

CONTRACT EMPLOYEE SAFETY HANDBOOK

CONTRACTOR SAFETY HANDBOOK



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Management Policy Statement

At Populus Group employee safety is a top priority, and part of that is ensuring that every reasonable effort will be made to prevent accidents and other health risks.

We believe that many accidents can be prevented by taking common sense precautions. If each one of us does our part, including acting and talking with safety in mind, accident prevention and improved safety on the job can be achieved.

We are absolutely committed to the safety of all of our employees; however, Populus Group is unable to directly supervise or control the working environments established by its Clients. As a result, the Clients, as required by law, must exercise primary responsibility for evaluating and correcting unsafe working conditions.

Realizing that accident prevention requires a continued effort, and the participation of all contract employees, it is the firm policy of Populus Group that no part of our job is so important that we cannot take the time to do it safely. Our success depends on the safety and well-being of our contract employees and their families. Therefore, it is imperative that workplace hazards be identified, appropriately evaluated and effectively controlled.

Your cooperation in helping to build safe work environments is required and very much appreciated.

Nicole Stevens

Manager of Compliance and Risk Management

General Safety Procedures and Training

Populus Group is unable to directly supervise or control the working environments provided by its Clients. Therefore, it is the Client's primary responsibility to evaluate and correct unsafe working conditions. As a contract employee you also have an important role.

- » Always make sure that you have been properly trained for the tasks that you have been assigned to perform
- » Immediately notify your Client supervisor or an Populus Group representative if you do not have the necessary training to perform an assigned task
- » Take the necessary time to make sure that you know the Client's safety and operating procedures before starting work
- » Do not attempt to operate any machinery, equipment or hand tools until you have been properly trained

Code of Safe Practices

All contract employees are required to follow the safety procedures established by Populus Group's Clients. Willful disregard for safety procedures or repeated unsafe acts may be grounds for discipline, including termination of employment.

You are required to report all cases of violence, threats of violence, and unsafe work conditions to the Client supervisor and an Populus Group representative or to the **Safety Hotline at 248-712-8055**.

Be alert! You are ultimately responsible for your own safety.

1. Immediately report any injury or illness to your supervisor and Populus Group representative
2. The use of or possession of drugs or alcohol on the job is prohibited and will be grounds for immediate employment termination
3. The possession of an offensive/defensive weapon on company or Client property is strictly prohibited
4. Horseplay on the job is prohibited and may be grounds for discipline, including employment termination
5. If you do not have current first aid training (Red Cross or American Heart Association), do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing
6. Appropriate clothing and footwear must be worn on the job at all times
7. You shall not perform any task unless you are trained to do so and are aware of the associated hazards
8. You may be assigned certain personal protective safety equipment. This equipment is to be available for use on the job and should be maintained in accordance with the manufacturer

9. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training
10. Learn where fire extinguishers and first aid kits are located
11. Obey all traffic regulations when operating vehicles on public highways.
12. When operating or riding in company vehicles or using your personal vehicle for business purposes, wear your seat belt
13. Maintain a condition of good housekeeping in all work areas at all times
14. Be alert to all hazards that could affect you and your fellow employees
15. Obey all safety signs and tags
16. Always perform your assigned tasks in a safe and proper manner; do not take shortcuts
17. Do not handle or tamper with any electrical equipment, machinery, air or water lines or other potentially hazardous devices in a manner outside the scope of the duties unless you have received specific instructions from your supervisor
18. All cords running into walking areas must be taped down or inserted through rubber protectors to prevent tripping hazards
19. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground
20. Keep appliances such as coffeepots or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords
21. Keep any individual heaters in work areas clear of combustible materials, such as drapes or waste from wastebaskets. Use only newer heaters that are equipped with tip-over switches
22. Use equipment such as scissors or staplers for their intended purposes only and do not misuse them as hammers, pry-bars or screwdrivers
23. Store files and supplies in a manner that prevents damage to supplies or injury to personnel when they are moved. Store heaviest items closest to the floor and lightweight items above
24. Never stack materials precariously on top of lockers, file cabinets or other high places
25. Store cleaning supplies away from edible items on kitchen shelves.
26. Store cleaning solvents and flammable liquids only in approved containers
27. Keep solutions that may be poisonous or are not intended for consumption in well-labeled containers

28. Wipe all spills promptly. Keep all stairways clear of items that can be tripped over

OSHA Regulations

Occupational Safety and Health Administration (OSHA) creates and enforces standards or regulations to improve on-the-job health and safety.

General Duty Clause

Hazards that do not have specific OSHA standards are covered by a clause. The General Duty Clause requires each employer to provide:

"...a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

You should feel safe while in the workplace. If you are fearful for your safety then you should bring it to the attention of your supervisor, and a Populus Group representative, call the **Safety Hotline at 248-712-8055**.

Medical Screening and Monitoring

Based on the type of work you are performing, medical screening and/ or monitoring may be required. This will be determined based upon the materials being used and the potential for exposure, wearing a respirator, physical effort and duration and environmental hazards. The purpose of medical screening and monitoring is to identify medical conditions which could lead to injury or occupational disease.

Specific test results and other personal medical information generated by the exams will be kept confidential. You have the right to request copies of your medical or exposure records at any time by contacting your Populus Group representative or the **Safety Hotline at 248-712-8055**.

Chemical Handling & Hazard Communication

Federal law requires that you receive hazard communication training before handling hazardous chemicals in the workplace.

Do not handle any chemical products or hazardous materials of any kind until you have been trained in the following topics:

- » The characteristics of the chemicals
- » The health hazards of the chemicals
- » Proper handling and safe use procedures
- » Proper storage and disposal
- » First aid procedures
- » The location of the Client's hazard communication program, chemical inventory and material safety data sheets (MSDS)



The law requires that you have hazard communication training and access to all MSDS available for the hazardous chemicals that are located in your workplace.

Safety Hazard Identification

Accidents are caused by unsafe conditions and unsafe acts. To prevent accidents, we must know how to identify unsafe conditions and acts and then take action to correct them. Safety hazards exist in the following forms:

- » Acceleration
- » Biological
- » Chemical
- » Electrical
- » Ergonomics
- » Explosives
- » Flammability and Fire
- » Heat/Cold
- » Mechanical
- » Pressure
- » Radiation
- » Vibration and Noise
- » Violence

Controlling Hazards

Engineering Controls

- » Process design
- » Isolation through closed systems
- » Ventilation and humidifying systems
- » Protection at points of operations
- » Ergonomic designs

Administrative Controls

- » Supervision
- » Personnel rotation
- » Periodic breaks
- » Reduction in duration of exposure
- » Education

Personal Protective Equipment (PPE)

- » Face shields
- » Aprons
- » Respirators
- » Gloves
- » Safety shoes, etc.

What to do when you find a safety hazard

Immediately report any safety hazards to Client supervisor and your Populus Group representative.

Personal Protective Equipment (PPE)

Contract employees will receive training on any "site-specific" personal protective equipment as part of the Populus Group Client's site-specific safety and health program.

PPE for eyes, face, head and extremities shall be used and maintained according to the manufacturers' instructions and in the guidelines outlined below.

Eye & Face Protection

All contract employees shall be provided with and wear eye and face protection, such as safety glasses, goggles and splash shields, when working in areas where machines or operations pose an injury threat from physical, thermal or chemical splash exposure and in all areas as directed by the Populus Group Client's site-specific health and safety programs.



Respiratory Protection

All contract employees must receive respiratory protection training and be enrolled in Populus Group medical screening program before being placed on a project requiring the use of a respirator.

YOU MUST CONTACT YOUR POPULUS GROUP REPRESENTATIVE IMMEDIATELY IF A CLIENT REQUIRES YOU TO WEAR ANY FORM OF RESPIRATORY PROTECTION.

Hearing Protection

In an effort to prevent any temporary or permanent hearing loss, all Populus Group contract employees working in the vicinity of any machinery or devices that create unwanted noise levels in excess of 85 decibels must be provided with and wear adequate hearing protection devices. All contract employees must also be familiar with the Populus Group Client's site-specific hearing conversation measures and follow them accordingly.

Head Protection

All persons exposed to hazards to the head including but not limited to: overhead hazards, sunlight, cold temperatures and chemical splash; and in any area deemed necessary by an Populus Group Client's protocol, will wear appropriate headgear. All hard-hats shall be worn properly with the "bill" forward and shall be free of excessive stickers and advertisements.

Foot Protection

Protective footwear, such as rubber boots, steel toe shoes and protective covers, shall be worn by all persons exposed to hazards to the feet, including but not limited to: crushing, puncture, electric shock, cold temperatures, slippery surfaces and chemical contamination.

Hand Protection

Appropriate hand protection shall be provided and worn by all persons exposed to hazards of the hands, including but not limited to: cuts, abrasions, thermal extremes, poisonous vegetation, electric shock and chemical exposure.

Fall Protection

Falls may result from a number of factors, including unstable working surfaces, misuse of fall protection equipment and human error. Studies have shown that the use of guardrails, fall arrest systems, safety nets, covers and travel restriction systems can prevent many of the deaths and injuries that result from falls.

Populus Group employees and safety representatives must work closely with Client management to identify and reduce fall hazards. Where engineering controls alone do not mitigate the hazard, the use of approved fall protection equipment is required. Each employee should examine his or her work area continually to identify potential fall hazards and find ways to reduce those hazards as much as possible. Communication with your immediate supervisor and/or Populus Group safety representatives is important in maintaining a safe work area and controlling fall hazards.

Strict adherence to OSHA, Client and Populus Group standards regarding the use of fall protection equipment is required of all employees. Proper use, care, storage and inspection of fall protection equipment is mandatory. Any concerns about fall protection equipment must be addressed immediately.

Safe Lifting Techniques

Improper lifting techniques are the single most common cause of back pain and injuries in the workplace. Following simple lifting and handling guidelines can reduce the strain on your back and greatly reduce the chance of back injury.

Pre-Lifting

Before lifting any object, you should first determine if mechanical lifting devices are available to assist you in accomplishing the task. Mechanical devices include forklifts, dollies and hoists. If these devices are unavailable, other options such as splitting the load into smaller ones or finding someone to share the load should be considered.

Safe Lifting Practices

In order to avoid back injury while lifting, observe the following safe lifting practices:

- » Over-reaching and stretching to reach overhead objects may result in strains or falls. Use a ladder instead of chairs, boxes, etc.
- » Stack material to permit full view while carrying
- » Always use proper personal protective gear. Hand protection and safety shoes are a must for most lifting jobs
- » When lifting and carrying with another person - teamwork is important. The load should be equally distributed. Movements must be coordinated so you both start and finish the lift action

at the same time and perform turning movements together. When two people carry a long object, it should be held at the same level by both and on the same side of the object

Performing the Lift

When you need to lift an object, perform the following steps to prevent back injury:

- » Approach the load and size it up - weight, size, shape. Plan your lift before you start - where you will grip it, where it is going, the path you will follow and how to put it down
- » Consider your physical ability to handle the load. Tip the load on its side to get an idea of its weight. If it is too heavy, get help or use a hand truck
- » Place one foot alongside the object and one foot behind it. Keep feet comfortably spread and firmly on the floor with your body weight centered over your feet
- » Bend your knees and get a good handhold on the object using the palm of your hand. Tuck in your chin and keep your back straight
- » Lift the load straight up - smoothly and evenly - using your leg muscles. Keep the load and your arms close to your body
- » Lift the object into carrying position. Do not twist or turn while carrying a heavy load. Turn your body with changes of foot position while making sure your path is clear of slipping or tripping hazards
- » Setting the load down is just as important. Using leg and back muscles, comfortably lower the load by bending your knees. When the load is positioned, release your grip. A helpful hint is to avoid strain by storing heavy objects at least 12 inches above the floor

Ergonomics

Ergonomics is the science of fitting the job to the worker.

Workers who must repeat the same motion throughout their workday, do their work in an awkward position, use a great deal of force to perform their jobs, repeatedly lift heavy objects or who face a combination of these risk factors are most likely to develop Work- Related Musculoskeletal Disorders (WMSDs).

Preventing injury involves adjusting the work environment to reduce, repetitive motion, heavy lifting, jolts, vibrations and awkward positions.

Computer Fitness

If you work with a computer, discomforts and sometimes more serious ailments may result from sitting in one position, staring at a screen terminal for long periods or repetition of movements.

There are various ways to reduce the strains associated with computer work, including the following:

- » Relieve tense muscles by moving and stretching every hour
- » Break your hours at the terminal with other types of work
- » Blink often or look away from the terminal

- » Make sure the lighting is adjusted to prevent glare
- » Adjust your workstation to fit your body

Because everybody is different, it is important to personalize your workstation. When your work area fits your body, you suffer less fatigue. Listen to your body and take active steps to ensure a comfortable relationship between you and your workspace. If your workspace cannot be adjusted to fit your body, talk to your supervisor or Populus Group representative.

Hand & Power Tools

Tools are such a common part of our lives that it is difficult to remember that they may pose hazards. Contract employees who use hand and power tools and are exposed to the hazards of falling, flammable and splashing objects or to harmful dusts, fumes, mists, vapors or gases, must be provided with the appropriate PPE.

Five basic safety rules can help prevent hazards associated with the use of hand and power tools:

- » Keep all tools in good condition with regular maintenance
- » Use the "right" tool for the job
- » Examine each tool for damage before use and do not use damaged tools
- » Operate tools according to the manufacturer's instructions
- » Provide and properly use the right personal protective equipment

THE GREATEST HAZARDS POSED BY HAND TOOLS RESULT FROM MISUSE AND IMPROPER MAINTENANCE.

Populus Group's Client is responsible for the safe condition of tools and equipment used by employees. Employers shall not issue or permit the use of unsafe hand tools, even tools supplied by the contract employee. Employees should be trained in the proper use and handling of tools and equipment.

To prevent hazards associated with the use of power tools, contract employees should observe the following general precautions:

- » Never carry a tool by the cord or hose
- » Never yank the cord or the hose to disconnect it from the receptacle
- » Keep cords and hoses away from heat, oil and sharp edges
- » Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits and cutters
- » Keep all people not involved with the work at a safe distance from the work area
- » Secure work with clamps or a vise, freeing both hands to operate the tool
- » Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool
- » Maintain tools with care; keep them sharp and clean for best performance
- » Follow instructions in the user's manual for lubricating and changing accessories
- » Be sure to keep good footing and maintain good balance when operating power tools

- » Wear proper apparel for the task. Loose clothing, ties or jewelry can become caught in moving parts
- » Remove all damaged portable electric tools from use and tag them: "Do Not Use"

Machine Guarding

Any machine part, function or process which may cause injury must be safeguarded. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.

As a **contract employee** you should:

- » Never operate tools or machinery without obtaining permission
- » Always have the supervisor demonstrate the safe way to operate machines or equipment
- » Never clean, repair or service equipment or machines while in operation
- » Never wear loose clothing or jewelry which can catch in the machinery and restrain long hair
- » Never leave a machine or equipment unattended while in operation
- » Never remove or alter guards in any manner
- » Always guard safety devices used for your protection. If you can reach into the point of danger, the machine or equipment is not guarded. Notify your supervisor

Lockout/Tagout

The purpose of lockout/tagout is to prevent injuries due to accidental machine and/or equipment start-up or the unexpected release of "stored energy" when maintenance or service is performed on machinery or equipment. Stored energy includes:

- » Electrical
- » Mechanical (pulleys, wheels, gears)
- » Pneumatic (arms, rams, presses)
- » Fluid and gas
- » Hydraulic (pistons, rams, presses)
- » Thermal (steam, hot water)
- » Gravity
- » Chemical

No contract employee shall engage in any work activity that involves the use of lockout/tagout procedures or devices unless trained by the Populus Group Client as an "authorized person." An "authorized person" is an employee specifically trained and designated as one who locks out or tags out machines or equipment, to perform servicing or maintenance.

Electrical Safety

Electrical injuries consist of four main types: electrocution (fatal), electric shock, burns and falls caused as a result of contact with electrical energy.

Working on or near Energized Equipment

- » Check and double check the safety regulations when a ladder or parts of any vehicle or mechanical equipment structure will be elevated near energized overhead power lines. Call your local electric utility for assistance. People standing on the ground may be particularly vulnerable to possible injury
- » Wear protective clothing and equipment and use insulated tools in areas where there are possible electrical hazards
- » De-energize and visibly guard (where possible) whenever contact with uninsulated overhead power lines is possible
- » Do not wear metal objects

Cord-Powered Equipment and Tools, Cords & Temporary Wiring

- » Protect flexible cords and cables from physical damage
- » Keep slack in flexible cords to prevent tension on electrical terminals
- » Check cords for cut, broken or cracked insulation
- » Extension cords are for temporary use. Install permanent wiring when use is not temporary

Equipment and Tool Grounding

- » Verify that all three wire tools and equipment are grounded
- » Water, electrical equipment and power cords do not mix! Use ground fault circuit interrupter protection in wet or damp environments
- » Ground exposed parts of fixed equipment that could become energized

Other Considerations

- » Verify location of all buried or embedded electrical circuits before digging or cutting
- » Determine the reason that a fuse operated, or circuit breaker tripped before replacing or resetting
- » Know where your overcurrent devices are (i.e. circuit breakers and fuses) so they can be easily and quickly reached in case of emergency
- » When replacing lamps and bulbs, verify replacement matches fire requirements

Overhead Lifting Devices

Overhead lifting devices come in many different forms, including cranes and hoists. There are many things to consider when working in an environment where overhead lifting devices are being used.

OSHA requires that only authorized personnel operate overhead lifting devices. When in close proximity to an overhead lifting device, employees must be wearing the appropriate PPE according to the company's overhead lifting policy, and the employee must be supervised by a competent person.

When employees are using overhead lifting devices, the person operating the device must have appropriate training including

on-the-job training provided by the Client. Before using the overhead lifting device, the operator must check the environment to make sure their area is clear of hazards, and they must be conscious of where hazards could appear. Operators must also check all equipment prior to use; it is the operator's responsibility to make sure that all devices used in the lift are in proper working order.

If an employee is working in an area in which an overhead lifting device is in use, the employee must be aware of the cranes location and where it is going at all times to avoid an accident or incident.

When in the area of an overhead lifting device, employees should never walk in the path of the lift and/or carry. Overhead lifting devices that are locked out should not be tampered with. Be aware of any signs informing employees of the status of the lifting device.

Forklifts

Improper forklift operation can lead to property damage, injuries and death. The following general guidelines must be followed.

As a **contract employee** you should:

- » NEVER operate a forklift without proper specific training and signoff. If a forklift needs to be used, contact your PG representative to find a specifically trained and authorized person to do so
- » ALWAYS receive training and signoff, prior to operating any forklift, powered industrial truck or powered pallet jack. You must also demonstrate a clear understanding of the capacities and limitations, and fully understand the site safety plan for operation in the areas in which you are authorized. The Client is responsible for providing this training
- » NEVER use a forklift for a purpose other than it was designed for
- » ALWAYS operate in a safe manner, which does not endanger any persons or property, and in accordance with the safety procedures established for the job site
- » ALWAYS conduct a pre-operational check per Client's policies and procedures
- » ALWAYS wear your seatbelt if so equipped
- » Wear appropriate clothing and protective equipment
- » Make sure the load does not exceed the forklift capacity
- » Center the forks to evenly distribute the weight
- » Make sure the load is balanced and secure
- » Check for overhead obstructions
- » Drive into the load as far as possible
- » Lift the load slightly and tilt it back
- » Lower the load to the safe traveling height before moving

Scissor Lifts

The majority of manufacturers and operators have strict safety criteria for the operation of scissor lifts. In some states, licensing is also required.

Most scissor lifts have fitted guard rails around the platform, in order to help contain operators and passengers. This is supplemented by a restraining point, which is designed to secure a harness or fall arrestor.

Do not operate a scissor lift unless you have specific training on the type and model of lift and authorization to do so. If instructed to do otherwise, please report the occurrence to the site safety manager or your Populus Group representative.

Scaffolding

Many construction accidents result from improper construction and use of scaffolds. Height is not the only factor – short falls are also dangerous as are items falling from the scaffold.

- » Scaffolds must be sound, rigid and sufficient to carry its own weight plus four times the maximum intended load without settling or displacement
- » Scaffolds must be erected on solid footing. Do not use unstable objects, such as barrels, boxes, loose bricks or concrete blocks to support scaffolds or planks
- » Scaffolds must not be erected, moved, dismantled or altered except under the supervision of a competent person
- » Scaffolds must be equipped with guardrails, mid-rails and toe-boards
- » Scaffolds accessories such as braces, brackets, trusses, screw legs or ladders that are damaged or weakened from any cause must be immediately repaired or replaced
- » Scaffold platforms must be tightly planked with scaffold plank grade material or equivalent
- » A "competent person" must inspect the scaffolding at designated intervals
- » Rigging on suspension scaffolds must be inspected by a competent person before each shift and after any occurrence that could affect structural integrity to ensure that all connections are tight and that no damage to the rigging has occurred since its last use
- » Synthetic and natural rope used in suspension scaffolding must be protected from heat-producing sources
- » Employees must be instructed about the hazards of using diagonal braces as fall protection
- » Scaffolds can be accessed by using ladders and stairwells
- » Scaffolds must be at least 10 feet from electric power lines

Slips, Trips & Falls

Slips are primarily caused by a slippery surface and compounded by wearing the wrong footwear. Shoes with cleated, soft rubber soles and heels provide better traction and are recommended for work situations. In work areas where the walking and working surface is likely to be slippery, non-skid strips or floor coatings should be used. If the working surface is very slippery, no footwear will make it safe to walk on.

Proper housekeeping in work and walking areas can contribute to safety and the prevention of falls. Not only is it important to maintain a safe working environment and walking surface, these areas must also be kept free of obstacles, which can cause slips and trips.

Objects of any kind should never obstruct these areas.

Adequate lighting to ensure proper vision is also important in the prevention of slips and falls. Carrying an oversized object can also obstruct one's vision and result in a slip or a trip. This is a particularly serious problem on stairs.

There are specific behaviors, which can lead to slips, trips and falls, including walking too fast, or running, distractions, not watching where we are going, carrying materials which obstruct our vision, wearing sunglasses in low-light areas and failure to use handrails.

Falls on Stairs

Persons using the stairwell should have one hand free to be able to use the handrail. Whenever possible, avoid carrying heavy or bulky objects which obscure your vision and/or require the use of both hands. Carry smaller, lighter loads and make more trips or obtain help with the load.

Ladders

Prevention of falls from ladders requires proper planning, correct ladder selection, good work procedures and adequate ladder maintenance.

Prevention tips:

- » Do not hand-carry loads on a ladder
- » Do not try reaching so far that you lose your balance; move the ladder
- » Non-skid feet or spurs may prevent a ladder from slipping on a hard, smooth surface
- » Do not stand on the ladder's top three rungs
- » A damaged side rail may cause one side of a ladder to give way
- » The base should be spaced 1 foot away for every 4 feet it reaches up
- » Ladders used to reach a walking surface or roof must exceed at least 3 feet beyond
- » Extension ladders need both locks holding to prevent overloading a rail
- » Stepladders should be securely spread open. Never use a folding ladder in an unfolded position
- » Electrical shock can occur with metal or wet wooden ladders. Not only is the shock itself dangerous, but it can cause falls resulting in injury

Falls from Vehicles and Equipment

Death or serious injury is a frequent result of extra riders falling from tractors, equipment or the bed of a truck. Riding on tractor fenders, drawbars on equipment or the bed of a truck is an invitation for an accident.

Loading Docks

Loading docks and ramps are dangerous areas. They are frequently congested, heavy-traffic areas and working and walking surfaces are often wet. Metal dock plates can wear smooth and become very slippery; in particular, the edge of dock plates invite trips and falls.

Accidental backward steps can result in a fall from the dock. Portable railings, which can be easily removed from the edge of the dock, could prevent many dangerous falls. They are removed when a truck or tractor is at the dock and replaced as soon as the truck or trailer leaves.

Confined Space

OSHA defines a confined space as an enclosed space that is large enough for an employee to enter and perform assigned work but is not designed for human occupancy and has a limited or restricted entrance or exit.

Limited or restricted entrance or exit occurs when the ability to easily exit or escape in an emergency is impeded by obstacles such as a manhole, a small door or opening, a ladder or a tunnel. Normally, a trench is not considered a confined space but, in some cases, open areas surrounded by a retaining wall can create areas that are to be treated as confined spaces.

Some basic principles to remember are that confined spaces can be deadly and confined space conditions can change rapidly from non-hazardous to life threatening. Some confined spaces are so hazardous that a written permit system must be used prior to entry.

Some examples of confined spaces are tanks, manholes & sewers, boilers, grain storage bins, aircraft fuel cells or tank farms with retaining walls that can trap vapors in an area that is difficult to ventilate.

The specific hazards may include hazardous materials, engulfing materials, entrapment, moving parts and electrical or other sources of energy.

Employers are required to assess confined spaces hazards in the work place, engineer a way to eliminate or reduce the hazard and develop policies and procedures to control access to confined space areas, including a written permit system.

Each Populus Group employee is required to know and adhere to the Client's confined space program. Questions or concerns should be addressed prior to entering any environment that may be hazardous. The requirements of the Client's permit system are to be strictly adhered to.

Your immediate Client supervisor is your contact for confined space information at the work site, and your Populus Group representative should be made aware of any concerns you need to have addressed.

Heat-Related Illness

Heat related illness results from a combination of factors, including environmental temperature and humidity, direct radiant heat from the sun or other sources, lack of air flow and workload. Personal factors such as age, weight, level of fitness, medical condition, use of medications and alcohol affect how well the body deals with excess heat.

Populus Group employees will follow the guidelines provided by the Client to minimize and prevent heat related illnesses.

Heat related illness usually occurs in stages. The signal of the first stage is heat cramps in muscles. If you recognize a person who has heat cramps, have him or her stop activity and rest. If the person is fully awake and alert, have him or her drink small amounts of cool water or a commercial sports drink. Gently stretch the cramped muscle and hold the stretch for about 20 seconds, then gently massage the muscle. Repeat these steps if necessary.

The second, more serious stage of heat related illness, is heat exhaustion. Symptoms include:

- » Cool, moist, pale skin (skin may be red after physical activity)
- » Headache
- » Dizziness and weakness or exhaustion
- » Nausea
- » The skin may or may not feel hot

Get the person to a cooler place and have him or her rest. If fully awake, have the individual drink a glass of cool water every 15 minutes. Do not let the person drink too quickly. Remove or loosen tight clothing and apply cool, wet cloths. Call 9-1-1 or the local emergency number if the person refuses water, vomits or loses consciousness.

The last stage of heat related illness is heat stroke. Symptoms include:

- » Vomiting
- » Decreased alertness or complete loss of consciousness
- » High body temperature
- » Skin may still be moist, or the victim may stop sweating and the skin may be red, hot and dry
- » Rapid, weak pulse
- » Rapid, shallow breathing

Heat stroke is a life-threatening situation. Call 9-1-1 or the local emergency number. Move the person to a cooler place. Quickly cool the body. Wrap wet sheets around the body and fan. If you have ice packs or cold packs, wrap them in a cloth and place them on the victim's wrists and ankles, in the armpits and on the neck to cool the large blood vessels. Watch for signals of breathing problems and make sure the airway is clear. Keep the person lying down.

Asbestos

Asbestos is a naturally occurring group of minerals that can only be identified under a microscope. In structures built prior to 1978, asbestos may have been used in heat and acoustic insulation, fire-proofing as well as roofing and flooring. It may also be found in some of the more common products including:

- » Textured paints
- » Electrical wires
- » Building insulation
- » Carpet underlays
- » Roofing materials
- » Hair dryers

- » Floor tiles
- » Cements
- » Brake pads and linings
- » Wall and ceiling panels
- » Pipe and duct insulation
- » Toasters and other household appliances
- » Patching and spackling compounds
- » Pot holders and ironing board pads
- » Furnaces and other furnace door gaskets

You should not be working with asbestos as an Populus Group employee. If you find that your work involves any form of contact or exposure to asbestos, please contact your Populus Group representative or the ***Safety Hotline at 248-712-8055.***

Bloodborne Pathogens

Blood and other body fluids can carry pathogens such as HIV and the hepatitis B virus. Treat all blood and body fluids as if they are infectious.

Protect Yourself

- » If you have breaks in your own skin – especially open cuts, scrapes or rashes – keep them covered
- » Wear impermeable (latex) gloves before touching anybody fluid
- » Wear any other protective clothing as necessary, such as glasses, goggles, masks, gowns or face shields
- » Special attention should be given to prevent fluid contact with the face area, especially the eyes, nose and mouth

Afterwards

- » Immediately wash your hands with soap and water
- » Perform proper clean up with chemical germ killers (commercial germicide or bleach/water solution at 1:10 ratio). Note – never perform clean up unless you have been properly trained and have on proper protective clothing and equipment
- » Dispose of waste properly

If you feel you have been exposed to a bloodborne pathogen while at work, inform your Client supervisor and an Populus Group representative immediately.

Emergency Preparedness & Evacuation

All contract employees shall become familiar with the emergency preparedness and evacuation plan for each Populus Group Client assignment.

Fires

All contract employees shall become familiar with the fire prevention and protection plan at the Populus Group Client assignment.

- » Know the location of all fire exits, and escape routes and shelters in place
- » Do not use fire extinguishing equipment unless you have been properly trained
- » Use caution when handling flammable or combustible materials

Reporting

Report all injuries, illnesses, unsafe acts or dangerous conditions to your Client supervisor and your Populus Group representative immediately.

Your safety and health is a primary concern to Populus Group. To ensure that your safety concerns have been addressed to your satisfaction, Populus Group has also instituted a toll-free number for you to report any unresolved safety or health concerns in your work place.

Please attempt to resolve all issues at the Client level before contacting this number. All reports are kept confidential when requested to the extent permitted by law.



SAFETY HOTLINE

248-712-8055

In this Contract Employee Safety Handbook, the term "OSHA" refers to the Federal Occupational Safety and Health Administration (OSHA) or state approved safety and health programs. Furthermore, this Contract Employee Safety Handbook is not inclusive of all rules covered under OSHA, therefore, as required by law, Clients must exercise primary responsibility for evaluating and correcting unsafe working conditions.

Verification of Instruction

I, _____, have read the Populus Group Contract Employee Safety Handbook and understand that:

1. I am to receive site-specific safety training from Populus Group Client before beginning my assignment.
2. I am to wear all appropriate personal protective equipment required by my assignment.
3. I am to report any injury or illness IMMEDIATELY to the Client supervisor and my Populus Group representative.
4. I am to report any unsafe condition or situation that I am untrained to handle to my Client supervisor, Populus Group representative, or to the Populus Group Safety Hotline.
5. I understand that Populus Groups Client may have site specific training that is required as part of my assignment at the Client. I understand that I will be reposonsible for completling these trainings, should I have any questiong regarding these trainings I will reach out to the Client and my Populus Group representative.

Accepted By:

Accepted By: POPULUS GROUP LLC.

(Contract Employee Signature)

(POPULUS GROUP, LLC. Representative Signature)

(Contract Employee)

(POPULUS GROUP, LLC. Representative)

(Date)

(Date)