



2. Safety Plan

The following safety policy is provided in assisting Unitech Contractors and our employees to complying with the requirements of the Occupational Safety and Health Administration (“OSHA”) standards 29 CFR 1910 and 1926, as well as to provide other helpful information. This policy is not intended to supersede the requirements of the standards. Unitech Contractors continuously reviews the standards for particular requirements which are applicable to Unitech Contractors situation and makes adjustments to this program as our circumstances continue to evolve as a company.

1. Safety & Health Policy Statement
2. Safety& Health Goals
3. New Employee Orientation
4. Safety & Training
5. Employee Responsibilities
6. Accident Investigation/Reporting
7. Personal Protective Equipment
8. Safety Rules
9. Safety Committee
10. Emergency Action Plan
11. Safety Discipline
12. Employee Confirmation

2.1. SAFETY & HEALTH POLICY STATEMENT

Unitech Contractors believes that NO JOB OR TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY. If a job represents a potential safety or health threat, every effort will be made to plan a safe way to complete the task in a safe manner. Every procedure must be a safe procedure. Shortcuts in safe procedures by management and all other associates will not be tolerated. If a worker observes any unsafe or unprotected exposure, which may pose a potential threat to their safety & health, he or she must inform management immediately. If a job cannot be done safely, it will not be done. Every employee is entitled to a safe and healthful place in which to work.

2.2 SAFETY & HEALTH GOALS



The following goals have been established for Unitech Contractors:

- (1) Provide workers with a safe work environment.
- (2) Conduct routine/regular workplace inspections.
- (3) Provide Personal Protective Equipment.
- (4) Develop and implement safe work procedures and rules.
- (5) Provide on-going safety training
- (6) Enforce safety rules and appropriate discipline.
- (7) Provide on-going property conservation practices.

2.3 NEW EMPLOYEE ORIENTATIONS

All new employees must attend our Safety Orientation Session prior to starting work within their assigned area. This session will be conducted under the direction of the Safety Director and in coordination with Human Resources. Upon completion of the Safety Orientation Session, each new employee will be required to acknowledge that they have received, understand, and will abide by Unitech Contractors Safety Program. All participants must sign a statement verifying that they have completed the session. This report will be filed in the employee's personnel file. The following topics will be covered in the Safety Orientation Session:

- Unitech Contractors History
- Safety Program/Policy & Work rules
- Responsibilities
- Safety Education/Training
- Safety Audit/Inspections
- Accident Reporting/Investigation Requirements
- First Aid & Blood borne Pathogens
- Personal Protective Equipment
- Tool & Equipment Use
- Material Handling
- Lockout-Tag out
- Machine Guarding
- MVR Requirements
- Hazard Communication
- Emergency Action



- Return-to-work & Light Duty Assignments

All new hires will be provided an opportunity to ask any question that pertains to their job duties and employment at Unitech Contractors.

2.4 SAFETY & TRAINING

All in-house Safety & Training sessions will be coordinated by the Deputy General Manager. Foremen and Assistant Foremen are required to be trained in Accident Investigation Procedures by the Safety Director. All employees who work with, or are exposed to, hazardous chemicals are to be trained in Hazard Communication, in accordance with regulations. All employees who don respirators are to be trained in accordance with important regulations. Those individuals who don respirators are required to have annual physicals. Machine operators and maintenance personnel are to be trained in Lockout/Tag out procedures. Individual locks/keys will be assigned to those individuals participating in the program. All employees who don Personal Protective Equipment will be trained in the proper use of such equipment. First-aid training and Blood borne Pathogen training will be conducted in house.. Machine/Equipment operators are to be trained All employees, at time of hire, are to be trained in Emergency Action and proper evacuation of building in case of an emergency. Each employee is to be given instruction/training on where to exit and where to locate in the event of an emergency. Foremen and Assistant Foremen are to meet with the Safety Director on a quarterly basis to discuss training needs and goals.

2.5 EMPLOYEE RESPONSIBILITIES

Each employee is responsible to follow established policies and procedures. Regular attendance is required of all. Following directions is critical. Responsibility does not end with just taking care of you. Unsafe working conditions and acts must be reported to management. It is the responsibility of each employee to work in a professional and safe manner.

2.6 ACCIDENT INVESTIGATION/REPORTING

All injuries/illnesses must be reported to management as soon as possible. It is the policy of Unitech Contractors to have all injuries/illnesses investigated by Foremen or Assistant Foremen within 24 hours of incident. A formal Accident Investigation Form (available from the Safety Director) must be forwarded to the Safety Director as soon as possible. It is important that all incidents be reported, no matter how slight. Any property/liability loss



claim must also be reported to management as soon as possible. The Safety Director will conduct a loss investigation of all property/liability claims.

2.7 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) includes all clothing and accessories designed to protect against workplace hazards. In some situations, the only available protection for employees will be the use of PPE and often in emergencies, PPE will be required for the safety of the workers. As required by the regulations, personal protective equipment is essential for the protection of eyes, ears, face, and other body parts when working around hazardous machinery and equipment. All PPE must meet established standards (ANSI, NIOSH, OSHA, etc.). All Personal Protective Equipment (PPE) is provided by Unitech Contractors. Employees are not allowed to provide their own PPE unless authorized by the Safety Director. As a general rule, only Unitech Contractors or an authorized Unitech Contractors subcontractor provided PPE is allowed. Hazard Assessments have been completed throughout the production and warehouse areas of the facility that is under the purview of Unitech Contractors. PPE is required in the following areas:

Warehouse: All employees and visitors are required to wear approved hard hats and eye protection. Steel-toed shoes/boots required of warehouse workers.

Construction site: All employees and visitors are required to wear approved hard hats, safety vest, steel toe shoes/boots, gloves and when applicable eye protection. Approved hearing protection required of all welders. Welders are also required to don approved PPE in the form of goggles, helmet, leather coat, apron, steel-toed work boot, gloves, no cuff pants and other 11 equipment as deemed necessary by the Safety Director. Mechanical ventilation is required at all welding stations. Paint Shop All employees and visitors are required to wear approved eye protection. Spray painters are required to wear Unitech Contractors or an authorized subcontractors provided work clothing (disposable shirt/pants). Approved respirators are required during those times when spray painting, mixing, or clean-up is taking place. Mechanical ventilation system is to be in operation when spray painting takes place.

Visitor glasses (eye protection) are available in main office.

2.8 SAFETY RULES

- All safety rules must be obeyed. Failure to do so will result in strict disciplinary action.

- All injuries must be reported as soon as possible.
- No horseplay, alcohol, or drugs allowed on premises.
- No alcohol usage allowed during lunch break.
- PPE must be worn as prescribed by management.
- All tools/equipment must be maintained in good condition.
- Only appropriate tools shall be used for specific jobs.
- All guards must be kept in place.
- No spliced electrical cords/wiring allowed.
- Only authorized personnel can operate forklift vehicles.
- Smoking allowed only in lunchroom.
- Seat belt use required of all drivers/passengers.
- All OSHA Safety Standards will be followed for job processes requiring respiratory protection.
- All OSHA Safety Standards concerning Lockout/Tag out of energized equipment will be followed.
- All OSHA Safety Standards concerning Hazard Communications will be followed.
- All OSHA Safety Standards concerning Forklift Safety will be followed.

2.9 SAFETY COMMITTEE

The primary purpose of the Safety Committee is to promote safety awareness and reduce the potential for injury/loss throughout the site. The Safety Committee is to be chaired by the Safety Director and include representatives from each department (total number of committee members not to exceed five individuals). Members can be volunteers or appointed. Membership is limited to two terms (1 year each) during any four-year period. Meetings are to be scheduled, when possible, All meetings are to take place in the conference room. Each meeting should have a set agenda and minutes of each meeting recorded. A copy

of the minutes shall be forwarded to the Chairman within 48 hours of meeting. Each Safety Committee Meeting shall include a review of the prior month's minutes as well as a review of the prior month's injury/illness log and investigations of losses/claims. Past injuries/claims/losses need to be reviewed for any patterns or trends. General functions of the Safety Committee can include:

- (1) Identifying workplace hazards
- (2) Enforcement of Safety Rules
- (3) Measuring safety performance
- (4) Reducing frequency/severity of injuries
- (5) Creating safety policies
- (6) Developing and monitoring safety programs

2.10 Specific tasks of the Safety Committee can include:

- (1) Review employee reports of hazards
- (2) Assist in safety training
- (3) Creating safety incentive programs
- (4) Publish/distribute safety newsletter
- (5) Inspect PPE
- (6) Identify Light Duty Jobs

The Safety Committee of Unitech Contractors was formed to promote safety throughout our organization. The benefits of a Safety Committee are numerous believes that this is a forum for problem solving. The Safety Committee has an open door policy and welcomes suggestions.

2.11 EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) is in place to ensure employee safety from fire and other emergency. At the time of an emergency, all employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In some emergencies, total and

immediate evacuation will be necessary. In other emergencies, only partial evacuation may be necessary. When a fire is detected, it is necessary that the fire alarm pull station be activated as soon as possible. The fire alarm will notify the emergency response team who will perform assigned duties. The activation of the alarm will also notify the local fire department. In the event of bomb threat, toxic chemical release, hazardous weather, or other emergencies – notification will be made over the public address system. In the event of fire, bomb threat, or toxic chemical release; employees are to proceed to the nearest available and safe exit and leave the building as soon as possible. Floor plans (maps) and exits have been posted in each department. It is of critical importance that all employees and visitors are accounted for. Construction and Warehouse employees are to meet at a designate site at their respective facility. In the event of Weather emergencies, all employees (and visitors) are to evacuate their assigned area and report to the lower level bomb shelter. Again, it is of critical importance that all employees and visitors are accounted for. Supervisors within each area shall take a head count at the designated meeting areas. It is the responsibility of each supervisor to advice fire and police departments of any missing persons.

2.12 SAFETY DISCIPLINE

Management personnel at all levels are responsible for taking action when a violation is observed. If a violation is observed, they must take action immediately to correct the violation and enforce this disciplinary policy. Employees who fail to follow safety rules and regulations established to protect them and their fellow employees endanger themselves and others. Visitors and contractors on site are also required to abide by the safety rules and regulations. The following procedures will be followed when a violation is observed:

FIRST VIOLATION* Verbal warning with written confirmation in personnel file.

SECOND VIOLATION* Written warning and ½ day suspension (written confirmation in personnel file).

THIRD VIOLATION* Written warning and one week suspension (written confirmation in personnel file).

FOURTH VIOLATION* Termination (written confirmation in personnel file).

***As warranted by type of violation (use of drugs/alcohol, criminal activity, etc.) termination of employment may take place after any such violation. EMPLOYEE CONFIRMATION OF SAFETY PROGRAM This is to certify that:**



I have read and will observe the safety practices as outlined in this booklet and other rules presented to me during my employment with Unitech Contractors. I understand that the safety practices listed are not the only procedures and/or rules that I will be called upon to follow. I also understand that it is a requirement of my employment that any injury/illness be reported to my supervisor immediately.

SIGNED _____