSHA poster properly displayed in a conspicuous place on each worksite?
- ❑ Are emergency telephone numbers posted near the telephone?
- ❑ Is your first aid kit properly stocked?
- ❑ Are all personnel properly equipped with personal protective equipment? Do you insist that this equipment be utilized?
- ❑ Is there a trained first aid person present at all times? If so, does this first aid person possess an up-to-date card?
- ❑ Is fire protection adequate? Are extinguishers properly charged?
- ❑ Are appropriate caution signs, etc., properly posted (i.e., "hard hat area")?
- ❑ Are petroleum storage containers properly marked? Are they the approved type?
- ❑ Are ladders and hand tools in good condition? Do ladders comply with OSHA regulations?
- ❑ Are electrical extension cords of the three-wire type? Are they in good condition? Is all power supply panels properly grounded? Is temporary lighting properly rigged to comply with OSHA regulations?
- ❑ Are all excavations and/or trenches properly constructed? Are protective railings provided where required by OSHA regulations? Are all unprotected sides and edges guarded? Are holes properly covered?
- ❑ Are motorized vehicles in good working order? Are they serviced regularly?
- ❑ Are open trenches properly shored? Sloped?
- ❑ What about housekeeping? Is the site clean and orderly, free from debris, trash or other hazards?
- ❑ Are required records available and up-to-date?
- ❑ Do you have a Safety Awareness Program within your project?
- ❑ Do you have a positive attitude about safety?

9. DISCIPLINARY ACTION

We expect ALL of our employees to put safety first. Safety is not to be compromised for time or profit. In order to enforce our safety rules, we must reprimand infractions of the aforementioned Safety Procedural policies for Patriot Development Corporation.

The following disciplinary actions will be invoked. Management reserves the right to determine the severity of infractions of our safety policies and adjust violations, as they deem necessary.

1st Violation: A verbal warning will be issued to the employee and documented in the employee's personnel file.

2nd Violation: A written warning will be issued to the employee with a copy placed in the employee's personnel file. Disciplinary action may include suspension, time off without pay, depending on the severity of the infraction.

3rd Violation: Employment termination.