

This document is designed to establish guidelines for how serious safety violations may be managed should they occur. In practicality, guidelines cannot be all inclusive of all potential events, and this document is only a brief summary of what may occur. These guidelines should be used as reference in most situations.

NOTE: The Company may skip steps or move directly to termination based on the severity of the situation.

SAFETY VIOLATION/TOPIC	DISCIPLINARY ACTION/GUIDELINE
<p><u>Fall Protection Violations</u></p> <ul style="list-style-type: none"> 6 ft. and greater in construction 4 ft. and greater in general industry Potential to fall on MSHA sites 100% Tie off 	<p>1st Offense- 3-5 day Suspension 2nd Offense- Termination</p>
<p><u>Confined Space Violations</u></p> <ul style="list-style-type: none"> Working in Confined Space and not being trained Not following Confined Space policy 	<p>1st Offense- 3-5 day Suspension 2nd Offense- Termination</p>
<p><u>Trenching/Excavation Violations</u></p> <ul style="list-style-type: none"> Not using proper shoring protection Working under suspended loads Working in an excavation greater than 5 ft. without protection Employees put at risk when installing shoring protection 	<p>1st Offense- 3-5 day Suspension 2nd Offense- Termination</p>
<p><u>LockOut/Tag Out</u></p> <ul style="list-style-type: none"> Locking out energized equipment when performing work Knowingly bypassing energy isolation Removal of an employee’s lock without taking proper steps to locate employee 	<p>1st Offense- 3-5 day Suspension 2nd Offense- Termination</p>
<p><u>Electrical Violations</u></p> <ul style="list-style-type: none"> Working on equipment that is not properly de-energized Not using LO/TO Not reporting known electrical hazards Dangerous conditions are not corrected before wire is energized 	<p>1st Offense- 3-5 day Suspension 2nd Offense- Termination</p>
<p><u>Guarding Violations</u></p> <ul style="list-style-type: none"> Removal of guard without LO/TO Not replacing guard before restarting operation Running operation knowing guards are not in place 	<p>1st Offense- 3-5 day Suspension 2nd Offense- Termination</p>

Property Damage

- Damage resulting from unsafe actions
 - Not using spotters when needed
 - Taking unnecessary short cuts
 - Not getting proper locates
- 1st Offense- Written warning
2nd Offense- 3-5 day suspension
3rd Offense- Termination
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Incident Reporting

- Failure to report when an incident occurs
- 1st Offense- Written warning
2nd Offense- 3-5 day suspension
3rd Offense- Termination
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Specialty PPE

- Guards
 - Tag lines
 - Saw cutting chaps
 - Face shield (when torching, grinding and saw cutting)
 - Gloves when required
 - Respiratory Violations (silica exposure)
- 1st Offense- Written warning
2nd Offense- 3-5 day suspension
3rd Offense- Termination
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Cell Phone/Mobile Device Use

- Texting while driving/operating equipment
 - Failure to use hands-free device while driving
 - Failure to stop/pull over if need to answer phone
- 1st Offense- Written warning
2nd Offense- 3-5 day suspension
3rd Offense- Termination
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Seat Belts

- Mandatory at all times when operating vehicles or machinery equipped with seatbelts
 - Employees cannot ride on anything other than a manufactured seat with a manufactured seatbelt
- 1st Offense- Written warning
2nd Offense- 3-5 day suspension
3rd Offense- Termination
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DUI/Alcohol Use

- Consumption of alcohol or controlled substances while operating company vehicles or equipment, or riding as a passenger
 - Applicants with a DUI less than 2 years old should not be considered for hire
 - All company drivers (CDL or non-CDL) receiving a second DUI, may be retained with the company if prior DUI is 10 years or older, pending Presidential approval
 - Any employee operating a company vehicle ticketed with DUI or being under the influence of controlled substance
- 1st Offense - Termination
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The above disciplinary actions should be based on knowingly disregarding safety practices.

ALL safety infractions and verbal or written coaching/warning must be documented and included in employee files.

Violations apply to ALL levels of employees - hourly employees and management.

An investigation is required on all incidents, along with explanation for any variance to application of guidelines.