

SAFETY HANDBOOK



Mission Statement

Our mission is to provide customers with quality painting and related contracting services while providing a safe workplace for our employees, safeguarding the environment and the public, and receiving a fair return on investment.

Long Painting Company

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CORE VALUES

OUR EMPLOYEES

Life comes first. We are committed to the safety and welfare of our employees and their families and treat everyone with fairness, respect, and compassion while encouraging personal growth and professional development.

OUR CUSTOMERS

We are committed to building and maintaining solid relationships with our customers and ensuring we are always respectful, responsible, and responsive to their needs.

OUR REPUTATION

We will always do the right thing with unquestioned integrity and endeavor to be the very best managed company in our industry with a commitment to always performing quality work while being a respected corporate citizen.

OUR FUTURE

Decisions will be made with long term perspective in mind, analyzing risk and rewards to sustain our reinvestment in the company and encourage our employee's growth.

VISION + VALUES = CULTURE

Culture is the personality of the organization.

OUR MISSION

To provide customers with quality painting and related contracting services while providing a safe workplace for our employees, safeguarding the environment and the public, and receiving a fair return on investment.

"YOUR PARTNER IN SAFETY, QUALITY, AND SERVICE."

A handwritten signature in blue ink, appearing to read 'Bill Newcomb', is positioned above a horizontal line.

Bill Newcomb
President

A handwritten signature in blue ink, appearing to read 'Alan Langer', is positioned above a horizontal line.

Alan Langer
Chief Financial Officer

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ENVIRONMENTAL, HEALTH, AND SAFETY POLICY

The personal health and safety of each employee of Long Painting Company is a primary focus. The prevention of injury and illnesses will never be compromised for perceived gains in production - safe production is smart production. Production leadership will provide all mechanical and physical accommodations required for personal safety and health. This will be done in accordance with applicable standards and common sense.

Long Painting Company's objective is to foster a culture of safety that reduces the number of worker injuries and incidents to **zero**. In order to be successful, a culture must exist that fosters correct decision-making at the employee level towards incident prevention.

Our Environmental, Health, and Safety Program includes, but is not limited to:

- Providing mechanical and physical safeguards to the maximum extent that is possible.
- Conducting internal environmental, health, and safety inspections to identify and eliminate unsafe working conditions or practices. Long Painting Company will exceed established standards whenever feasible.
- Training all employees with essential health and safety practices for hazards on and off the job.
- Providing necessary Personal Protective Equipment (PPE) and training in standard instructions for use, inspection, care, maintenance, and storage of PPE.

ENVIRONMENTAL, HEALTH, AND SAFETY POLICY (continued)

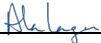
- Developing and enforcing safety, health and environmental rules and requiring employees to adhere to these rules as a condition of employment. Violations of environmental, health, and safety policies and procedures may result in disciplinary action, up to and including immediate termination.
- Promptly and thoroughly investigating incidents and near-misses to determine the root cause(s). Found cause(s) shall be eliminated to prevent recurrence.

Long Painting Company relies on its employees to perform their work in a safe and responsible manner.

Employees are the face of Long Painting Company.

We ask that all employees watch out for themselves and their team members to ensure that everyone returns to work the next day. Working on a construction site can be dangerous, and it requires your full attention. It is imperative that you engage in active hazard recognition and mitigation in order to eliminate accidents, injuries, and unsafe conditions. **You are empowered to make Long Painting Company jobsites safe and successful.** We are confident that you will exceed expectations, and you have our complete trust and support.



Bill Newcomb
President

Alan Langer
Chief Financial Officer

Rob Buck

Director of Environment, Health, and Safety

RESPONSIBILITY AND ACCOUNTABILITY

OWNERS

- Dedicate the necessary resources to support the mission of safe production throughout all areas of operations.
- Assign responsibilities, authorities, and accountability to support the safety program.
- Promote a culture of safety both at work and at home.

ENVIRONMENTAL, HEALTH, AND SAFETY DEPARTMENT

- Act as a resource for all employees regarding environmental, health, and safety matters.
- Oversee all Long Painting Company activities to ensure worker safety and regulatory practices.
- Develop and implement safety training programs.
- Assist project and jobsite safety planning.
- Conduct periodic and random site inspections.

PRODUCTION MANAGERS

- Be accountable for safe production throughout all Long Painting Company operations.
- Oversee project safety and support.
- Enforce Long Painting Company policy and regulation requirements.
- Conduct project walk-throughs to identify and correct any safety hazards.
- Correct all deficiencies as required.

SUPERINTENDENTS & GENERAL FOREMEN

- Responsible and accountable for project safety.
- Develop site specific safety plans for the EHS Department's review and approval.
- Develop project lead plan for EHS Department's review and approval.

RESPONSIBILITY AND ACCOUNTABILITY (continued)

SUPERINTENDENTS & GENERAL FOREMEN (continued)

- Monitor safety performance on projects.
- Conduct project walk-throughs to identify and correct any safety hazards.
- Take progressive disciplinary action for violations of safety policies and procedures, as necessary.

FOREMEN

- Responsible and accountable for crew safety.
- Train and monitor crew for safe work practices.
- Conduct daily project walk-throughs to identify and correct any safety hazards.
- Conduct weekly safety meetings and inspections.

FIELD PERSONNEL

- Review and sign all project-related safety documentation, as instructed.
- Follow all Long Painting Company and customer safety rules and procedures.
- Immediately report all work-related injuries to your supervisor.
- Practice environmental awareness and follow all environmental management procedures set forth by Long Painting Company and its customers.

SUBCONTRACTORS

- Adhere to all local, state, federal, and Long Painting Company safety rules, policies, and standards.
- All incidents and/or injuries that involve subcontractors will be managed in accordance with Long Painting Company procedure.
- Subcontractors will be pre-screened by the Project Manager and decisions will be based upon safety, performance, and financial stability.

GENERAL SAFETY RULES

These general safety rules apply throughout all Long Painting Company operations.

- Report all work-related injuries and near-miss incidents to your supervisor immediately.
- Report unsafe acts or unsafe conditions to your supervisor immediately.
- Follow all Long Painting Company and customer safety rules and procedures.
- No alcoholic beverages or marijuana will be carried onto or consumed on Long Painting Company or client property.
- Firearms are not permitted on any jobsite.
- Horseplay, wrestling, and fighting are prohibited.
- Damaging, destroying, or willful misuse of Long Painting Company tools, equipment, and vehicles is prohibited.
- Correctly use personal protective equipment at all times.
- Only operate equipment that you are qualified and authorized to operate.
- Operate all Long Painting Company vehicles in a safe, professional manner and in accordance with local laws and road conditions.
- Maintain good housekeeping in your work area at all times.
- Review and understand the information contained in the Safety Data Sheets (SDS) for the chemical-based products that you will be using.
- Attend and actively participate in all safety meetings.
- Actively participate in stretch and flex every day.

INCIDENT REPORTING PROCEDURES

All incidents and injuries, regardless of how minor, including damage to company property or the property of others as well as all near-misses, must be reported immediately to the EHS Director

Rob Buck, at (206) 714-3028.

In the event of an accident involving a company vehicle, the employee(s) involved will cooperate fully with all ongoing investigations. When a police officer is present at an accident, it is mandatory that the police officer's name and badge number be obtained. Copies of the police report are required as soon as it becomes available.

All incidents will be investigated either by senior field management (Superintendents or Production Managers) or the EHS Department.

Work will not continue until the jobsite is released from active investigation by the investigator.

In the event of an incident that results in an employee needing to leave the jobsite, all personal belongings and tools will be secured, and all appropriate family members will be notified of the incident.

INCIDENT REPORTING PROCEDURES (continued)

In the event of a very serious or fatal accident on the job, the following procedures must be followed:

1. Immediate first aid, transportation, and professional medical treatment must be provided. **Stabilized the victim and call for emergency services.** Contact emergency medical transportation and the hospital listed on the Site Specific Safety Plan. Ensure access for emergency vehicles and equipment to the appropriate area(s).
2. Secure incident area for additional investigation using caution or danger tape. Do not move equipment or other items unless absolutely necessary.
3. The Superintendent or Foreman will accompany the employee to the medical facility.
4. The employee and supervisor will complete **Form 903 - Employee's Report of Incident** and submit it to the EHS Department on the day of the incident.
6. The Superintendent or Foreman will complete **Form 904 - Supervisor's Report of Accident** and **Form SIF-2** and submit completed forms to the EHS Department on the day of the incident.
7. All incidents will be investigated by either senior field management or the EHS Department.
8. Work will not continue until the jobsite is released from active investigation by the investigator.
9. All personal belongings and tools will be secured and appropriate family members will be notified of the incident.

INCIDENT INVESTIGATION PROCEDURES (continued)

All incidents and near-misses will be thoroughly investigated to determine the root causes, so that effective corrective measures can be put into place to prevent reoccurrence.

In the event of a serious incident, and Incident Review Committee (IRC) meeting may be held to further investigate the incident. The IRC members include, but are not limited to: President, Director of EHS, Production Manager, Superintendent, Project Manager, and Foreman of the project where the incident occurred. Any incident inquiries involving local media and/or official statements will be directed to the President of the company.

U-Long
PAVING COMPANY

SUPERINTENDENT INCIDENT INVESTIGATION

PLEASE PRINT LEGIBLY

Employee's Name: _____ Incident Date: _____ Incident Time: _____

Job Name: _____ Location/State: _____ Job # _____

Date/Time Incident Was Reported: _____ Who Was It Reported To: _____

If Delay in Reporting – Why? _____

How long has the person been on this job? _____ Normal Work Schedule For Employee: _____ Average Hours Worked Per Day: _____

DETAILED DESCRIPTION OF INCIDENT (If additional reason is required, attach as separate piece of paper)

DETAIL EQUIPMENT OR PROPERTY DAMAGE

DRAWING OF THE INCIDENT

SUGGESTED CORRECTIVE ACTION(S)

Did equipment malfunction? ☐ Yes ☐ No

FORM 10112017 Revision 1/2020

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ENVIRONMENTAL AWARENESS

Performing work in an environmentally responsible manner is a requirement for all Long Painting Company employees. It is also a condition of continued employment. Safeguarding the environment is part of our Mission Statement and is a foundation of our work.

All employees will adhere to the following guidelines to help maintain a high level of environmental awareness:

- Minimize waste by ordering and opening only those quantities that are expected to be used during that shift.
- Recycle whenever possible.
- Maintain good working condition of all vehicles and equipment to avoid excessive heat emissions.
- Have a spill kit on site with materials and equipment to effectively respond to a spill. All site employees will be briefed on the site specific procedures to follow in the event a spill occurs.
- During the job walk, the Superintendent and Foreman will identify potential environmental concerns and discuss measures to prevent contamination should a spill occur.

FALL PROTECTION

Long Painting Company has a ZERO TOLERANCE POLICY for violations of its fall protection policy. All violations will be investigated promptly, and employees may be disciplined, up to and including termination.

A fall protection system(s) must be in place when work is being performed and there are fall hazards that employees may be exposed to. An effective fall protection system shall be in place at the trigger heights listed below:

- **0 Feet:** When there are holes or floor openings exposing an employee to a fall greater than 4 feet, or if there is a significant hazard should a fall occur.
- **4 Feet:** If an employee is working near wall openings, such as open-sided floors, platforms, or runways; if an employee is working within 15 feet of the edge of a roof.

Any project where an employee is working over 4 feet in height, **Form - 931 Fall Protection Work Plan** must be filled out, reviewed with all site employees and posted on site.



FALL PROTECTION (continued)

DEFINITIONS

- **Anchorage Point:** A secure point of attachment for lifelines or lanyards that are capable of withstanding the required loads.
- **Competent Person:** An individual knowledgeable of fall protection equipment, including manufacturer's recommendations and instructions for the proper use, inspection, and maintenance thereof; and who is capable of identifying existing and potential fall hazards; who has the authority to take prompt corrective action to eliminate those hazards; and who is knowledgeable of the rules regarding the erection, use, inspection, and maintenance of fall protection equipment and systems.
- **Control Zone:** The area between an unguarded edge and a defined line of demarcation which is set back a minimum of 15 feet.
- **Fall Arrest:** The use of multiple safety equipment components that function together to restrain an employee in such a manner as to prevent that employee from falling to a lower level.
- **Fall Protection Work Plan:** A written plan by the Superintendent and Foreman where all fall hazards are identified, and the means and methods of fall protection to be utilized outlined. This plan will provide the procedures for safe installation, use, inspection, and removal of fall protection equipment. The Fall Protection Work Plan must remain on site at all times.

FALL PROTECTION (continued)

DEFINITIONS (continued)

- **Horizontal Lifeline:** A rail, wire rope, or synthetic cable that is installed horizontally between two anchorage points and used for attachment of a worker's lanyard or lifeline while permitting the worker to move horizontally.
- **Lanyard:** A flexible line of webbing, rope, or cable used to secure a full-body harness to a lifeline or anchor. Typically in 2 foot, 4 foot, or 6 foot lengths.
- **Lifeline:** A vertical line from a fixed anchor or between two horizontal anchors used for attachment of a worker's lanyard, full body harness, or other device.
- **Personal Fall Protection System:** A fall protection system which uses a full body harness to secure each worker to an individual anchor by means of a lanyard, vertical lifeline, or other connecting equipment.
- **Rope Grab:** A fall arrestor that is designed to move up or down a suspended lifeline from a fixed overhead or horizontal anchor point, or lifeline, to which the harness is attached.
- **Shock Absorber:** A component whose primary function is to dissipate energy and limit deceleration forces which are placed upon a body during fall arrest.

FALL PROTECTION (continued)

RESPONSIBILITIES

Production Manager, Project Managers, Superintendents, General Foreman, Foreman (Competent Person):

- Conduct job walks to identify any fall hazards and the required equipment to ensure safe access / restraint.
- Inspect all fall protection equipment for integrity in accordance with the manufacturer's instructions.
- Complete Form **931 - Fall Protection Work Plan**, and post the plan on the jobsite.
- Ensure that employees comply with the requirements of the Fall Protection Work Plan.
- Provide training on the use, care, maintenance, and storage of all fall protection equipment.
- Develop and communicate an effective plan specific to jobsite conditions for prompt rescue in case of a fall.
- Ensure that the initial review of the work plan and equipment inspection is properly documented.
- Inspect all fall protection equipment each day.
- Have employees acknowledge that they understand the requirements by signing **Form 930 - Employee Acknowledgment of Fall Restraint Arrest Training**.
- Ensure employees comply with fall protection instructions after workplace fall hazards are identified.
- Develop and provide for prompt rescue in case of fall.
- Ensure that fall protection equipment is NOT used for purposes other than fall protection.
- Provide proper anchorage points.

FALL PROTECTION (continued)

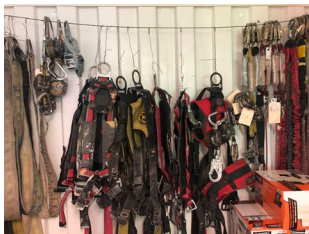
RESPONSIBILITIES (continued)

EHS Department

- Train supervisors to comply with all aspects of the Fall Protection Program.
- Periodically inspect fall protection equipment that has been returned from the jobsite.
- Periodically review the Fall Protection Program and make necessary changes / updates.
- Periodically review the Fall Protection Work Plan from field operations.
- Inspect field operations to ensure compliance with this program.

Service Center

- Receive instruction and training from the EHS Department or vendor for inspecting fall protection equipment.
- After receiving fall protection equipment from field operations, separate them for inspection by the Service Center designated employee and/or EHS Department.
- Appropriately store fall protection equipment after inspection. Always store fall protection equipment separately from other rigging equipment.



FALL PROTECTION (continued)

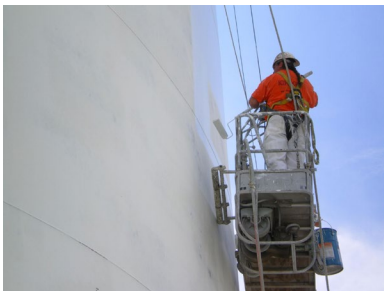
RESPONSIBILITIES (continued)

Employees

- Use workplace-specific job procedures provided when working in fall hazard locations.
- Understand the meaning and purpose of the Zero Tolerance Policy.
- Inspect your equipment before each use.
- Understand the requirements and use of the Fall Protection System, fall restraint, and fall arrest equipment.
- Only use equipment supplied by the Company.

Any project that requires the use of suspended scaffolding or spider equipment shall have the initial installation of all elements of the fall restraint / fall arrest system inspected and signed off on by the Project Manager, Superintendent, and Foreman prior to use.

Form 932 - Swing Stage Rigging Checklist includes the sign off and daily inspection forms to be used on all suspended scaffold and/or spider equipment projects.



LADDER SAFETY

Ladders should only be utilized as a last resort when completing a task or activity. Other means such as scissor lifts, man lifts, scaffolds and swing stages should be considered before utilizing ladders.

Ladders in use should meet the following criteria:

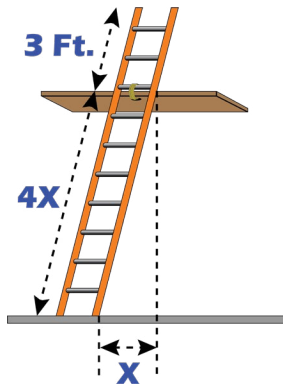
- Only ladders with OSHA and ANSI decals shall be used. Labels will remain legible throughout the life of the ladder.
- Ladders will be inspected prior to each use to ensure that they are in safe working condition. If the ladders is not safe, it shall be red-tagged and removed from service. An unsafe ladder will either be destroyed or immediately (before the next shift) removed from the site and returned to the Service Center for repairs.

Ladders must be secured against accidental movement while in use. This means:

- Ladders must be set on a stable base.
- If using a ladder in a high-traffic area or in a blind spot, barricades and/or signs informing others of your location must be put up.
- Ladders must be set at a safe climbing angle at a 4 to 1 ratio. The base of the ladder is 1 foot out for every 4 feet the ladder extends up.
- Access ladders must be tied off at the top and secured from displacement at the bottom.
- Access ladders must extend 3 feet above the top landing.
- Step ladders must be used in the fully open position with the braces in the locked position.

LADDER SAFETY (continued)

- Maintain three points of contact at all times.
- Do not carry tools / equipment up the ladder. Use a rope or other means to move tools / equipment.
- Always face the ladder when climbing or descending.
- Use the 'belt buckle rule': If your work position would take your belt buckle outside of the rails of the ladder, descend and move the ladder to avoid falling or tipping the ladder over.
- Never stand on the top two runs of a step ladder.
- Any work that requires eye protection, respirators, or the handling of pressurized equipment (pressure washers, spray guns, etc.) shall not be performed more than 20 feet above the working surface.
- When working from a ladder near or above a window, wall opening, or guardrail, fall protection must be used.



HAZARD COMMUNICATION STANDARD (HAZCOM)

All employees have a right to know what chemicals may be in the workplace that could cause them harm. The Hazard Communication Standard has been established with the Global Harmonization Standard (GHS) for all employers.

This standard provides a set of guidelines to ensure the safe protection, transport, handling, use, and disposal of hazardous materials.

The two main elements of GHS are:

1. Classification of the hazards of chemicals
2. Communication of the hazards and precautionary information using Safety Data Sheets (SDS) and labels.

Pictograms are used to identify nine categories of chemicals. The pictograms refer to the GHS symbol displayed on the material's label, as well as on the SDS.

Hazards can be grouped into three major hazard groups:

- Health hazards
- Physical hazards
- Environmental hazards

Safety Data Sheets (SDS) are readily available for any employee to review prior to using any chemical or chemical mixture. Follow all instructions on the material's SDS for required PPE and other precautions to take when using the material.

HAZARD COMMUNICATION STANDARD (continued)

PICTOGRAMS



Health Hazard

A cancer-causing agent (carcinogen) or substance with respiratory, reproductive, or organ toxicity that causes damage over time (a chronic, or long-term, health hazard).



Flame

Flammable materials or substances liable to self-ignite when exposed to water or air (pyrophoric), or which emit flammable gas.



Exclamation Mark

An immediate skin, eye, or respiratory tract irritant, or narcotic.



Gas Cylinder

Gases stored under pressure, such as ammonia or liquid nitrogen.



Corrosion

Materials causing skin corrosion/burns or eye damage on contact, or that are corrosive to metals.

HAZARD COMMUNICATION STANDARD (continued)

PICTOGRAMS (continued)



Exploding Bomb

Explosives, including organic peroxides and highly unstable material at risk of exploding, even without exposure to air (self-reactives).



Flame Over Circle

Identifies oxidizers. Oxidizers are chemicals that facilitate burning or make fires burn hotter and longer.



Skull and Crossbones

Substances, such as poisons and highly concentrated acids, which have an immediate and severe toxic effect (acute toxicity).



Environmental Hazard

Chemicals toxic to aquatic wildlife.

RESPIRATORY PROTECTION

All employees working in the field will fill out a medical evaluation and will be fit-tested for respirator use upon:

- Initial hire
- Annual expiration of current fit test card issued by Long Painting Company,
- A change occurring in your facial configuration,
- A request from a medical provider.

You will be trained in the proper use and care of your respirator. You will also learn the limitations of each styles and which cartridges work for each type of hazard you may encounter.



RESPIRATORY PROTECTION (continued)

- **Facial Hair:** It is the responsibility of each field employee to arrive at work clean shaven each day. Any amount of facial hair on the sealing surface of the respirator interferes with its ability to form a tight seal, potentially exposing you hazardous chemicals.
- **Proper Storage:** The Service Center has sealing storage bags for respirators and cartridges. All employees should store their respirators and cartridges in these bags when they are not in use.
- **Cleaning / Maintenance:** Respirators can be cleaned with sanitary wipes, stocked in the Service Center. Employees should clean their respirators before each use and prior to storing them at the end of the day. Employees should also use this time to inspect their respirator for damage.



CONFINED SPACE PROGRAM

No person will enter or perform any role in a confined space unless properly trained to do so. Confined spaces are very hazardous work areas with many risk factors involved. These risks must be identified and effective measures must be put in place to mitigate or eliminate those risks.

Typical hazards include, but are not limited to:

- Chemical residue that generates contaminated atmospheres;
- Confining work areas that restrict movement and accessibility;
- Lockout/tagout hazards where employees may be exposed to an uncontrolled release of energy.

A confined space is defined as:

- An area large enough for a person to enter;
- An area with limited means of entrance / exit;
- An area not designed for continuous human occupancy.

A permit required confined space may have hazards including but not limited to:

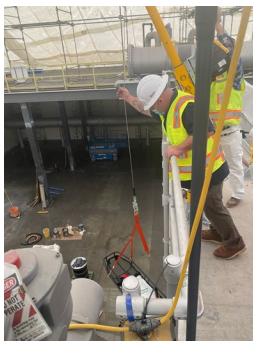
- Potential atmospheric hazards
- Work areas that restrict movement and accessibility
- Areas with potential uncontrolled releases of energy or materials that would require a lockout / tagout.

CONFINED SPACE PROGRAM (continued)

The Long Painting Company Permit-Required Confined Space Program includes the following forms. These forms are part of each Foreman and Superintendent Package for all projects that have a confined space element to perform:

- 920A Confined Space Job Safety Orientation
- 920B Confined Space Hazard Training
- 920C Confined Space Entry Permit
- 920D Confined Space Emergency Rescue
- 920E Confined Space Entry Supervisor
- 920F Confined Space Attendance Training
- 920G Confined Space Entry/Exit Log

Confined space entry is only authorized under the direct supervision of a trained entry supervisor. Any deviation from established Long Painting Company's Permit-Required Confined Space Program must be authorized by the Director of EHS.



FIRE PREVENTION / FIRE EXTINGUISHERS

Fire prevention starts with good housekeeping practices to ensure that combustible materials do not accumulate on the jobsite.

The following fire prevention rules should be adhered to at all times:

- Do not allow an accumulation of combustible materials and other construction debris to collect in the work area. Clean up your work area throughout the work shift.
- Containers (of any size) containing paints, varnishes, lacquers, thinners, or other volatile paint-related materials shall be kept tightly closed when not in use.
- Unopened containers (of any size) containing paints, varnishes, lacquers, thinners, or other volatile paint-related materials shall be kept in a well-ventilated location free of excessive heat, smoke, sparks, open flame, or direct sunlight.
- Store oil or thinner-soaked rags / materials in covered metal containers.
- Provide adequate ventilation to prevent the accumulation of flammable vapors reaching hazardous levels in all areas where painting is performed or where paints are mixed.
- No open flames, smoke, exposed heating elements, or other sources of ignition shall be permitted in areas where spray application is in progress.
- Smoking is prohibited in all areas where flammable, combustible, or similar hazardous materials are stored.

FIRE PREVENTION / FIRE EXTINGUISHERS (continued)

- “No Smoking” signs will be posted in areas where flammable, combustible, or similar hazardous materials are stored.
- All fire extinguishing equipment shall be readily accessible at all times and must be conspicuously located for easy identification.
- Fire extinguishers shall be provided within 50 feet of stored paints or paint-related materials on the jobsite.
- All employees working in the field shall be trained in the proper use and limitations of fire extinguishers applicable to their jobsite.

Hot work is defined as any process that can result in fire or sparks being created. Hot work can include:

- Welding
- Torch cutting
- Burning
- Grinding
- Abrasive blasting

A dedicated Fire Watch will be designated by the Foreman to watch for signs of fire during hot work operations.

- The Fire Watch will remain in the area of the hot work for a minimum of 30 minutes after the conclusion of any hot work activity.
- The Fire Watch will be informed of the project procedures to notify the fire department, if necessary.

LOCKOUT / TAGOUT (LOTO)

Lockout / tagout procedures are designed to prevent injury or accident while working on or around tools, equipment, or systems that may be energized, or have stored energy that could seriously injure a person if the energy was released.

Do not attempt to lock out equipment unless you have specifically been trained to do so.

Lockout / tagout procedures may apply to the following types of energy systems: **Electrical, Mechanical, Hydraulic, Steam, Water / Liquid, Gravity.**

If a customer of Long Painting will be utilizing their own lockout procedures, Long Painting will conduct a parallel procedure to ensure that the stored energy is secured.

General Lockout rules include, but are not limited to:

- When working around potential energy sources, always take precautions to ensure that the stored energy cannot be released, potentially causing injury and damage.
- After locking the system out, test the locking mechanism to ensure that it is operable and effective.
- Before testing the system, ensure that no people are in the immediate area that could be injured if the energy is released.
- Each person working in the immediate area of the energy source will place their own lock on the hasp to ensure safety.

LOCKOUT / TAGOUT (LOTO) (continued)

- Never remove a lock that you did not place.
- Never attempt to operate any equipment that is locked out.
- Detailed LOTO procedures may be necessary and will be developed and approved by the EHS Department.
- Anyone violating Long Painting Company's Lockout procedures are subject to disciplinary action, up to and including termination.



EMERGENCY PROCEDURES

Site-specific emergency procedures will be developed for every project and reviewed with all on-site personnel during the initial site orientation and periodically thereafter, as necessary. Details will be provided to ensure that in the event of a serious incident that the emergency response will be carried out correctly.

General guidelines and information for specific types of emergencies need to be addressed by your direct supervisor, or by contacting Rob Buck, EHS Director, at (206) 714-3028.

Call 911 or the jobsite specific emergency number for emergency assistance as necessary regarding immediate threats to life or health.

HEAT-RELATED ILLNESS

Heat-related illness is a serious situation that can occur under many circumstances. Even in average temperature conditions, the body can experience undue stress that can result in heat-related illness.

Signs/symptoms of **HEAT EXHAUSTION**:

- Headaches
- Dizziness/lightheadedness
- Weakness
- Mood changes
- Nausea/vomiting
- Decreased/dark-colored urine
- Pale/clammy skin

Signs/symptoms of **HEAT STROKE**:

- Dry/pale skin
- Sweating (may still be present)
- Hot/red skin (looks like sunburn)
- Mood changes
- Confusion (not making sense)
- Seizures or fits
- Collapse/non-responsive

HEAT-RELATED ILLNESS (continued)

If the person does not respond to the following steps or is suffering from heat stroke, call 911.

- Move the person to a cool, shaded area. DO NOT leave the person alone.
- Lay them on their back.
- Remove outer layers of clothing.
- Have the person drink small quantities of cool water if they are alert enough to do so.
- Try to cool the person by fanning them and cooling their skin with a cool water spray mist or wet cloth.
- If ice is available, place ice packs under their arms and in their groin area.
- If they are having seizures, remove objects close to them to prevent further injury.
- If the person is sick to their stomach, lay them on their side.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment is designed and intended to be used in any area where hazards may be present to prevent injuries. All required PPE is provided to the employee at no cost.

PPE may include, but is not limited to:

- **Hard Hats:** Required as needed on Long Painting Company projects where there are overhead hazards.
- **Safety Glasses / Goggles:** Required on all Long Painting Company projects. Upgraded eye protection may be required where a greater risk of eye injury is present.
- **Respirators:** When employees work on a project that requires respiratory protection, they will be issued a respirator that has been identified for the work being performed. This may include an air-supplied blast hood that would be used during abrasive blasting applications.
- **Gloves:** Glove type(s) will be outlined in the Site Specific Safety Plan and will provide adequate protection for the anticipated tasks.
- **Safety Harness and Lanyard:** Any employee that may be exposed to a fall hazard shall wear a full restraint harness and lanyard in accordance with the manufacturer's instructions.

Employees will receive training on fitting, usage, inspection, maintenance, and storage requirements for the harness and accessories.

PERSONAL PROTECTIVE EQUIPMENT (PPE) (continued)

- **Protective Footwear:** All field employees and those that visit jobsites shall wear protective footwear meeting the following minimum criteria:
 - » Heavy sole, leather, or equally firm synthetic material (no canvas).
 - » Boot top must be at or above the ankle height (4 inches).
 - » Boots must have lacing. No “cowboy” or slip-on boots.
 - » Boots will have safety toes meeting ANSI F2413 Standards
- **Protective Clothing:** Some tasks may require that employees wear protective outer clothing to eliminate potential chemical exposure. Cotton coveralls and Tyvek coveralls are most commonly used. Contaminated clothing is to be secured in accordance with the Project Waste Management Plan.
- Each job site will have site-specific PPE requirements that all employees, subcontractors, and visitors will need to wear and properly use in order to access the work area.
- It is every employee’s responsibility to inspect, maintain, and properly store their PPE in a safe condition.

PERSONAL PROTECTIVE EQUIPMENT (PPE) *(continued)*

Hearing Protection:

- Employees may be exposed to noise that exceeds an 8 hour average of 85 decibels. This noise level may cause temporary or permanent hearing loss.
- Audiometric testing (hearing tests) are required for all field employees within 180 calendar days of their hire date and annually thereafter. This testing will be at the expense of Long Painting Company and will be conducted during normal business hours.
- The scheduling of testing will be coordinated by Long Painting Company. During the testing, hearing conservation training and hearing protection fitting will be conducted. This is required training. Specific instructions will be provided to you in preparation for the testing the day before your test.
- Test results are sent to the EHS Director for review. All tested employees will receive a copy of their test results and a letter of explanation of the results. Long Painting Company treats these test results as confidential medical documents only accessible to the EHS Department.

MOBILE ELEVATED WORK PLATFORMS (MEWP)

Mobile Elevated Work Platforms include boom lifts, scissor lifts, and smaller personnel lifts. Only trained and authorized personnel are permitted to operate elevated work platforms. Unit-specific training will be conducted by qualified persons as designated by Long Painting Company.

A lift operator safety check shall, at minimum, cover the following, in accordance with the manufacturer's instructions:

- Inspecting the unit before each shift and documenting the inspection.
- Understanding the manufacturer's operating instructions and safety rules.
- Reading and understanding all warning decals and instructions.
- Surveying the entire operating area for any hazards before use the MEWP.

Lifts should travel in the lowered position. If this is not feasible, a spotter is to be used to check for overhead hazards.

Do not use railings, planks, ladders, or other devices to gain additional height/access from the platform.

Full-body harnesses and lanyards will be used at all times in boom lifts, and as required when operating a scissor lift. The lanyard will be secured to one of the designated anchorage points located inside the basket. **100% fall protection is a requirement for all Long Painting employees.**



FORKLIFTS

Only trained and authorized personnel are allowed to operate forklifts. Operators will only be allowed to operate the class of forklifts that they have been trained on.

All forklifts will be operated following the manufacturer's instructions to include, at minimum, the following safety points:

- Daily inspections will be conducted and documented in accordance with the manufacturer's instructions and Long Painting Company's policy.
- Conducting a survey of the area to check for hazards that may be encountered during operation.
- Before moving, ensuring the load is secured and stable.
- Using a spotter if clear visibility is not present.

MATERIAL HANDLING (Lifting and Carrying)

Material handling are a daily tasks that require good planning and clear communication.

All employees will follow these guidelines to prevent injuries and incidents. For significant material handling tasks, each Foreman will create a plan of action and communicate that to all affected workers.

- Develop a plan to safely and effectively move the material. Communicate the plan to coworkers if assistance is required.
- Identify the feasibility and availability of mechanical means to safely move the material. Check the manufacturer's instructions on the safe payload capabilities of each unit prior to use.

Examples of mechanical means include:

- » Forklifts: Operated by a trained and authorized person in accordance with the manufacturer's instructions.
- » Dollies, Hand Trucks, Rolling Carts, and Wheelbarrows: Observe payload capabilities.
- Conduct stretch and flex exercises at the beginning of the shift and prior to performing any manual lifting.
- Exercise proper lifting techniques at all times. If working with another person, communicate all aspects of the plan prior to the lift.

MATERIAL HANDLING (continued)

- Walk the area to ensure clear pathways, removing any slip, trip, and fall hazards.
- If the load is bulky or may be unsafe for you to handle alone, ask for assistance.
- If using material handling equipment, be aware of pinch points and struck-by hazards.
- Never block pathways or points of access or egress with materials.

VEHICLE SAFETY

You are Long Painting Company's most valuable asset! The way you drive says everything about you and the company. Make a positive statement by following these safe driving practices:

Stay Safe

- Each person in the vehicle must wear a seat belt at all times.
- Do not use handheld electronics while driving. All phone calls must be conducted via Bluetooth.
- Be well-rested before driving.
- Do not take medications that may make you drowsy before driving.
- Set a realistic goal for the number of miles that you can safely drive each day.
- Do not drive if you are impaired by alcohol, marijuana, or any other drug including prescription drugs.

Stay Focused

- Continually search the roadway to be alert to situations requiring quick action.

Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Allow plenty of travel time.

Any employee driving a Long Painting Company vehicle, who receives a vehicle allowance, or who uses their personal vehicle to conduct company business must be by the EHS Department prior to use.

VEHICLE SAFETY (continued)

Basic vehicle use guidelines include, but are not limited to:

- All Long Painting Company vehicles shall be operated in accordance with applicable local, city, state, and federal laws.
- All Long Painting Company vehicles will be maintained in good mechanical condition. If a vehicle is due for service, the operator of the vehicle will schedule maintenance with the Service Center as soon as possible.
- Vehicles not meeting safe operating conditions shall be removed from service and repaired or replaced, then reinspected before being put back into service.
- Company vehicles are provided for the sole purpose of expediting jobs. They should be used only for company business unless otherwise authorized by corporate management.

An employee using a Company vehicle for personal use will be responsible for any damage(s) incurred during this activity, as well as fuel and maintenance expenses.

- Vehicles are to be kept clean, inside and out, and free of garbage.
- It is prohibited to carry any weapons, drugs, paraphernalia, marijuana, or alcohol in a company vehicle.
- Any mechanical defect or malfunction should be reported to the Service Center as soon as possible for repairs.

SAFETY MEETINGS

Weekly toolbox safety meetings are conducted on each project. The objectives of these meetings is to share current and important safety information, including:

- Identifying any unsafe working conditions or unsafe behaviors and develop a corrective action plan to eliminate the hazard(s).
- Assisting in incident investigations as necessary.
- Offering safety suggestions to correct near-misses that may have happened in the past week.
- Promoting safety on the jobsite.
- Employee recognition.
- Weekly required safety education and topics.

All field employees are required to attend these meetings.

HOUSEKEEPING

Good housekeeping is a Long Painting Company requirement and should be maintained on a daily and ongoing basis to prevent the accumulation of material or debris.

- Keep all electrical cords and air hoses out of walkways and off the floor whenever possible.
- Keep all aisles, stairways, and walkways clear of any tripping hazards.
- Store flammable or combustible materials in accordance with Long Painting Company's policy and per the customer's instructions.
- Keep all trash containers emptied and secured to eliminate pests.
- Store all tools and equipment in a safe and secure manner away from points of entry and exit.
- Immediately wipe up any spilled liquid to eliminate any slipping hazards.

POWER TOOLS AND EQUIPMENT

- Power tools are common in construction and may expose workers to a variety of hazards. To prevent incidents and injuries, please follow these precautions:
- Never carry a tool by its cord.
- Never yank the cord to disconnect it from the outlet.
- Keep cords away from heat, oil, and sharp edges (including the cutting surface of a power saw or drill).
- Disconnect tools when not in use, before servicing, and when charging accessories such as blades and bits.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Use gloves and appropriate PPE when using electric tools.
- Store electric tools in a dry place when not in use.
- Do not use electrical tools in damp or wet locations unless they are approved for use in those conditions by the manufacturer.
- Keep work areas well lit when operating electric tools.
- Ensure that cords from electric tools do not present a tripping hazard.
- Remove all damaged portable electric tools from use and tag them with a “Do Not Use” label.
- Use double-insulated tools.

HAND TOOLS

Hand tools are used every day. Remember to use the proper tool for the task and use it properly.

- Inspect hand tools before each use. Look for bends, chips, mushroomed heads, cracks, or other damage.
- Use tools only for their intended use. Do not use a screwdriver as a chisel, a claw hammer to open boxes, etc.
- **DO NOT USE DAMAGED TOOLS.**



AIRLESS SPRAY GUNS

Long Painting Company uses airless spray painting equipment every day. Please protect yourself by properly preparing the job site and carefully using spray equipment.

- **Never use a spray gun without a tip guard.**
- Always use the spray gun trigger safety when not spraying.
- Relieve fluid pressure when cleaning or servicing any part of the equipment. To relieve pressure, shut off the sprayer, trigger the gun, and open the pressure drain valve.
- Always point the gun away from yourself and others.
- Do not try to stop leaks with your hand or body.
- Follow the instruction manual when it comes to proper flushing methods.
- Remove the spray tip, reduce the material/fluid pressure and immerse the gun nozzle when flushing.
- Wear safety glasses to protect your eyes from spray material.
- Wear a respirator when using toxic or noxious paint or solvent. Follow the material manufacturer's guidelines to select the correct respirator and cartridges.
- Read and save the instruction manual supplied with the equipment. The manuals contain important information regarding safe operation.

AIRLESS SPRAY GUNS (continued)

- To prevent accidentally triggering / spraying the gun:
- Put the trigger safety latch on when you are not spraying.
- Always keep the trigger guard on the gun. The guard helps prevent the trigger from being bumped or otherwise accidentally triggered.
- Never tie back the trigger.

High-Pressure Injection Injury Management

Pressure injection injuries from use of pressure washers and/or paint sprayers are a serious health hazard and require immediate medical attention.

The seriousness of a high pressure injection injury is generally underestimated. Wounds often appear nonthreatening, but these injuries can result in serious infection, disability, and amputation if not treated appropriately and immediately. The potential for serious injury should be considered with any device that produces more than 100 pounds per square inch (PSI) of pressure.

Seek immediate medical attention for any injection injury.

PRESSURE WASHING

- Turn on the water supply before starting the high pressure system.
- Ensure the pump crankcase is filled to the proper level with oil.
- Be sure the belts are properly tightened and guard is installed.
- Never aim high pressure liquid directly at any part of your body or at other nearby individuals.
- Follow the proper procedure from the manufacturer for setting valves.
- Inspect hoses and guns for defects prior to use. Replace as needed.
- Never operate a system with cracked hoses.
- Do not exceed the pressure or temperature limits of the components.
- Never leave a high pressure unit running when not attending the unit.
- Protect the liquid system from extreme temperatures and dusty conditions.
- Never refuel the unit while it is running.
- Both eye and ear protection is required.
- Adequate ventilation and CO monitoring are required during operation in closed areas.
- Read and save the instruction manual supplied with the equipment. The manuals contain important information regarding safe operation.

ABRASIVE BLASTING

LPC will not use sand or silica based products as a blasting media. Other alternates will be evaluated depending on the project.

The following PPE is required when performing abrasive blasting:

- Type CE NIOSH-certified blasting airline respirator with positive pressure blasting helmet.
- Hearing protection.
- Leather gloves that protect to full forearm.
- Blasting aprons (or coveralls).
- Safety shoes or boots.

Other. blasting safety concerns

- To prevent static electricity, bonding and grounding will be used when blasting.
- Air monitoring should be planned for and completed for activities which involve known/suspected hazards (lead, silica, PCB, etc.)
- Ventilation systems will be used in enclosed areas and containment structures.
- Keep unnecessary people out of the abrasive blasting area.
- Inspect all hoses and connections frequently and replace any that are worn or damaged before worker use.
- Metal nozzles and hose couplings will be used.

- The nozzle of the blasting hose will be equipped with a dead-man control device.
- Hose-coupling safety locks and hose whip checks will be used.
- Guards will be installed to protect the operator from high-speed particles.
- Clean and remove accumulated dust from tarps and other equipment on the worksite.
- Perform routine cleanup using wet methods or HEPA filtered vacuuming to minimize the accumulation of toxic dusts.
- Never tape, strap, or tie down an air actuated remote control lever or choke electric remote control switch.
- Never point the blasting hose at another person.
- There will be no eating, drinking, or using tobacco products in blasting areas.
- Remove contaminated work clothes before eating, drinking or smoking.
- Wash stations will be provided and employees must wash their hands and face each time before eating, drinking, or smoking.



AIR SUPPLIED RESPIRATORS

Air-supplied respirators must be used:

- When working inside a blast cleaning room
- When using portable units in areas without enclosure.
- Under any circumstances when the operator is not separated from the abrasive material by an enclosure.

When using air supplied respirators:

- The intake hose must be placed as to supply clean air.
- An attendant should be in the blasting area at all time and be monitoring the breathing air and operator safety.
- Hearing protection shall be used while blasting or in the blasting area.
- Operators should wear heavy gloves, aprons, and leggings as needed. Safety toed shoes must be worn.
- People will wear a particulate filter respirator when cleaning the used blasting material.

CELL PHONE & MEDIA PLAYER POLICY

This policy applies to both incoming and outgoing phone calls, as well as the use of devices that stream or play content to headphones or earbuds.

Use of personal cell phones or personal digital assistants for text messaging or non-work related business is prohibited during standard working hours. Personal phone calls and text messaging must be handled on personal time. If you have an emergency situation, contact your supervisor.

The following policy applies to all employees:

- Cell phones shall be turned off or set to silent or vibrate mode where incoming calls may disrupt normal workflow.
- Employees may carry personal cell phones while at work, but they should only be used while on break or for company-related business. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per company policy.
- The use of headphones or earbuds while on the jobsite is prohibited. No employee is permitted to have any type of electronic device on or in the ear during work hours. All employees must be able to hear audible alarms, signals, commands, or other communication without interference. Hearing aids, ear plugs, and ear muffs should be used as required.
- Communication devices shall not be used while driving for any reason, unless the use of that device

is “hands free.” If it is not possible to use the device “hands free”, the employee must pull off to the side of the road, into a parking lot, or into another safe location. Any citation given for operating a vehicle while using a device shall be the sole responsibility of the person cited.



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