

icon, HD, LLC.

**MINIMUM SAFETY
PROGRAM**

JOBSITE SAFETY IS JOB #1

(THIS DOCUMENT SHALL BE USED AS A REFERENCE GUIDE ONLY)

SUPERVISOR'S RESPONSIBILITIES FOR SAFETY

The Supervisor is one of the most important people in any Accident Prevention Program. He must be a good leader, a teacher and a good example for the workers in all phases of the work. The safety duties of the Supervisor are as follows:

- Assist employee with learning company operating guidelines. Explain company's personnel, safety and environmental program, make every effort to get the employees interested in safety procedures, stress the point each employee is an important part of the team, and give him/her every opportunity to learn.
- See that all recommendations made by the employees are carried out or explain to them a good reason for not doing so.
- Encourage and give credit to employees who report unsafe conditions or practices.
- Investigate and discuss all accident and injuries with his employee to develop complete information, which may assist in determining a cause and implementing corrective measures.
- Study and learn how to apply company guidelines.
- See that all safety equipment is used and is in proper condition.
- Stress the importance of teamwork. We must work as a team to prevent accidents and get the job done.
- Coach and train all employees for promotion. Encourage them constantly to keep their eyes and ears open to learn different procedures for the betterment of themselves and the company.
- Remind employees frequently how accidents affect them personally and the hardships of their families; pain, suffering, loss of income, etc.
- Set an example for employees by wearing proper clothing and safety equipment yourself.

EMPLOYEE'S RESPONSIBILITIES

All employees are ultimately responsible for their own personal safety and making safe choices regarding work practices. Employees must report to their Supervisor any potentially hazardous condition or practices that may cause injury and/or property damage. If there is potential for injury and/or property damage each employee must, before being exposed to danger, determine a safe alternative to accomplish work or not perform the task until a safe method be devised. The following are the employee's minimum responsibilities in our Accident Prevention Program:

- Consider the benefits of accident prevention. The employee has a responsibility to himself/herself for his/her own safety, but he/she likewise has a responsibility to his/her family, to his/her workers, to the community and to his/her employer, by whom he/she is paid.
- Employees are expected to follow safe procedures and to take an active part in the work of protecting themselves, their fellow workers and the equipment. They shall be encouraged to detect and report to their Supervisor hazardous conditions and unsafe behavior in their work places and to make suggestions for their correction.
- Report on the job sober and physically fit.
- Remember that practical jokes and horseplay are out of place on the job.
- Assist entire crew to maintain good job housekeeping. Remember that the orderly condition of his/her job is a reflection of his/her interest and attention.
- Encourage new fellow employees to adopt safe working practices.
- BE ALERT! Always keep your mind on your job; know your job and the proper way to perform it. Do not rush. Look where you are going.
- Be on the alert constantly for any unsafe condition or practice. (An employee's own knowledge and interest in his/her work make him/her the best possible safety inspector.)
- Remember that sound suggestions for the improvement of your job are appreciated and that makes you a more valuable employee and leads to your advancement.
- Observe the same principles of accident prevention off the job as on the job.
- After each job, see that tools are cleaned and placed on tool racks or boxes and the area cleaned.
- Take pride in your work; be proud of a job well done and keep morale up. Good morale is essential for a safe and happy crew.
- In conclusion, the company shall expect the individual employee to cooperate in every respect with the company's Safety and Environmental program so that operations may be carried on in such a manner to insure the safety of himself/herself and his/her fellow workers.

Why do accidents happen?

Basically, there are two reasons; UNSAFE ACTS and UNSAFE CONDITIONS. An unsafe act is when someone does something that is unsafe such as removing safety shields, running at work, not using proper personal protective equipment, violating safety rules, or performing a task for which they are not trained.

Violating safety rules is never a smart move. They are put in place to protect you. An unsafe condition is a situation where the work place hazards have not been eliminated or controlled. These include conditions such as slippery floors, improper lighting, and exposed machine hazards.

HORSEPLAY WILL NOT BE TOLERATED ON THE JOB!

Safety Rules for All Employees

It is the policy of icon HD, LLC that everything possible be done to provide protection from accidents, injuries, and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receive adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following general safety rules will apply:

- Immediately report to your Supervisor:
 - All work injuries and illnesses.
 - All unsafe acts or unsafe conditions.
 - All property damage or near miss accidents.

- Only authorized and trained employees may:
 - Operate, repair or adjust machinery and equipment.
 - Work on or near exposed Energized Electrical Parts or Electrical Equipment.
 - Use forklifts or other vehicles.

- All Employees must:
 - Know the location of all Fire and Emergency Exits.
 - Keep exits, fire extinguishers and emergency equipment clear of all obstacles.
 - Follow all safety rules and precautions.
 - Not bring firearms, weapons or explosives on project property.
 - Not use, possess, sell or be under the influence of illegal drugs.
 - Not misuse prescription drugs.
 - Not be under the influence of alcohol on project property or while on duty.

Hazard Communication – Right to Know

A copy of the Written Hazard Communication Plan is located in every MSDS book. An employee has the right to know any operations in his/her work area where hazardous chemicals are present. If you don't know or understand something about the chemical, ask your Supervisor. If you are assigned a job that involves use of chemicals, you will be provided training by your Supervisor. Some chemicals are explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. To avoid injury and/or property damage, persons who handle chemicals in any area of the Project must understand the hazardous properties of the chemicals in which they will be working. All employees who use hazardous chemicals will be required to demonstrate that they can:

- Understand and use Material Safety Data Sheets (MSDS)
- Safely use the material including proper use of Personal Protective Equipment.
- Use the eye-wash station.
- Safely evacuate the area in the event of an emergency.

General Chemical Safety

General safety precautions that must be observed when working with chemicals:

- Keep work area clean and orderly.
- Use proper safety equipment.
- Label containers with identity of contents and hazard warnings.
- Store incompatible chemicals in separate areas.
- Limit volume to the minimum needed.
- Provide means of containing chemical spills. Employees are only responsible for reporting spills, not the clean up of spills. The HazMat Team will take care of the spill.
- Obtain and read the Material Safety Data Sheets.

Labeling

- You are to report any missing, dirty, or illegible labels to your supervisor.
- Read the label before you start any job with a hazardous chemical.
- Read the hazard warning as a reminder every time you handle the container.
- Don't depend on the label alone for protective information; read the MSDS.
- Never use anything that doesn't have a label.
- Don't cover labels so they can't be read.

- Place labels on portable containers that hold hazardous chemicals.
- Check labels on products like cleaning solutions or pesticides that may be hazardous.
- Follow the instruction on the labels.

Some labels use a color and number system to explain both physical and health hazards. In this system:

- Red means "Fire Hazard".
- Yellow means "Reactivity Hazard".
- Blue is a "Health Hazard".

See attached COLOR/NUMBER Label Sheet.

Flammables

Flammable material can ignite and cause fires. Vapors from flammable material can cause explosions when there is a heat or spark source. Most flammable chemicals also have a health risk involved. Do not keep gasoline or flammable solvents in anything except a safety can equipped with flame arresters. Always provide a ground when pouring gasoline or other "flammable" liquids from one container to another. Never weld or burn on, or near a container which has held flammable liquids until the container has been washed and thoroughly freed from vapors, and then only with the approval of your Supervisor. Flammable liquids shall be stored in safety cans of no more than 5 gallon capacity or in unopened original containers.

Corrosives

Corrosive liquids can cause chemical burns of the skin. Corrosive vapors can cause severe lung or eye damage. Physical effects of corrosive material may be instant or appear even several hours after exposure.

Explosives

Extreme caution and care must be used when handling, using and storing these materials. They present a great danger to health and life.

Oxidizers

This type material assists in making combustion (fire) much more violent. Obviously these materials must be kept separate from flammable and combustible materials.

Compressed Gas Cylinder Safety

- Handle cylinders carefully. Dropping or jarring them might damage the valves as well as the cylinder.
- Full and empty cylinders must be identified and stored separately.
- Cylinders will be secured in an upright position at all times. They will be stored so that they will not be knocked over or damaged by the falling objects or passing vehicles.

- Cylinders will not be stored near radiators, furnaces or any other sources of heat.
- Cylinders will only be moved from place to place with special cylinder carts.
- Valve protection caps will be kept on wherever cylinders are not in use. Cylinder valves will be closed and valve protection caps replaced before cylinders are moved or placed in storage.
- Cylinders must never come in contact with electrical wires or situated where sparks or flame might come in contact with them.
- To prevent serious accidents and/or explosions, keep oily and greasy substances away from oxygen cylinders.

MSDS (Material Safety Data Sheets)

MSDS are to be located on the jobsite office. Each MSDS tells you how to safely use, handle, and store a specific chemical. Each MSDS includes the same basic information. Here are the a few of the areas you should be sure to read:

Identification

- Chemical's trade names and manufacturer.
- List of hazardous ingredients.
- Chemical characteristics, such as appearance and color.

Flammability

- Temperature at which it will ignite.
- Proper fighting agents.
- More information on the flammability of a substance can be found in sections listed as "Fire Fighting Measures", "Hazard Identification", or "Physical Data".

Health Hazards

- Symptoms of over exposure and medical conditions that may be made worse by the chemical. Read the "First Aid" or "Emergency" section for information on what to do if exposure occurs.

Reactivity

- Stability of the chemical is stable or if it can be affected by specific conditions, such as high heat.
- If the chemical reacts with any other materials. In addition, the MSDS also tell you if a chemical could break down into hazardous byproducts.

Special Protection

PPE (personal protective equipment) needed to work safely with the chemical. If PPE is needed, specific recommendations, such as air purifying respirators, gloves, or chemicals safety goggles may be listed. Look for this information n sections with titles such as "Exposure Controls" or "Protective Equipment".

Color/Number Labels

Two commonly used systems with numbers and colors on labels are the NFPA (National Fire Protection Association) system and the color-bar system.

Colors Show Type of Hazard

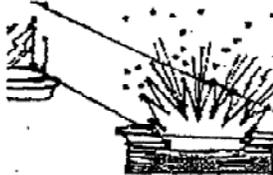
In both systems, each color on the label stands for a different type of hazard:



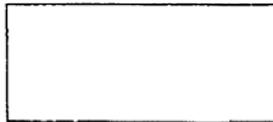
● **Blue** = health hazard



● **Red** = fire hazard



● **Yellow** = reactive hazard



● **White** = special hazard (NFPA) or protective equipment required (color bar)

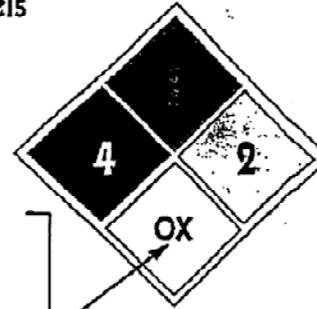
Numbers Show Degree of Hazard

Both the NFPA and the color-bar systems also use numbers from 0 to 4 to show the degree of hazard in an uncontrolled situation.

0=Minimum hazard 3=Serious hazard
 1=Slight hazard 4=Severe hazard
 2=Moderate hazard

Example: A label with a 4 in its red section means a high degree of fire risk, if you don't handle the chemical correctly.

NFPA-type Labels



White=Specific Hazard

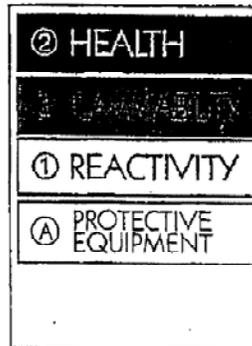
- OX = Oxidizer
- ACID = Acid
- ALK = Alkali
- COR = Corrosive
- W = Use no water
- R = Radioactive

Label Colors

- Blue
- Red
- Yellow
- White

Color Bar-Type Labels

White= Personal Protection



The letter that appears in the white bar is keyed to specific personal protective gear.

- For example:**
- A =
 - B =
 - C =
 - D-Z = etc.

Note: Reactivity numbers refer to the measure of stability and the danger of reactivity with air or water.

Fire Protection

- When a fire is discovered, report it first then try to extinguish it. Know the procedure for reporting fires at the jobsite.
- You are expected to know where to find fire extinguishers and how to use them. If you don't, ask your Supervisor.
- Never tamper with a fire extinguisher unless an actual fire emergency situation exists.
- When a fire extinguisher has been discharged or had its seal broken, report it to your Supervisor at once so it can be recharged or resealed.
- Never place any material on or in front of a fire extinguisher or in any way obstruct its visibility or accessibility. Delay in ability to reach or find an extinguisher could result in unnecessary destruction and/or loss of life.
- If you notice a damaged extinguisher, report it immediately to your Supervisor. Do not use that extinguisher until it has been repaired or replaced.

Compressed Air

- Never point a compressed air hose nozzle at or in the direction of anyone. Compressed air can cause blindness and other serious injury.
- Always wear eye protection when using compressed air. It can rupture your skin or cause blindness.
- Always shut off air at line before disconnecting air hose.
- Make sure all fittings are tight before using air hose for any purpose.
- Compressed air may be used for cleaning purposes only when reduced to less than 30 psi. Effective chip guarding and personal protective equipment will be used.
- Never removed particles from clothing with compressed air. It can rupture your skin or cause blindness.

COMPRESSED AIR – NO JOKE!

Compressed air is a necessary tool in our everyday work; however, we must realize that it can be dangerous, even to the point of death.

Experience has shown that a blast of air at 40 pounds per square inch can rupture an eardrum at a distance of four inches. Much worse, it can cause a brain hemorrhage and be fatal.

It can be very dangerous to use compressed air to blow dust or dirt from your body or clothing. As little as 12 psi can “pop” an eyeball from its socket. Air can enter the nasal, even through a layer of clothing, and inflate and rupture the intestines. Compressed air, less than 80 pounds pressure, has struck a small wound and a person’s hand and blown the arm as round as a grapefruit and caused shooting pains from the fingers to the shoulders. It can cause bubbles of air to enter the bloodstream.

There is absolutely no place for horseplay in using compressed air equipment. A reliable authority advises us that it has been estimated that as little as four pounds of pressure can rupture the bowel. Directed at the mouth, it can rupture the lungs and the intestines.

Compressed air tools can be safe and reliable pieces of equipment. But the above examples clearly demonstrate that compressed air can be a lethal weapon if used improperly.

The fact that compressed air is “only air” sometimes lead people to think it is harmless. It is just air - but air driven at high velocity. Hurricanes or tornadoes are also “only air”, but they can be deadly.

When used to operate equipment, compressed air can be our friend, a very valuable work-saving device. But when improperly or carelessly used, it can be very dangerous.

Always wear prescribed personal protective equipment. Continuously check the condition of tools and air hose to make sure that they do not show evidence of damage or failure, and that connections and couplings are tight. A loose air hose under 80 pounds of pressure makes a pretty effective bullwhip.

We caution you to never look into, or to point toward any part of the body, yours or others, the business end of any compressed air apparatus. This is as foolish as looking down the barrel of a gun.

Avoid Slips, Trips and Falls

Slips, trips and falls can be prevented by using caution and awareness. The following simple rules will help you avoid slips, trip and falls:

- Wear soled footwear with grip treads.
- Walk at a normal pace, do not run or hurry.
- Keep a clear view of your route of travel.
- Be aware of your surroundings.
- Do not climb on machinery.
- Stay in authorized walkways.

Material Handling

- Gloves will be worn by persons handling steel and other rough or sharp material.
- Forklifts will only be operated by trained and licensed drivers.
- Loading Docks:
 - Dock plates, skids, runways, or ramps shall always be secured in place to prevent sliding and shifting. They shall be maintained in good condition and kept clear of all material.
 - Make sure your feet are clear when dock plates are being placed into position.
 - Never try to move a dock plate or gangway that is too heavy for you. Get Help!
 - Do not jump from truck or dock to the ground. Use steps and ladders!

Lifting

- Lift only what you can handle without over exertion. Check the load and get help if necessary.
- Lift comfortably – use your legs, not your back.
- Lift gradually – minimize the effects of acceleration by lifting slowly, smoothly and without jerking.
- Lift close to the body – reduce the strain of lifting by keeping the object close the body.
- Lift without twisting – turn the feet, not the hips or shoulders.
- Maintain strong abdominal muscles – stay in good physical condition, exercise regularly.

Hearing Conservation

Conservation of hearing is an important preventative measure. To reduce hearing loss, we provide hearing protection, training and annual hearing test.

Loud noise affects your hearing

The damage done by noise depends mainly on how loud it is and how long you are exposed to it. Noise may “tire out” the inner ear causing temporary impairment. With continual exposure to high noise levels the ear may become permanently damaged.

Personal Protective Equipment (PPE)

Supervisors will ensure that all Employees wear PPE properly and are adequately trained in their use, limitations and other procedures. PPE will be used whenever a hazard cannot be removed by engineering means.

PPE Rules:

- All Employees must use required PPE.
- PPE must be approved by Management and meet applicable Standards.
- Damaged or worn PPE will not be used.
- PPE will be maintained to prevent abnormal wear.

Control of Bloodborne Pathogens

What is a Bloodborne Pathogen?

Basically a Bloodborne pathogen is any disease that can be transmitted from one person to another by body fluids such as blood. HIV (Aids), Hepatitis, or any of many viruses and bacteria are examples of Bloodborne pathogens. To control these pathogens we follow several simple rules if we are exposed to any body fluids.

- Wash all exposed areas before and after providing first aid.
- Use PPE appropriate for first aid situations.
- Treat all body fluids and soiled items as contaminated. Do not touch. Tell medical team and they will dispose of it properly.
- Immediately report all suspected exposure to blood or any body fluids to your Supervisor or the medical team.

All employees should report all minor and major accidents directly to the Supervisor.

Some infectious material that can contain bloodborne pathogens are: Saliva, human blood, human organs, semen, and amniotic fluid.

The single most important practice that can prevent infection from bloodborne diseases is handwashing.

Electrical Safety

Only qualified maintenance personnel are authorized to do any work on any electrical equipment. Do not touch electrical equipment or attempt repairs. If you see a potential hazard, inform your Supervisor immediately. A voltage as low as 30 volts can kill you.

Powered Electrical Equipment is defined as cord or plug-type electrical devices which includes the use of flexible or extension cords. Examples of portable equipment includes: powered hand tools, powered bench tools, fans, radios, computers, etc. The following safety rules apply to powered electrical equipment:

- Handle in such a manner as to not cause damage. Power cords may not be stapled or otherwise hung in a way that may cause damage to outer jacket or insulation.
- After using an extension cord, replace it in its proper storage area.
- Make sure portable electrical tools are grounded.
- Always use a fuse puller when changing fuses.
- Always check the condition an extension cord before use. If you find a defect, DO NOT USE IT until properly repaired.
- Do not touch electrical equipment with wet hands. Personal protective equipment must be used when handling electrical equipment that is wet or covered with a conductive liquid.

Lockout & Tagout

When equipment is to be worked on, maintenance personnel will LOCKOUT and TAGOUT all sources of energy associated with that equipment. This is to protect the maintenance worker and anyone nearby. Only qualified maintenance workers are allowed to work on equipment so only they are authorized to Lockout and Tagout equipment. If you see a Lock or Tag DO NOT TOUCH THE LOCK, TAG, EQUIPMENT OR CONTROLS.

Welding and Burning

Always wear a welding helmet when welding. Never look directly at a welding arc. The light emitted is bright enough to cause blindness. Always wear the proper eye protection when operating an acetylene torch. Special protective equipment is provided for welding and cutting operations. These include welding helmet, leather cape and leather gloves. This equipment must always be worn while welding or cutting. It is also advisable to refrain from wearing loose fitting clothing during these operations. Well fitted work shirts are less likely to burn vigorously. Before beginning a welding or cutting operation, clear the immediate the area of all flammable material especially volatile liquids.

Emergency Plans and Actions

This jobsite has developed specific emergency plans to cover actions in a fire, chemical release, medical emergency and severe weather. You will be provided specific training on your actions in each of these areas by your Supervisor. Evacuation routes are posted throughout the jobsite.

Emergency Actions

Injury / Illness: Report all accidents, injuries or illnesses to your Supervisor. Do not attempt First-Aid unless you are trained.

Fire or Chemical Release: Notify any Supervisor and other employees. Stand clear of the area. Exit the jobsite and go to your designated area.

Evacuation: Remain calm. Do not run. Know the evacuation routes. Follow Supervisors instructions for exiting the area. Assemble in the designated area from your from your jobsite. Inform your Supervisor that you have left the area.

Tornado / High Winds: Each building has designated shelter areas. These are shown on the evacuation charts posted in each building. If you directed to a shelter area, move to that area quickly. Stay away from windows or exterior doors near an interior wall.

SEE ATTACHED EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

Fire Procedures:

- If a fire is discovered in its early stage:
 - Extinguish the fire with the provided equipment:
 - Immediately inform the supervisor of the incident.
- If the fire has spread, appears too big for one extinguisher to handle, or the area is thick with smoke:
 - Report any fire to your Supervisor.
 - Warn any personnel in the area.
 - A member of the group will call 911.
 - Evacuate the area immediately to the designated area for a head count.

Tornado Procedures

- On days with inclement weather, two people will be assigned as the spotters for severe weather by monitoring the radio or weather scanner for emergency broadcasts.
- In the event of a Tornado Warning, all personnel will be informed.
- If time permits; move to the nearest shelter, culvert or lie flat in a ditch
- If time does not permit; gather in lowest center-most area possible. Move away from windows and exterior walls and get under desks, tables, or other sturdy objects.

Critical operations will be handled as follows:

- All machines will be shut down if time permits.
- Safety Committee members will be responsible for bringing fire extinguishers to jobsite.
- No smoking during the WARNING.
- Stay in the designated area or shelter until the "ALL CLEAR" has been given by your Supervisor.

Hazardous Spill Procedures:

- If a hazardous spill occurs in an area, the employee immediately dials 911 on the telephone and reports that a spill has occurred.
- This will activate a Haz Mat trained response team.
- The Emergency Action Coordinator will evaluate the spill and decide:
 - If the spill is small enough to safely be handled by the Haz Mat Team.
 - Evacuate all personnel from affected area by the Haz Mat team members.
 - Isolate the area and prevent the spill from spreading.
 - Haz Mat team members will insure people in their area are evacuated and will report to the Emergency Action Coordinator at the designated location.
 - Emergency Action Coordinator will determine when it is safe for all employees to return to work.