



SUPERIOR SKILLED TRADES
HONEST. HARDWORKING. RELIABLE.

MY SAFETY COMMITMENT

To Ingrain Safety & Health in our Culture

I WILL...

I WILL NOT...

1. Follow Rules (Standards)

- Follow job site specific and SST safety rules
- Know the job requirements
- Be willing to follow established Safety & Health guidelines
- Follow training provided to me

- Ignore job site and SST rules
- disregard the job requirements
- Take short cuts to work around Safety & Health rules

2. Speak Up (Communication)

- Promptly report incidents/accidents, near-misses, unsafe conditions, to my onsite manager and SST
- Report Safety & Health concerns to my onsite manager, and SST at the end of my shift
- Not engage in unsafe behaviors (horseplay, etc.)
- If in doubt, stop, and warn those who may be in danger
- Challenge unsafe behavior immediately

- Hide incidents/accidents, near-misses, unsafe conditions, from my onsite manager and SST
- Ignore a safety concern
- Undermine team discussions with negative comments
- Fail to support discussions and decision-making that encourages and promotes Safety

3. Be Mindful (Risk Management)

- Maintain continual awareness of workplace hazards
- Anticipate possible risks and hazards
- Plan and organize the steps and resources to do the job safely, and keep the workplace organized
- Avoid assumptions, regarding Safety & Health related issues.

- Expect somebody to be responsible for my actions concerning Safety & Health
- Begin a task without thinking the job through
- Make assumptions
- Only focus on my own task; ignore activities around me
- Take unsafe short-cuts to complete the job quicker

4. Get Involved (Involvement)

- Take responsibility for my own safety and the safety of coworkers
- Contribute to the Safety & Health of others
- Participate in local programs to improve Safety & Health
- Share my personal Safety & Health experiences

- Follow others regardless of the consequences
- Fail to take initiative, concerning Safety & Health
- Fail to get involved with Safety & Health issues
- Fail to attend required Safety & Health meetings and training

Name: _____ Date: _____

document date: 10/12/2021

Call Us After All Incidents & Accidents

Report All Incidents & Accidents
Regardless of Injury and All Unsafe Working Conditions and Fraud

Call Superior Skilled Trades at (888) 552-3709
or you can call Nixer Comp at (855) 649-2524

www.SuperiorSkilledTrades.com
Corporate Mailing Address:

971 Eyster Blvd, Suite 101, Rockledge, FL 32955

Jobsite Incident & Accident Instructions



To follow-up on reported injury claims call Nixer Comp at (855) 649-2524

1. Immediately report all incidents and accidents to your Jobsite Supervisor regardless of injury and call (888) 552-3709.
2. Request needed medical attention.
3. With your Jobsite Supervisor
 - Report the Incident or Accident
 - Receive Nurse Triage for Injuries
 - Obtain Medical Authorizations & Instructions
4. To obtain an RX First Fill Pharmacy Card call (925) 937-4874



Report All Fraud to (800) 252-5059 ext. 1129



SUPERIOR SKILLED TRADES, LLC

Employee Health and Safety Manual

October 2021

WELCOME

Focus on worker safety is one of the things that makes Superior Skilled Trades, LLC (“Superior Skilled Trades”) different. We hope you agree that you have a role to play in helping us drive that message. This Employee Health and Safety Manual serves as a reminder that your safety is a top priority for everyone at Superior Skilled Trades. With that in mind please review the information provided, ask questions, and work safely. While employed with Superior Skilled Trades your commitment to safety is an important component of your overall job experience and benefits everyone, especially you.

Think safety and work safely.

Best regards,

Seth Sandler, President and CEO

ADMINISTRATION

GUIDELINES FOR SAFE AND APPROPRIATE CONDUCT

In order to conduct the operations of Superior Skilled Trades efficiently and professionally, all employees are to follow the rules of conduct that will protect the interests and safety of all employees, the host site and the company. All employees are expected to always act in a professional and safe manner.

Although it is not possible to list all forms of unsafe behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on company property without authorization, in violation of policy or while on duty;
- Using the company's property and supplies, particularly for personal purposes in an unsafe, excessive, unnecessary or unauthorized way;
- Negligent damage of property, tools or equipment;
- Violating the Violence in the Workplace policy;
- Violating the Drug-Free Workplace policy;
- Horseplay of any kind

Where appropriate, supervisors will follow a process of progressive employee discipline. Before or during application of any discipline, employees may be given an opportunity to relate their version of the incident or problem and provide an explanation. Examples of progressive employee discipline include:

- Verbal Counseling - A conversation with an employee explaining that the employee's conduct or poor performance is unacceptable and repeated or continued unacceptable conduct or performance will result in more severe disciplinary action. A record of the notice of the verbal counseling may be made and retained in the employee's personnel file.
- Written Counseling - A written document or memo that describes the unacceptable conduct or performance of the employee and specifies needed changes or improvements. A copy of the written counseling generally will be retained in the employee's personnel file.
- Termination - If an employee fails to follow acceptable conduct or performance standards, the company may terminate the employee's employment.

DRUG-FREE WORKPLACE

In compliance with the guidelines established by the Drug-Free Workplace Act of 1988, Superior Skilled Trades has a longstanding commitment to provide a safe, quality-oriented and

productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Superior Skilled Trades employees and to the security of the company's equipment and facilities. For these reasons, Superior Skilled Trades is committed to the elimination of drug and alcohol use and abuse in the workplace. This policy applies to all employees and all applicants for employment at Superior Skilled Trades.

Employee Assistance

Superior Skilled Trades will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other Superior Skilled Trades policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

1. Whenever employees are working, are operating any Superior Skilled Trades vehicle, are present on Superior Skilled Trades premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Superior Skilled Trades will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Drug Testing (Where Applicable)

Pre-Employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Random

Employees that work in “safety-sensitive” positions are required to submit to random drug and/or alcohol screening tests, as permitted by applicable state and/or local law, while employed by Superior Skilled Trades. Employees agree that the results of any blood and/or urine sample test results may be revealed to Superior Skilled Trades for its use and evaluation. Refusal by an employee to submit to a random drug and/or alcohol screening test can be grounds for immediate termination of employment.

Reasonable Suspicion

Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. HR, the plant manager or the director of operations should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Post-Accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Superior Skilled Trades vehicle, machinery, equipment, or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a forklift, pickup truck, overhead crane or aerial/man-lift) is found to be responsible

for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a designated testing facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer ("MRO") retained by Superior Skilled Trades, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Superior Skilled Trades until such time that the MRO has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, Superior Skilled Trades may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Superior Skilled Trades for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management, a union representative (if requested), and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Crimes Involving Drugs

Superior Skilled Trades prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Superior Skilled Trades employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Superior Skilled Trades does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Superior Skilled Trades reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five (5) days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Superior Skilled Trades.

Marijuana Policy

Notwithstanding state laws permitting the use of recreational and medical marijuana, marijuana is still illegal under federal law and therefore prohibited by Superior Skilled Trades pursuant to this Drug and Alcohol policy. Employees who use, sell, or possess marijuana or its paraphernalia

at work, or have marijuana in their system when reporting to work or undertaking any work for Superior Skilled Trades or its clients will be considered a violation of this policy and will subject the employee to disciplinary actions to the fullest extent permitted by law.

Definitions

“Company premises” includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Superior Skilled Trades or any site on which the company is conducting business.

“Illegal drug” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

“Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).

Enforcement

The HR department is responsible for policy interpretation, administration, and enforcement.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation obligations, or any other federal, state or local agency drug testing regulations related to a particular industry.

TOBACCO-FREE WORKPLACE

Superior Skilled Trades is committed to providing all employees with a safe and healthy work environment. All company premises are smoke-free, unless clearly marked otherwise. Smoking a cigarette, cigar, e-cigarette, or pipe or any other form of tobacco, as well as the chewing of tobacco, is not allowed. For your convenience, designated smoking areas are clearly marked. Employees are expected to use the waste disposal receptacles for smoking products.

VIOLENCE IN THE WORKPLACE

Superior Skilled Trades is committed to providing a safe workplace for employees, customers, vendors, volunteers, independent contractors, and others with whom we do business. The company has zero tolerance for violent acts or threats of violence.

You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional, or veiled threat of harm to any employee, guest or company property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to his/her supervisor. You must assume that any threat is serious. The company will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

Superior Skilled Trades will take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on company premises or while engaged in company business off the premises.

WEAPONS

Superior Skilled Trades strives to provide a safe and secure workplace for employees, clients, customers and visitors. The company has zero tolerance for, and forbids the possession of any type of weapon, firearm, explosive and/or ammunition while on company property or conducting company business. For purposes of this policy, company property includes, but is not limited to, all company facilities, company-provided vehicles and equipment that are either leased or owned by the company or a company client.

Possession of firearms or other weapons may be cause for discipline, including, but not limited to, immediate termination of employment. In enforcing this policy, Superior Skilled Trades reserves the right to request inspections of any employee and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms or other weapons.

In the event an employee lawfully possesses a firearm, the employee can store the firearm in the employee's personal vehicle while on company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle, or locked to the vehicle, and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information your supervisor.

OPERATIONS

EMPLOYEE SAFETY AND HEALTH

Our employees are our most valuable resource, and their safety is most important to us. You are expected to report all job-related injuries or illnesses to your supervisor immediately, regardless of severity. You are also expected to:

- Obey safety rules.
- Follow safe job procedures and not take shortcuts.
- Keep work areas clean and free from slipping or tripping hazards.
- Use prescribed personal protective equipment.
- Report all safety hazards or malfunctions to a supervisor immediately.
- Use care and proper technique when lifting and carrying objects.
- Observe restricted areas and all warning signs.
- Know and follow emergency procedures.
- Report unsafe conditions to supervisors.
- Report every accident and injury to a supervisor promptly.
- Follow the care prescribed by the attending physician when treated for an injury or illness.
- Attend all employee safety meetings.
- Cooperate fully in accident investigations; serve on safety committee or other loss control activities as needed.

If you have reported a safety issue to your supervisor and you feel that the issue has not been appropriately addressed, you should report the issue to company management.

To maintain a safe and healthy workplace, both management and employees must work diligently to promote safety.

WORKPLACE ACCIDENTS AND WORKERS' COMPENSATION INSURANCE

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or company management. If you or another employee is seriously injured, contact outside emergency response agencies. No matter how insignificant an injury may seem at the time of occurrence, you are to notify a supervisor immediately of any workplace accident or injury.

Federal law under Occupational Safety and Health Administration (OSHA) requires that we keep records of all illnesses and accidents, which occur during the workday. Employees are required to report any workplace illness or injury, no matter how slight. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or company management for more information.

Workers' compensation insurance coverage is provided by the company's workers compensation carrier in most states, with the exception of where coverage is provided by a state fund. Questions regarding workers' compensation insurance coverage should be directed to your supervisor.

ACCIDENT INVESTIGATION AND PROCEDURES

Hopefully this won't ever happen, but if it does, **you must report the accident to your supervisor and Superior Skilled Trades branch office immediately, no matter how minor.** Once the injury is reported, you will be asked to complete an incident statement and we will begin the accident investigation process. Superior Skilled Trades will then work with you to ensure that you receive the best possible care, answer any questions you may have about the workers' compensation process, and help to get you back to work as soon as possible. If your Superior Skilled Trades branch office is closed, please call and leave a message to report the injury immediately and follow up with a phone call the next business day.

After our accident investigation is complete and we accept your claim under workers' compensation, we will pay reasonable medical and other expenses that are related to your work injury.

HOW TO REPORT AN INJURY

1. Report any injury to your supervisor and Superior Skilled Trades branch office immediately, no matter how minor.
2. Complete an incident statement timely and cooperate with our investigation of the accident and situation.
3. Keep your medical appointments and follow the doctor's instructions.
4. Report to work as required. You may be placed in a temporary, transitional position.
5. Submit any bills or notes from the doctor.
6. Keep in contact with your representative at Superior Skilled Trades.

If the doctor says you cannot work or a transition position is not available, you may qualify for temporary disability benefits. Each state has a waiting period which means that you must be off work for a specified period of time before you begin receiving payment of these benefits. Like everything in life, there are always variables. We assure you that we will either answer your questions or get you to someone who can.

SAFETY GUIDELINES

This section of our Employee Health and Safety Manual is intended as an additional training tool and a reminder of your safety responsibilities as a Superior Skilled Trades employee. Safety isn't something separate from the job; working safely is how we do our job. At Superior Skilled Trades, we take our commitment to safety very seriously, and we expect you to do the same.

You need to understand that working safely at all times is a condition of employment. It is important for you to know that willful or repeated unsafe actions risking your safety, or the safety or property of others may be grounds for termination. Safety is too important to allow unsafe work habits or practices to happen.

If you are asked to do a job that you believe to be unsafe, STOP and talk to your supervisor about it immediately. If you don't get a response or still feel the job is unsafe, STOP and contact Superior Skilled Trades immediately.

If you have questions or concerns about any aspect of your job assignment, ask your supervisor or call Superior Skilled Trades immediately. No job is so important that it can't be done safely. Following are some safety guidelines and tips you need to know about.

WORK PROCEDURES

ALWAYS learn the proper procedure before starting any new job task. Even if you think you know how to do a job, be sure to listen to the instructions from your supervisor in order to reduce the risk of dangerous, costly, or time-consuming mistakes.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Before you are assigned to a job, you will be informed of the Personal Protective Equipment or PPE that is required for that job. You must ALWAYS wear the PPE as required. PPE is designed to keep you safe at work. Depending on the hazards involved, other PPE may be required by the client company. Be sure to ask your supervisor if you have any questions about the required PPE or how to wear or maintain it. Some examples of PPE you may be required to wear include:

Gloves:	Protect your hands from lacerations or burns and your skin from chemical exposure.
Eye Protection:	<i>Safety glasses</i> are designed to protect you from ordinary dust and other light hazards. <i>Goggles</i> protect you from chemical splash or heavy dust. <i>Face shields</i> protect you from flying or hot material. <i>Welders' goggles and shades</i> are designed to protect your eyes from painful welding burns.
Hearing Protection:	Earplugs or earmuffs are to protect your hearing from excessive or constant noise.
Respirators:	Provide you protection from overexposure to high levels of dust, fumes, or chemical vapors.
Safety Shoes:	Protect your feet from objects that may fall, roll, or move.
Hard Hats:	Protect your head from objects that may fall or swing.

TOOLS AND EQUIPMENT

- ✓ DO NOT use any tools or equipment that you are not familiar with or that you have not been properly trained on by your supervisor. Always assume personal responsibility when using tools or equipment and ask questions if you are not sure on how to properly use a tool or equipment.
- ✓ DO NOT use any tools or equipment without first inspecting the power cord and plug to ensure they are in good shape and free from cuts, cracks, and exposed wires.

LOCKOUT/TAGOUT

- ✓ Some machines may need to be de-energized for repair and/or maintenance. In these situations, the equipment will be marked by a Lockout or Tagout Notification.
- ✓ DO NOT attempt to unjam or perform maintenance on any equipment unless you have been trained and authorized by the client to do so.
- ✓ The only person allowed to remove a lock or tag from a power supply is the person who applied the lock and who is authorized and trained in Lockout/Tagout procedures.
- ✓ If you have been trained and authorized to perform maintenance on any equipment with multiple power sources, the client will have a specific Lockout/Tagout procedure for that piece of equipment. This procedure must be followed every time.
- ✓ If you have any questions on Lockout/Tagout, contact your supervisor immediately.

CHEMICALS IN THE WORKPLACE

- ✓ DO NOT handle or use any chemicals or other hazardous materials unless you have been fully informed of the chemical's hazardous characteristics and how to work with them safely. You should know the procedures for safe use and handling of the chemical, proper storage, disposal, personal protective equipment (PPE) required, and first aid procedures in the event of a spill or incident.
- ✓ Be sure to review the additional safety guideline sections titled *Hazardous Chemicals in the Workplace* and *Hazard Communication: Globally Harmonized System (GHS) and Safety Data Sheets (SDS)* for more information on this topic.

SAFE LIFTING

Practicing safe lifting is one the best things you can do to prevent serious injury both on and off the job. Thousands of preventable back injuries occur each year due to unnecessary or improper lifting. You may receive additional training on safe lifting procedures, but you should always keep these things in mind:

Don't lift a heavy object if there is another way to accomplish the task available to you such as using a pallet jack or forklift. If the item is too heavy, don't lift it yourself and ask for help. Remember, you only have one back. Do everything you can to protect it.

When you lift an object that can be handled safely, use the following lift method:

- ✓ Keep the object to be lifted in your "Power Zone" which is the area between your knees and your shoulders. Your chance of injury is much lower when you lift and carry an object in your Power Zone.
- ✓ Do this by squatting down when you pick something off the floor, lifting the objects that are elevated off the floor, and not over-stacking objects, which can result in injury to your back or shoulders.
- ✓ Place your feet close to the object and about shoulder's width apart.
- ✓ Get a firm grip on the object.
- ✓ Bring it close to your body and stand up. Never twist while lifting.

When carrying the object:

- ✓ Avoid stretching or reaching.
- ✓ Make sure that you are able to clearly see where you are going.
- ✓ Never carry heavy items up or down staircases.

LADDERS

Another area worth mentioning has to do with ladder safety. Always make sure that if you are in a position that requires the use of a ladder, that you always inspect it first to make sure it does not have bent or dented rails, loose or missing rungs, or any other damage. Also be sure to inspect the weight restrictions on the ladder to ensure that it can support your weight. If it cannot, then do not use it. Never use boxes, chairs, or other makeshift platforms in place of a ladder and be sure never to place a ladder near electricity.

If you determine that the ladder is safe to use, always face the ladder and use the handrails when climbing or descending. Never carry tools or other items up or down a ladder and never stand on the top rung or any rung as prohibited by a safety label on the ladder itself.

CONFINED SPACES

Confined space entry is a critical topic to be covered by specific procedures and training developed by the Client. Unless you are authorized by Superior Skilled Trades and receive specific training from the Client, never enter any confined space such as a manhole, pit, or large

tank. Never climb into or enter any ceiling or mechanical tunnel and never enter any trench or excavation area.

FIRST AID

Be sure that you always know the location of the first aid kits and if there is anyone who is responsible and qualified to perform first aid if necessary.

Never treat an open or bleeding wound or allow others to treat your wounds unless trained and without first wearing latex or rubber gloves and other PPE as needed, and fully understanding the risks associated with blood-borne pathogens. Practice universal precautions by assuming all blood and bodily fluids to be contaminated.

EMERGENCY SITUATIONS

You must know the location of the emergency exits and severe weather shelter nearest to you on every assignment. Your supervisor will instruct you if there is a need to evacuate the building or take shelter. If an evacuation is called, be sure to leave the building quickly, but in a calm and quiet manner. Go directly to the designated meeting area and stay clear of the emergency. If you need to take shelter, follow the same rules and remain in the shelter area until the “all clear” is communicated to you.

FIRE PREVENTION

Fire prevention is also very important. Make sure you do not create a fire hazard. Smoke only if permitted and only in designated areas. Be sure to keep paper and other flammable products to a minimum in your work areas. In the event of a fire, leave the area immediately and notify your supervisor. Do not attempt to put out the fire.

FORKLIFTS

NEVER operate a forklift unless you are trained and authorized by the Client or Superior Skilled Trades to do so. If you are working around forklifts, make sure the forklift driver knows where you are and you remain aware of where the forklift is. Pedestrians do have the right of way, but it's always best to remain aware and to ensure your own safety.

DRIVER SAFETY CONCERNS (WHERE AUTHORIZED)

The company values its employees and the safety of others and expects employees to put safety first while driving. Employees are prohibited from driving unless expressly approved by Superior Skilled Trades. If authorized employees are prohibited from using wireless communication devices while driving unless using a hands-free device. Texting (including composing, sending, or reading) while driving is strictly prohibited. You are strongly encouraged to pull off to the side of the road and park the vehicle in a safe location before placing or accepting a call or before reading or writing e-mail or text messages. You should take special care in situations where there is heavy traffic, inclement weather or you are driving in an unfamiliar area.

You are expected to know and follow all local and state laws related to using communication devices while driving. Employees are responsible for all traffic violations and consequences resulting from the use of communication devices while driving.

There are also safety concerns that are common in the trucking industry so if you are a driver, you need to be aware of these. Slips and falls are the most common injuries for drivers and can be caused by jumping from the cab or trailer and poor housekeeping or walking surfaces. Avoid injury by paying attention and not letting things around you distract you from what you are doing.

HAZARDOUS CHEMICALS IN THE WORKPLACE

Because you might be assigned to a customer that uses, distributes, or produces chemicals, the Occupational Safety and Health Administration (OSHA) requires that you are aware of the following information. The Hazard Communication Standard is designed to protect you and your fellow employees from exposure to hazardous chemicals in your workplace. Clients of Superior Skilled Trades that use, distribute, or produce chemicals are required to do the following:

- ✓ Develop a written Hazard Communication Plan that is to be made available to all employees, including temporary employees. Your on-site supervisor will assist you in reviewing the plan, should you so choose.
- ✓ Prepare or obtain a Safety Data Sheet (SDS) for each chemical found in the workplace. The SDS contains information as outlined in the section below and is to be made readily accessible to all employees at the worksite, including temporary employees.
- ✓ Properly label all hazardous chemical containers with either words or the appropriate hazardous chemical symbol.
- ✓ All employees, including temporary employees, who might become exposed to hazardous chemicals must be trained on the following:
 - Location and availability of the Hazard Communication Plan and SDSs for chemicals on the site.
 - How to detect the presence of hazardous chemicals.
 - Potential health hazards of the chemicals.
 - Potential physical hazards of the chemicals (flammable, corrosive, etc.).
 - Client's labeling system.
 - Protective measures to prevent exposure (gloves, goggles, etc.).
 - Emergency procedures to follow in case exposure occurs.

Superior Skilled Trades is concerned about your safety. If you have any questions or concerns, please contact your branch office and we will be happy to assist you.

GLOBALY HARMONIZED SYSTEM (GHS) AND SAFETY DATA SHEETS (SDS)

If your job requires you to work with or around chemicals, you need to be familiar with this information. The Hazard Communication Standard is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals or GHS. The goal of the GHS is to make the workplace safer for workers by providing easy to understand information on appropriate handling and safe use of hazardous chemicals.

There are two significant changes contained in the revised standard which require the use of and a standardized format for Safety Data Sheets (SDSs), formerly known as Material Safety Data Sheets (MSDSs).

SDSs are in a standardized 16-section format. The SDS for any chemicals you will work with will

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be on file and available at the work location. The following information will be on all SDSs.

- **Section 1. Identification:** This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.
- **Section 2. Hazard(s) Identification:** This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.
- **Section 3. Composition/Information on Ingredients:** This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed.
- **Section 4. First-Aid Measures:** This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.
- **Section 5. Fire-Fighting Measures:** This section provides recommendations for fighting a fire caused by the chemical.
- **Section 6. Accidental Release Measures:** This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.
- **Section 7. Handling and Storage:** This section provides guidance on the safe handling practices and conditions for safe storage of chemicals.
- **Section 8. Exposure Controls/Personal Protection:** This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure.
- **Section 9. Physical and Chemical Properties:** This section identifies physical and chemical properties associated with the substance or mixture.
- **Section 10. Stability and Reactivity:** This section describes the reactivity hazards of the chemical and the chemical stability information.
- **Section 11. Toxicological Information:** This section identifies toxicological and health effects information or indicates that such data are not available.
- **Section 12. Ecological Information (non-mandatory):** This section provides

information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

- **Section 13. Disposal Considerations (non-mandatory):** This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices.
- **Section 14. Transport Information:** This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.
- **Section 15. Regulatory Information (non-mandatory):** This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.
- **Section 16. Other Information:** This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. Other useful information also may be included here.

LABELS

OSHA's required pictograms must be in the shape of a square set at a point and include a black hazard symbol on a white background with a red frame sufficiently wide enough to be clearly visible. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label. OSHA has designated nine pictograms under this standard for application to a hazard category.

You will receive additional training, as appropriate, including information on chemical hazards and precautions at the client location or your worksite location. Remember to always read labels, follow instructions and wear any required personal protective equipment. If you have any questions about the chemicals you are working with, stop and ask your supervisor or contact your Superior Skilled Trades representative right away.

EMPLOYEE SAFETY CHECKLIST

In your new job assignment, it is important that you are trained to do your job safely and made aware of specific job hazards. As listed below, specific training and instruction will be given at the worksite on equipment, safety rules, and safe work procedures as appropriate for the position or job assignment you are placed on. **If any of these items listed below do not occur or you have any questions, you need to contact your on-site supervisor or Superior Skilled Trades representative immediately.**

1. Before your assignment you will be told what Personal Protective Equipment (PPE) is required on the job, where to go to obtain it, and how to use it properly.
2. You need to understand that under the Occupational Safety and Health Act (OSHA) you cannot remove or bypass guards or safety devices on machinery.
3. It is your right to work in an environment free from recognized hazards.
4. You will be instructed on appropriate clothing or attire to wear to work. Long sleeves, baggy pant legs, ties, coats, rings, jewelry and unprotected long hair may be dangerous around machinery and should not be worn.
5. You will be trained on the proper use of equipment and tools that you will be using on the job. If you are unsure about the proper use of any tool or equipment or you are given any defective tool or equipment, you must contact your supervisor or Superior Skilled Trades immediately.
6. You must understand how to lift properly and seek help or use a material-handling device for loads that are too large.
7. You must understand what “lockout/tagout” means for equipment or machinery that is under repair or service and you must observe and adhere to required lockout/tagout procedures. You may not be involved in locking out equipment unless you are authorized and receive thorough training on the Client’s lockout/tagout procedures.
8. You may not repair or adjust equipment or machinery unless you are trained or authorized to do so.
9. You must follow all housekeeping rules and procedures at all times.
10. You must be informed of the Client’s Hazard Communication Plan regarding any chemicals or toxic substances you may be exposed to while on the job.
11. You will be trained on emergency procedures, evacuation routes, and where fire exits are located at your work locations.
12. You must contact your supervisor immediately if there is a chemical spill.

13. You must report “near-miss” incidents and any injury (no matter how minor) to your supervisor and Superior Skilled Trades branch office representative immediately.
14. You will be instructed on how to handle a situation if any unsafe condition arises on the job or if you are requested to perform a job that you are not qualified or trained for.
15. You are required to read this Employee Health and Safety Manual and abide by all Safety Guidelines.
16. You must work safely every day and take care of yourself and others because your family and friends need you.

MANUAL ACKNOWLEDGMENT

I acknowledge that I have received the company’s Employee Health and Safety Manual, dated **October 2021**, and understand that violations of the policies contained in the manual could result in disciplinary action, up to and including termination.

I further agree and consent to all policies contained herein and understand that the information contained in the manual represents guidelines for the company and that the company reserves the right to modify the manual or amend or terminate any policy, procedure, or employee benefit program at any time. The company will determine the effective date of any changes and every effort will be made to provide notice; however, failure to give advance notice will not void any workplace safety requirements.

I further understand that the contents of the manual do not form a written employment contract for employment for a specific term or duration. My employment with Superior Skilled Trades is at-will, unless a duly authorized employment agreement with Superior Skilled Trades provides otherwise.

My signature below certifies that I understand the at-will employment relationship between the company and myself.

I further understand that if I have any questions about the interpretation or application of any policies or safety requirement contained in the manual, I should direct these questions to my supervisor.

Employee Signature

Date

Print Name

Supervisor

Please sign and return one acknowledgment to your supervisor and make a copy to retain for your records.