

# SUPPLEMENTAL DOCUMENTS

KC Dumpster Company, LLC

RFP #2019-032



## Vehicle Use Policy

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I agree that as an employee of KC Dumpster Co. ("Company") I will strictly follow the Company's vehicle use policy. I acknowledge that if I violate any term or provision of the vehicle use policy the Company may take any action against my employment, including but not limited to: revocation of use of a Company vehicle, reassignment to another job within the Company, or termination of employment.

- \_\_\_\_\_ 1. I agree to maintain a valid driver's license, including a CDL (commercial driver's license) if necessary for the vehicle I am operating.
- \_\_\_\_\_ 2. I agree to notify the Company if my driver's license is suspended, revoked or otherwise invalid, within 24 hours of said suspension, revocation or becoming invalid.
- \_\_\_\_\_ 3. I agree to notify the Company by a telephone call and text message (if available) immediately after receiving any citations, tickets or ordinance violations while working for the Company, in any event, within 1 hour of receiving said citation, ticket or ordinance violation.
- \_\_\_\_\_ 4. I will be financially responsible for any citations, tickets or ordinance violations I receive while operating a Company vehicle.
- \_\_\_\_\_ 5. I agree to notify the Company by a telephone call and text message (if available) immediately after receiving any citations, tickets or ordinance violations, including but not limited to alcohol related offenses (dui/dwi), speeding, accident related offenses (leaving the scene, careless and imprudent, excessive speed, failure to yield, failure to maintain lane, etc.) while operating a personal vehicle, within 24 hours of receiving said citation, ticket or ordinance violation.
- \_\_\_\_\_ 6. I agree that I will never use a Company vehicle for personal use. I will only use the Company vehicle as authorized.
- \_\_\_\_\_ 7. I agree that only Company employees are allowed to operate, and ride in Company vehicles.



- \_\_\_\_\_ 8. I agree that I will never do the following while operating a Company vehicle:
- \_\_\_\_\_ Use a cellphone
  - \_\_\_\_\_ Text
  - \_\_\_\_\_ Talk on the phone
  - \_\_\_\_\_ Hold a cellphone
  - \_\_\_\_\_ Eat and Drink
  - \_\_\_\_\_ Place loose objects on the dashboard
- \_\_\_\_\_ 9. I agree to obey all traffic laws, regulations, and ordinances while operating a Company vehicle.
- \_\_\_\_\_ 10. I agree to notify the Company by a telephone call and text message (if available) immediately after any Company vehicle is damaged (including vehicle collisions).
- \_\_\_\_\_ 11. I agree to participate in random drug and alcohol testing at the sole discretion of the Company.
- \_\_\_\_\_ 12. I agree to never operate a Company vehicle while under the influence of alcohol or any controlled substance.
- \_\_\_\_\_ 13. I agree to never operate a Company vehicle while under the influence of prescription medication or over-the-counter medication IF that would impair my ability to follow any term or condition of this Vehicle Use Policy.
- \_\_\_\_\_ 14. I agree to never operate a Company vehicle while suffering from a physical, mental or emotional condition that would impair my ability to follow any term or condition of this Vehicle Use Policy.
- \_\_\_\_\_ 15. I agree to keep the Company vehicle reasonably clean and the interior clutter free.
- \_\_\_\_\_ 16. I agree to never store, carry or transport any hazardous substances, chemicals or dangerous materials (as defined by law) in the Company vehicle.
- \_\_\_\_\_ 17. I understand that the Company may install GPS tracking on the Company vehicle, and I agree not to tamper with its operation.
- \_\_\_\_\_ 18. I understand that the Company may install a video camera in the Company vehicle, that may record audio and video inside and outside the vehicle, and I agree not to tamper with its operation.



- \_\_\_\_\_ 19. I agree to not tamper with, or alter any of the equipment installed in or on the Company vehicle (stereo, mechanical items, etc.).
- \_\_\_\_\_ 20. If I have a CDL, I agree to follow all laws and regulations mandated in commercial driving. This includes, but is not limited to, properly covering loads, not exceeding weight/load limits, and not exceeding allowable operator's hours.
- \_\_\_\_\_ 21. I agree to perform a pre-trip inspection before operation of any company vehicle that requires it, pursuant to DOT regulations. I agree to obey all other DOT regulations or requirements while operating a company vehicle.
- \_\_\_\_\_ 22. I agree to report any maintenance or repair issues with a Company vehicle to the Company immediately.
- \_\_\_\_\_ 23. I will never operate a Company vehicle if operating the vehicle would damage it.
- \_\_\_\_\_ 24. I understand that the Company may revoke my ability to drive a Company vehicle at any time, and for any reason.
- \_\_\_\_\_ 25. I have initialed each paragraph of this Vehicle Use Policy, which means I understand each paragraph and agree to follow each paragraph.

I understand and agree to comply with the above conditions authorizing me to operate a Company vehicle.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

Employee initialed each paragraph and signed this Vehicle Use Policy in my presence.

\_\_\_\_\_  
KC Dumpster Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
KC Dumpster Rep. Printed Name

# KC Dumpster Company LLC

## PERSONNEL MANUAL

December, 2017

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## Welcome to KC Dumpster Company, LLC

Welcome! We are glad that you have joined our team. We are a company dedicated to providing a rewarding career to our employees. We want you to use your special talents and skills to help us provide excellent service to our customers.

### PURPOSE

This Personnel Manual provides the rules by which all employer/employee relations will be governed. It is our objective that each employee be treated fairly, equally, with dignity, as an individual, and as an important part of this company.

This manual is designed to enable officers and employees to be aware of company policies in matters that pertain to them. Employees are expected to read this manual and should feel free to discuss its contents with their supervisors at any time.

## ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that federal law requires that I must, as a condition of my employment, produce certain documentation to verify my identity and legal authorization to work in the United States. I know that any offer of employment made to me is contingent upon my ability to produce the required documentation within the time period required by law.

I understand that this manual and policies contained herein are for general information and the policies may be changed without notice. This manual is not and shall not be construed to be a promise or contract of employment between the Company and the employee. All employees are employees at the will of the Company and can be promoted, demoted, or discharged with or without cause, except for unlawful reasons such as race, color, religion, sex, disability, age or national origin, etc.

I have read the "KC Dumpster Company, LLC Personnel Manual". I acknowledge receiving a copy of the manual on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_. I acknowledge it is for my personal use.

**Reproduction or further distribution without authorization is prohibited.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## EQUAL EMPLOYMENT OPPORTUNITY

### I. INTRODUCTION

The Company maintains an Equal Employment Opportunity Program. The Company recognizes its duty to continue to provide equal employment opportunity to all qualified persons and reaffirms its commitment that there will be no discrimination against applicants or employees because of race, color, religion, sex, handicap, age, or national origin in matters of employment, upgrading, promotion, transfer, layoff, termination, rates of pay, and selection for training.

### II. GUIDELINES

The following are the rules under which the Equal Employment Opportunity Program is operated.

- A. The company will recruit, hire, and promote employees without regard to race, color, religion, sex, disability, age, or national origin.
- B. The company will base decisions on employment so as to further the principle of equal employment opportunity.
- C. The company will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for promotional opportunities.
- D. The company will ensure that all other personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, and education will be administered without regard to race, color, religion, sex, disability, age, or national origin.
- E. The company Office Manager is designated as the company's officer charged by the President with direct responsibility for monitoring all equal employment activity throughout the company.
- F. The Office Manager will be responsible for assuring compliance with the provisions of our equal employment opportunity program guidelines.

If you believe you have been the victim of unlawful discrimination, immediately inform your supervisor. If your supervisor is the source of the problem, or should the activity continue, contact the President. You can be assured that your complaint will be investigated. Information provided by the individual employee will be treated as confidential and only be provided to those who have the need for the information, or when it is required in the course of investigating the complaint. The Company forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

## DISABILITY ACCOMMODATION

The company will not discriminate against a qualified individual because of a disability, with regard to application, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

If a person is not able to perform the essential functions of a job, even with reasonable accommodation, then the person is not qualified for the position.

The company will reasonably accommodate the disabled. However accommodations may not create an undue hardship for the company or other employees. In addition, disabled individuals cannot pose a direct threat to the safety of themselves or others. Generally, a “direct threat” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Benefits provided to disabled individuals who are qualified to perform the work are no different from the benefits provided to other employees.

## EMPLOYEE STATUS

### Employee

Any person on the company’s payroll.

### Full-Time Employee

A person who normally works a regular workweek of 40 hours and who is entitled to participate in all benefit programs offered by the company.

#### A. Exempt

An employee who qualifies as executive, administrative, or professional as defined by the Fair Labor Standards Act. Such an employee does not need to keep a time sheet and is not eligible for overtime compensation.

#### B. Non-exempt

An employee not classified as exempt.

### Part-Time Employee

Employees other than temporary or full-time employees shall be classified as part-time employees for the purposes of this manual.

### Temporary Employee

A person who does not have a commitment for full-time or part-time work. This is usually someone who has been hired for a short period of time (six months maximum) for a special project or who is on call to work at irregular intervals (vacations or illness) and who is not entitled to participate in benefit programs.

## INTRODUCTORY PERIOD

This is normally the first 180 calendar days of employment. During this time period, the supervisor may conduct informal reviews of the employee's progress. Generally, the supervisor will make a recommendation to the owner at the end of this period as to whether the employee is to be retained, discharged or have the orientation period extended. Employment benefits will accrue from the first day worked.

## WORK WEEK

A weekly period scheduled as follows: 40 hours each standard workweek. An employee will be paid for actual hours worked in the workweek. The 7-day work week will start on Thursday and end on Wednesday.

## TIME CARDS

The company provides all non-exempt support employees with time cards. It is the employee's responsibility to record in and out at proper times. If errors should occur, pay may be withheld until the following week for the time not recorded. Our drivers have GPS on their trucks that will track their time electronically. They will also have electronic time cards on their mobile app that should be used.

## LUNCH PERIODS

All employees will be granted 30 minutes each workday for lunch. Employees are not paid during this period.

## ATTENDANCE POLICY

The purpose of this policy is to encourage team members to report to work when they are scheduled, in a prompt and responsible manner. All scheduled absences must be arranged well in advance of the absence. Employees must contact their supervisor prior to the start of the shift if the employee is going to be tardy or absent for their shift. We monitor attendance for each employee. If absences become excessive or a pattern develops, discipline up to and including termination may occur.

## Paid Time off (PTO)

PTO time is accrued as follows: After 12 months of consecutive employment, the company will give employees 5 days of PTO. Unused vacation time cannot be carried forward to a subsequent year. Unused vacation time cannot be redeemed for pay. Vacation time cannot be drawn in advance. If an employee takes a leave of absence of any type during the accrual time period the vacation will be pro-rated for the following year.

It is the company's feeling that all employees deserve and need time away from work. Any unused vacation may be forfeited upon resignation or termination.

Scheduling: Employees who have earned vacation will indicate when they want to take their vacation. These requests will be reviewed by their supervisor and will be granted when operating conditions permit. Vacations will be arranged to cause a minimum of disturbance to the operation of the company and with the fullest consideration possible to the desires of the employees. Supervisors will pay special attention to heavy workload periods to see that efficiency is not crippled by the absence of too many employees at one time. Employees with highest employment longevity will have priority when vacations are scheduled.

## HOLIDAYS

Holidays observed will be: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Holiday pay will be paid at the employee's regular hourly wage and will not be factored into overtime calculations. Holiday pay, for holidays listed, shall be for eight (8) hours if the holiday involves a weekday. Employees are expected to be present the day preceding and after each holiday. Prior approval is required if you want either the day before or day after off. If a holiday falls on a day that is not worked (i.e. Saturday or Sunday), there will be no pay given for that holiday. It will be at the company's discretion as to how the holiday will be taken.

If an eligible non-exempt employee works on a recognized holiday with Company approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

## COMPENSATION

Compensation administration is applicable to all positions and employees classified as non-exempt in accordance with the provisions of the Fair Labor Standards Act and to exempt, non-officer employees.

The compensation policies of the company will vary with the pay status of the employee: exempt salaried or non-exempt hourly.

### A. Non-exempt Hourly Employees

1. By state and federal law, the company is required to keep time records for all non-exempt employees.
2. All non-exempt employees will be paid at their hourly rate for the first 40 hours of each standard workweek.

3. Employees will be paid on a weekly basis. Regular paydays will be at the end of the work shift on the Friday of each week.

B. Exempt Salaried Employees

1. Exempt employees will not be required to maintain time cards since overtime is not paid.

## OVERTIME

Overtime is paid at 1.5 times the hourly rate for hours worked in a regular week over 40 hours. Overtime requires management approval with first consideration to required workflow. Overtime compensation will be based on actual hours worked.

## DISCIPLINARY PROCEDURES

Rules are not meant to restrict the rights of anyone, but to protect the rights and increase the safety and happiness of all. However, we realize that occasionally everyone will unintentionally break one of the rules detailed in this handbook. Therefore, we have established the following procedures to deal with these situations. The steps in the disciplinary process are: 1<sup>ST</sup> WRITTEN WARNING, 2<sup>ND</sup> WRITTEN WARNING, and TERMINATION.

The Company generally subscribes to a progressive discipline policy for poor job performance and infractions of work rules. Our objective is to work with employees to solve problems. However, any conduct that interferes with or adversely affects the company is grounds for discipline. The discipline, ranging from a verbal warning to immediate discharge, will be determined by the severity of the infraction.

## RULES OF CONDUCT

Infractions for which disciplinary action may be taken:

- Careless or intentional waste or damage to company property
- Excessive personal telephone calls
- Failure to follow work instructions
- Falsification of records or documents
- Indecent or immoral conduct
- Insubordination
- Leaving work without permission or not clocking out
- Loitering, slow down or waste of time
- Violation of safety procedures/rules
- Harassment of any type toward co-workers
- Physical, mental, or verbal abuse or threats to co-workers
- Poor housekeeping of work area

- Possession of firearms, fireworks, or weapons of any kind on company property
- Possession or use of a co-worker's property without prior approval
- Provoking or engaging a fight on company property
- Reporting to work under the influence of alcohol or drugs, or use of such during work hours or on company property
- Sabotage
- Tampering with bulletin boards
- Theft of co-workers' or Company property
- Unauthorized solicitation, distribution of printed or written material
- Unauthorized use of company equipment or unauthorized work
- Employees are NOT allowed to remove items from the dumpster for their own personal use. The company owns all items in the dumpsters.

## DRUG AND ALCOHOL SCREENING

Drug/alcohol testing may occur:

- When there is a reasonable suspicion that an employee uses illegal drugs, or is intoxicated
- When an employee has been involved in an accident or unsafe practice
- When USDOT regulations require it.

## HARASSMENT

It is company policy that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment. The company will not tolerate harassment of its employees in any form by supervisors, co-workers, customers, or suppliers.

For these purposes, the term "harassment" includes, but is not necessarily limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's sex, age, color, race, national origin, religion, sexual orientation, disability, or membership in other protected groups. Harassment also includes unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by any employee shall subject that employee to disciplinary action up to and including discharge.

If you believe you are being harassed by any other employee or visitor, you should first let the harassing person know of your objections, if possible. If you find it difficult to do so or your first objections do not produce results, report the problem to your supervisor. If your supervisor is the source of the problem, or should the activity continue, contact the President. If you do not feel comfortable reporting to the president then you should contact our HR Support Company (HRS) at 913-893-6861. You can be assured that your complaint will be investigated. Information provided by the individual employee will be

treated as confidential and only be provided to those who have the need for the information, or when it is required in the course of investigating the complaint.

## GRIEVANCE PROCEDURE

An employee shall first take up his/her grievance with his/her immediate supervisor in private conference within 10 working days after the occurrence of the event upon which the grievance is based. If the employee is dissatisfied with the outcome of the private conference, he/she may request a conference with the Office Manager. If still not satisfied contact the President of the company. The decision by the President or Office Manager on behalf of the company is final.

## PRIVACY POLICY

KC Dumpster Company, LLC, the plan sponsor, agrees to implement workplace procedures for compliance with the listed provisions.

The Corporation will:

- 1) Not use or further disclose the information other than as permitted or required by the plan documents or as required by law;
- 2) Ensure that any agents, including a subcontractor, to whom it provides protected health information received from the group health plan agree to the same restrictions and conditions that apply to the plan sponsor with respect to such information;
- 3) Not use or disclose the information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the plan sponsor;
- 4) Report to the group health plan any use or disclosure of the information that is inconsistent with the uses or disclosures provided for of which it becomes aware;
- 5) Make available protected health information in accordance with employee right of access;
- 6) Make available protected health information for amendment and incorporate any amendments to protected health information in accordance with employee right to amend;
- 7) Make available the information required to provide an accounting of disclosures in accordance with applicable requirements;
- 8) Make its internal practices, books, and records relating to the use and disclosure of protected health information received from the group health plan available to the Secretary of Health & Human Services for purposes of determining compliance by the group health plan with the Privacy Rule;
- 9) If feasible, return or destroy all protected health information received from the group health plan that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and

10) Ensure that the adequate separation of health plan administration function from other functions as required by the Privacy Rule.

KC Dumpster Company, LLC further certifies that it agrees to implement workplace procedures to provide for adequate separation between the group health plan and the plan sponsor. As defined in the plan documents and by workplace procedures, KC Dumpster Company, LLC.

- 1) Has described those employees or classes of employees or other persons under the control of the plan sponsor to be given access to the protected health information to be disclosed, provided that any employee or person who receives protected health information relating to payment under, healthcare operations of, or other matters pertaining to the group health plan in the ordinary course of business must be included in such description;
- 2) Has restricted the access to and use by such employees and other persons described in the Privacy Rule to the plan administration functions that the plan sponsor performs for the group health plan; and
- 3) Has provided an effective mechanism for resolving any issues of noncompliance.

## SAFETY

Employees are provided with worker's compensation insurance, which covers any injury incurred during the performance of their job.

To ensure that injured or sick employees receive the benefits afforded by this fund, it is mandatory that all incidents, no matter how small they seem, be reported to their supervisor immediately on the day of the incident. Each employee is cautioned against delaying the reporting of the circumstances surrounding the incident. Failure to report an injury could result in loss of benefits.

In cases where medical attention is necessary, employees will be required to treat with our company doctor/clinic or other medical provider approved by the company. If treatment is sought outside our clinic or approved provider the employee will be responsible for those costs. All follow-up appointments must be scheduled after work hours.

We provide modified work when the employee has restrictions placed on their work duties by a physician.

## VEHICLE USE POLICY

In addition to the employee handbook, anyone driving company vehicles will sign and adhere to the vehicle use policy. That document is the official policy that all drivers must adhere to while driving a company vehicle.

## TERMINATION

KC Dumpster Company, LLC is an “at will” employer. Employment is terminable at the option of either the employer or employee. A reason for termination may or may not be given. Vested interest in benefit plans is paid in accordance with the plan document. Conversion of insurance policies is in accordance with individual policy specifications.

Upon termination, the discharged employee must turn in their company keys, credit cards, tablets and all company clothing issued to them by the company, and any other company property that might be in their possession. If company does not receive their company property than deductions will be made on their final paycheck.

**IRREVOCABLE CONSENT FOR ALCOHOL, DRUG AND  
SUBSTANCE SCREENING**

I hereby consent for KC Dumpster Company, LLC to have blood, urine, or saliva samples collected from me by a physician or other medical personnel and to have conducted such other necessary medical tests as may be necessary to determine the presence of the use of alcohol, drugs, or controlled substances. Further, I give my consent for release of the test results, and other relevant medical information to authorized company management for appropriate review. I understand that the company's rights to demand a drug, alcohol, and substance screen from me is continuing and that I may be asked to consent to such tests at any time during my employment. If I refuse to consent, I understand that I may be subject to disciplinary action including the potential for termination.

AGREED TO:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

REFUSED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Reasons for refusal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COPY FOR MANUAL RETENTION

# RR Taylor Construction Services, Inc.

## PERSONNEL MANUAL

January, 2018

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\_\_\_\_\_  
Printed Name

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- F. The Office Manager will be responsible for assuring compliance with the provisions of our equal employment opportunity program guidelines.

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## EMPLOYEE STATUS

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#### A. Exempt

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#### B. Non-exempt

An employee not classified as exempt.

### Part-Time Employee

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### Temporary Employee

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This is normally the first 180 calendar days of employment. During this time period, the supervisor may conduct informal reviews of the employee's progress. Generally, the supervisor will make a recommendation to the owner at the end of this period as to whether the employee is to be retained, discharged or have the orientation period extended. Employment benefits will accrue from the first day worked.

## WORK WEEK

A weekly period scheduled as follows: 40 hours each standard workweek. An employee will be paid for actual hours worked in the work week. The 7 -day work week will start on Monday and end on Sunday.

## TIME CARDS

The company provides all non-exempt support employees with time cards. It is the employee's responsibility to record in and out at proper times. If errors should occur, pay may be withheld until the following week for the time not recorded. Our drivers have GPS on their trucks that will track their time electronically as well.

## LUNCH PERIODS

All employees will be granted 30 minutes each workday for lunch. Employees are not paid during this period.

## ATTENDANCE POLICY

The purpose of this policy is to encourage team members to report to work when they are scheduled, in a prompt and responsible manner. All scheduled absences must be arranged well in advance of the absence. Employees must contact their supervisor prior to the start of the shift if the employee is going to be tardy or absent for their shift. We monitor attendance for each employee. If absences become excessive or a pattern develops, discipline up to and including termination may occur.

## Paid Time off (PTO)

Paid time off is available for salaried employees. PTO time is accrued as follows: After 12 months of consecutive employment, the company will give employees 5 days of PTO. Unused vacation time cannot be carried forward to a subsequent year. Unused vacation time cannot be redeemed for pay. Vacation time cannot be drawn in advance. If an employee takes a leave of absence of any type during the accrual time period the vacation will be pro-rated for the following year.

It is the company's feeling that all employees deserve and need time away from work. Any unused vacation may be forfeited upon resignation or termination.

Scheduling: Employees who have earned vacation will indicate when they want to take their vacation. These requests will be reviewed by their supervisor and will be granted when operating conditions permit. Vacations will be arranged to cause a minimum of disturbance to the operation of the company and with the fullest consideration possible to the desires of the employees. Supervisors will pay special attention to heavy workload periods to see that efficiency is not crippled by the absence of too many employees at one time. Employees with highest employment longevity will have priority when vacations are scheduled.

## HOLIDAYS

After being with the company for 12 consecutive months, all employees will receive holiday pay. Holidays observed will be: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Holiday pay will be paid at the employee's regular hourly wage and will not be factored into overtime calculations. Holiday pay, for holidays listed, shall be for eight (8) hours if the holiday involves a weekday. Employees are expected to be present the day preceding and after each holiday. Prior approval is required if you want either the day before or day after off. If a holiday falls on a day that is not worked (i.e. Saturday or Sunday), there will be no pay given for that holiday. It will be at the company's discretion as to how the holiday will be taken.

If an eligible non-exempt employee works on a recognized holiday with Company approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday.

## COMPENSATION

Compensation administration is applicable to all positions and employees classified as non-exempt in accordance with the provisions of the Fair Labor Standards Act and to exempt, non-officer employees.

The compensation policies of the company will vary with the pay status of the employee: exempt salaried or non-exempt hourly.

### A. Non-exempt Hourly Employees

1. By state and federal law, the company is required to keep time records for all non-exempt employees.

2. All non-exempt employees will be paid at their hourly rate for the first 40 hours of each standard workweek.
3. Employees will be paid on a weekly basis. Regular paydays will be at the end of the work shift on the Friday of each week.

#### B. Exempt Salaried Employees

1. Exempt employees will not be required to maintain time cards since overtime is not paid.

### OVERTIME

Overtime is paid at 1.5 times the hourly rate for hours worked in a regular week over 40 hours. Overtime requires management approval with first consideration to required workflow. Overtime compensation will be based on actual hours worked.

### DISCIPLINARY PROCEDURES

Rules are not meant to restrict the rights of anyone, but to protect the rights and increase the safety and happiness of all. However, we realize that occasionally everyone will unintentionally break one of the rules detailed in this handbook. Therefore, we have established the following procedures to deal with these situations. The steps in the disciplinary process are: 1<sup>ST</sup> WRITTEN WARNING, 2<sup>ND</sup> WRITTEN WARNING, and TERMINATION.

The Company generally subscribes to a progressive discipline policy for poor job performance and infractions of work rules. Our objective is to work with employees to solve problems. However, any conduct that interferes with or adversely affects the company is grounds for discipline. The discipline, ranging from a verbal warning to immediate discharge, will be determined by the severity of the infraction.

### RULES OF CONDUCT

Infractions for which disciplinary action may be taken:

- Careless or intentional waste or damage to company property
- Excessive personal telephone calls
- Failure to follow work instructions
- Falsification of records or documents
- Indecent or immoral conduct
- Insubordination
- Leaving work without permission or not clocking out
- Loitering, slow down or waste of time
- Violation of safety procedures/rules
- Harassment of any type toward co-workers

- Physical, mental, or verbal abuse or threats to co-workers
- Poor housekeeping of work area
- Possession of firearms, fireworks, or weapons of any kind on company property
- Possession or use of a co-worker's property without prior approval
- Provoking or engaging a fight on company property or jobsites
- Reporting to work under the influence of alcohol or drugs, or use of such during work hours or on company property
- Sabotage
- Tampering with bulletin boards
- Theft of co-workers' or Company property or items from customers jobsites
- Unauthorized solicitation, distribution of printed or written material
- Unauthorized use of company equipment or unauthorized work
- Employees are NOT allowed to remove items from the dumpster or jobsites for their own personal use. The company owns all items in the dumpsters and demo trucks.
- Employees must follow all safety precautions set forth by your supervisor and the job.

## DRUG AND ALCOHOL SCREENING

Drug/alcohol testing may occur:

- When there is a reasonable suspicion that an employee uses illegal drugs, or is intoxicated
- When an employee has been involved in an accident or unsafe practice
- When USDOT regulations require it.

## HARASSMENT

It is company policy that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment. The company will not tolerate harassment of its employees in any form by supervisors, co-workers, customers, or suppliers.

For these purposes, the term "harassment" includes, but is not necessarily limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's sex, age, color, race, national origin, religion, sexual orientation, disability, or membership in other protected groups. Harassment also includes unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by any employee shall subject that employee to disciplinary action up to and including discharge.

If you believe you are being harassed by any other employee or visitor, you should first let the harassing person know of your objections, if possible. If you find it difficult to do so or your first objections do not produce results, report the problem to your supervisor.

If your supervisor is the source of the problem, or should the activity continue, contact the President. If you do not feel comfortable reporting to the president then you should contact our HR Support Company (HRS) at 913-893-6861. You can be assured that your complaint will be investigated. Information provided by the individual employee will be treated as confidential and only be provided to those who have the need for the information, or when it is required in the course of investigating the complaint.

## GRIEVANCE PROCEDURE

An employee shall first take up his/her grievance with his/her immediate supervisor in private conference within 10 working days after the occurrence of the event upon which the grievance is based. If the employee is dissatisfied with the outcome of the private conference, he/she may request a conference with the Office Manager. If still not satisfied contact the President of the company. The decision by the President or Office Manager on behalf of the company is final.

## PRIVACY POLICY

RR Taylor Construction Services, Inc., the plan sponsor, agrees to implement workplace procedures for compliance with the listed provisions.

The Corporation will:

- 1) Not use or further disclose the information other than as permitted or required by the plan documents or as required by law;
- 2) Ensure that any agents, including a subcontractor, to whom it provides protected health information received from the group health plan agree to the same restrictions and conditions that apply to the plan sponsor with respect to such information;
- 3) Not use or disclose the information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the plan sponsor;
- 4) Report to the group health plan any use or disclosure of the information that is inconsistent with the uses or disclosures provided for of which it becomes aware;
- 5) Make available protected health information in accordance with employee right of access;
- 6) Make available protected health information for amendment and incorporate any amendments to protected health information in accordance with employee right to amend;
- 7) Make available the information required to provide an accounting of disclosures in accordance with applicable requirements;
- 8) Make its internal practices, books, and records relating to the use and disclosure of protected health information received from the group health plan available to the Secretary of Health & Human Services for purposes of determining compliance by the group health plan with the Privacy Rule;
- 9) If feasible, return or destroy all protected health information received from the group health plan that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made,

except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and

- 10) Ensure that the adequate separation of health plan administration function from other functions as required by the Privacy Rule.

RR Taylor Construction Services, Inc. further certifies that it agrees to implement workplace procedures to provide for adequate separation between the group health plan and the plan sponsor. As defined in the plan documents and by workplace procedures, RR Taylor Construction Company, Inc

- 1) Has described those employees or classes of employees or other persons under the control of the plan sponsor to be given access to the protected health information to be disclosed, provided that any employee or person who receives protected health information relating to payment under, healthcare operations of, or other matters pertaining to the group health plan in the ordinary course of business must be included in such description;
- 2) Has restricted the access to and use by such employees and other persons described in the Privacy Rule to the plan administration functions that the plan sponsor performs for the group health plan; and
- 3) Has provided an effective mechanism for resolving any issues of noncompliance.

## SAFETY

Employees are provided with worker's compensation insurance, which covers any injury incurred during the performance of their job.

To ensure that injured or sick employees receive the benefits afforded by this fund, it is mandatory that all incidents, no matter how small they seem, be reported to their supervisor immediately on the day of the incident. Each employee is cautioned against delaying the reporting of the circumstances surrounding the incident. Failure to report an injury could result in loss of benefits.

In cases where medical attention is necessary, employees will be required to treat with our company doctor/clinic or other medical provider approved by the company. If treatment is sought outside our clinic or approved provider the employee will be responsible for those costs. All follow-up appointments must be scheduled after work hours.

We provide modified work when the employee has restrictions placed on their work duties by a physician.

## VEHICLE USE POLICY

In addition to the employee handbook, anyone driving company vehicles will sign and adhere to the vehicle use policy. That document is the official policy that all drivers must adhere to while driving a company vehicle.

## TERMINATION

Taylor Construction Services is an “at will” employer. Employment is terminable at the option of either the employer or employee. A reason for termination may or may not be given. Vested interest in benefit plans is paid in accordance with the plan document. Conversion of insurance policies is in accordance with individual policy specifications.

Upon termination, the discharged employee must turn in their company keys, credit cards, tablets and all company clothing issued to them by the company, and any other company property that might be in their possession. If company does not receive their company property than deductions will be made on their final paycheck.

**IRREVOCABLE CONSENT FOR ALCOHOL, DRUG AND  
SUBSTANCE SCREENING**

I hereby consent for RR Taylor Construction Services, Inc. to have blood, urine, or saliva samples collected from me by a physician or other medical personnel and to have conducted such other necessary medical tests as may be necessary to determine the presence of the use of alcohol, drugs, or controlled substances. Further, I give my consent for release of the test results, and other relevant medical information to authorized company management for appropriate review. I understand that the company's rights to demand a drug, alcohol, and substance screen from me is continuing and that I may be asked to consent to such tests at any time during my employment. If I refuse to consent, I understand that I may be subject to disciplinary action including the potential for termination.

AGREED TO:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

REFUSED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Reasons for refusal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COPY FOR MANUAL RETENTION

# **Taylor Construction Services**

(further defined in manual as TCS)

## **Safety Manual**

**Revised 1-21-19**

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Safety Manual

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## ***Safety Manual***

This document functions as a clear statement to all staff, clients, and governing bodies that TCS desires to see no employee injured or made ill by their work. It explains the methods used to ensure laborers knowledge of work hazards and appropriate techniques to eliminate or negate these hazards. TCS is aware that management commitment, company-wide accountability, identifying hazards, investigating accidents and TCS involvement, education and training are required for a successful safety program. The following pages provide laborers with an understanding of how these aspects are incorporated into the general guidelines and requirements of the company's safety policies. Employee involvement is critical for complete success. After reading this document, laborers must apply the policies to their on-the-job behaviors. These policies are not all-inclusive but aim to address and correct actions at any time and employees will be notified of changes and asked to sign any revised policy.

## ***Safety Training***

A safe demolition project requires that all those present on the site know the safety policies and know how to accomplish the work. It is also necessary to assign clear roles and responsibilities so that each worker knows who is responsible for specific tasks. Such as Supervision, Medical and First Aid, Tools, Materials Management and knows where information is and what to do in special circumstances.

### **Management**

Management is responsible for overall prevention of workplace injuries and illnesses. Management provides direction and full support to supervisors and employees regarding safety and health, job training and hazard elimination procedures. In order to continually review the effectiveness of our safety and health program, management must be fully informed about safety issues at all job sites.

### **Supervision**

Supervisors are directly responsible for supervising and training their workers in proper procedures, work practices and safety methods. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues within their control.

### **Employees-Laborers**

Teaching safety is a two-way street. Remember, the following general rules apply in all situations:

- No employee should undertake a job that appears to be unsafe.

- No employee is expected to undertake a job until he/she has received adequate safety instructions and is authorized to perform the task.
- No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.
- Mechanical safeguards must be kept in place.
- Employees must report any unsafe conditions to the site supervisor.
- Personal protective equipment must be used when and where required by the site supervisor. All such equipment must be properly maintained.
- Report all accidents, no matter how slight, to your supervisor immediately.
- Supervisors must report all accidents/incidents to the office immediately.

Safety policy violations will be documented in writing and repeated violations may be cause for termination of employment.

## **Approaching a TCS Project**

### ***Pre-Planning***

When dismantling a building element, it is helpful to know how it was put together and what tools were used. This means that in general, the demolition will follow the rule of “last on-first off” for materials, sometimes including the additions to the building.

Safety starts with planning for the worst and taking every measure to prevent even the most minor incidents. It is reasonable to expect small minor cuts, scrapes, bruises, etc. However, it is not reasonable to expect falls, electrical shocks, major cuts or impact injuries. One aspect of demolition that differentiates it from more traditional and mechanized demolition is the use of predominantly hand labor. In the case of an integrated hand labor and mechanical labor process, the greatest care must be taken to insure the separation of people activities from the operation of mechanical equipment.

The location of the nearest medical emergency treatment and telephone numbers for emergency services should be known by all workers.

At the beginning of the demolition process, the entire site should be checked for miscellaneous hazards. Such as holes, roots and uneven ground, biting animals, insect nests, tree limbs that might be in the way, overhead wires, fences, etc. that might cause accidents and inhibit equipment movement.

How the building will be taken apart, the movement of people and materials and the use of tools and equipment all create potential on-going hazards during the demolition.

Safety starts with the site and ends with each worker.

## ***Safety – The First Line of Defense***

### **The Project**

The first aspect of preventative safety is that the building has been abated of all asbestos and that any possible and accessible biological hazards have been dealt with.

The building elements should be physically sound and able to support the weight of workers and not present a danger of collapse wherever workers might be present. Any shoring or stabilizing should be completed prior to the demolition and as needed during the process.

No worker should contribute to the instability of the building by (for example) removing load-bearing walls when they are still supporting a floor or roof above. Do not remove vertical or horizontal structural elements “before their time.”

### **The Environment**

Ice, rain and snow pose immediate hazards and work should not take place in these conditions. Wet conditions can cause slips and electrical shocks.

Extremely hot and or humid conditions and lack of ventilation are sources of heat exhaustion and stroke and care should always be taken to insure adequate water consumption, as much shade as possible, and not overtaxing workers to the point that they might make serious mistakes.

During extremely cold conditions a warm break area should be provided. Appropriate attire is the responsibility of each worker.

### **Supervision and Training**

The site supervisor must know how to spot hazards and what to do about them. The proper order and techniques for the demolition, and how to communicate tasks to the workers. Training should always be given and acknowledged for any new worker and then again for each new task and piece of equipment.

Safety is the result of communicating to workers how to do things in a safe manner. Safety is also the result of communication between workers. Everyone on a demolition site needs a constant “heads up” attitude about what and where people are in relation to the building, ground, materials, pieces of equipment and to each other.

### **Clean Site**

A clean job site is a safe one. The simplest cause of nail punctures and tripping is when salvaged wood members with nails still in them are allowed to pile up or are allowed to sit in areas where people are walking. Always remove nails from wood at the earliest opportunity and stack materials for de-nailing away from where people are working or walking.

## ***Safety – The Last Line of Defense***

When all else is considered, Personal Protective Equipment (PPE) is the last line of defense. Lumber with nails sticking up in a pathway or a piece of flying debris should not be present in the first place, BUT if an accident happens, PPE will help prevent injuries. Basic PPE for every worker is:

- **Hardhat** - for any work where objects are overhead, debris might fall, or someone is carrying a piece of lumber nearby. Hardhats should be put on whenever entering the work zone and kept on.
- **Gloves** - gloves provide some impact resistance; help prevent blisters, splinters, and cuts from sharp objects.
- **Safety Glasses** - safety glasses prevent impacts to the eyes from small flying objects, dust, debris and fibers that might fall from above. It is extremely important to use safety glasses whenever using tools that might cause debris to fly about, especially the denailing process.
- **Steel-Toed Boots/Steel Inserts** – steel-toed boots and steel inserts are REQUIRED to provide protection from objects that might impact the foot from above and from the side and provide protection from stepping on nails. Boots with steel inserts are the only real protection from stepping on nails. Boots also provide ankle support for uneven footing.
- **Ear Plugs** – earplugs are used when power tools and generators are creating excessive noise.
- **Respirator Masks a.k.a Face Masks** - **respiratory** protection is an important aspect of worker health and safety whenever there is potential for respiratory hazards such as dust, fibers and lead-based paint.

### **Required Personal Protective Equipment**

Gloves

Safety Glasses

Hard Hats

Ear Protection (employee provides)

Dust Masks (employee provides)

## ***Safety- The Bottom Line***

Two of the most dangerous aspects of demolition are being caught or struck by materials, tools and especially nails. Falls, from ladders, by tripping and/or slipping.

Being hit by materials often comes from lack of communication between workers. Another cause is from trying to muscle something apart and having it suddenly give. When a tool is involved, this also often results in workers hitting themselves with a tool such as a crowbar. *"Sorry" doesn't count after someone is hurt!*

### **Safety Rules of Thumb**

#### **COMMUNICATION**

Knowing where you are in relation to others, walls, roof edges, steps or changes in level, overhangs, any building element on the ground, other workers and their activities are probably the most important concept of all.

- Every person on the site must act responsibly.
- Workers must be alert and invested in the work they are performing.
- Cleanup of debris on all work surfaces will occur after each phase of demolition.
- Piles of debris will not be allowed to accumulate in work areas where they could generate a hazard or impediment to the workers.
- Stabilize weakened sections of buildings, and work in such a way as to keep the structures as stable as possible.
- Take care in handling windows (glass), long items, heavy items and objects with nails still in them.
- Understand how components are connected and the best method and tool to use in removing it to minimize force that in turn can result in sudden movements, creating projectiles, slipping, etc.
- Understand load bearing components and stresses produced by gravity, including awareness of damaged components and weak points caused by termite, water damage, etc.
- Use of safety harnesses, scaffolding, ladders and guardrails.
- Use a two-person system for the majority of materials removal so that long wood members, for example, can be handled at both ends to protect both workers and materials from any sudden movements.
- Horseplay, scuffling and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
- Do not throw things, especially material and equipment.
- Dispose of all waste properly and carefully.

## ***Reporting***

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies of the report provided to government authorities, will be required. In less serious cases, the investigation report must be presented to the company for disclosure to its insurance carrier and for remedial action at the work site.

## ***Fall Prevention***

*It is not the fall that hurts – it's what you land on at the end of the fall! Do not leave dangerous things for yourself or others to be tripped by or to fall on!*

All laborers are asked to work at heights at one time or another. Care should be taken when workers are tired or exposed to high heat and humidity, which can reduce alertness and balance. The best fall protection strategy to begin with, is a healthy and alert worker.

Fall protection comes in several forms-from personal body harnesses to railings, to controlled access zones and monitoring. Personal body harnesses must be properly anchored to be effective.

Demolition is unique in that it involves removing the building elements from around the worker. This means creating a "leading edge" -reducing the places to secure a body harness or place a railing and to stand safely-all at the same time.

In case of removing a roof structure or second floor, the worker is actually creating more openings through which to fall. At some point during the removal of roofs and upper floors, it will be necessary to start working from below on scaffold or ladders, thereby reducing the fall hazard.

TCS requires the use of fall protection when working on unguarded surfaces above 6 feet. Each project contains different fall hazards and fall protection systems are designed to address specific fall potentials. Slide guard use is mandatory when removing roofs up to a slope of 8 in 12 and less than 25 feet in height. Roofs of greater height or slope need to be evaluated by TCS Manager before removal.

Before beginning a demolition project, the supervisor will evaluate all fall potentials for the specific job. Fall protection systems then are selected to fit the specific job site needs. Areas of specific concern are: roofs, upper story or overhanging floor platforms, floor and wall openings, walkways to work areas, ladders, stairways and scaffolding.

- Laborers exposed to fall hazards are trained in the following areas:
  - The nature of fall hazards in our work areas.
  - Procedures for erecting, maintaining, inspecting, using, disassembling, handling and storing the different types of fall protection we use.

- The laborer's role in fall-protections plans and the limitations of fall-protection equipment.

### ***Ladder Use***

Follow OSHA regulations for using ladders and fall protections. Do not use ladders that are broken or too short for the task. Minimize dragging and banging ladders around.

Check ladders each and every time before you climb. Ladders should be maintained in good condition:

- Joints between steps and side rails should be tight
- Hardware and fittings securely attached
- Movable parts operating freely without binding or undue play
- Non-slip safety feet are provided on each ladder
- Ladder rungs and steps should be free of grease and oil

Employees are prohibited from using ladders that are broken, missing steps, rungs, cleats, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height. Do not use the top step of ordinary stepladders as a step.

Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

### **Rules of Thumb**

- Keep passageways clear and clean-up debris. This prevents slips and also allows for placing ladders on a flat clear surface.
- Know where you are stepping, know where edges and steps are, mark them and use rails.
- Check floors and roofs for holes and rotted wood or weaknesses before using them for support. Take the time to reinforce, stabilize and cover holes with plywood, etc.
- Always ascend, descend and work facing into a ladder, if something gives, you will fall into the ladder, which is the strongest position. Never assume that a ladder is latched properly or set on the ground properly. ALWAYS CHECK IT YOURSELF.

## ***Power Tool Usage***

Use power tools according to manufacturer specifications. Never use a tool you are not experienced or comfortable with. Never be afraid to ask someone for help.

### **Rules of Thumb**

- Be aware of where the power cord is in relation to the tool and other workers at all times.
- A sharp blade is a safe blade – check and change often.

## ***Respiratory Protection Plan***

Due to the nature of our work, all laborers are regularly exposed to airborne quantities of nuisance dust, molds and silica that endanger health and exceed State and Federal personal exposure limits (PEL's). Ventilating and wetting work areas help lower but not eliminate these risks. Specific hazardous operations are drywall/plaster removal, insulation removal, concrete/chimney removal, flooring removal and roofing removal. During these operations (and others as mandated by the site supervisor), laborers are required to wear masks.

In some situations, a laborer cannot wear a face mask due to facial hair or if any other conditions or personal protective equipment interfere(s) with the sealing surface of the mask or function of the mask. Laborers must leave contaminated work areas before removing their face mask when:

- Washing of one's face
- Leakage of the face mask is detected
- Break or lunch time arrive
- Work is stopped for any reason

Should a face mask be needed and cannot be worn effectively for the duration of work shifts, the problem should be reported to the supervisor promptly.

Laborers are trained for face mask use through a discussion of these topics:

- Why face masks are necessary at our jobsites
- How improper fit, use or maintenance can compromise the protective effect of face mask
- Face mask capabilities and limitations
- How to use face mask in emergency situations, including situations in which the face mask malfunctions
- Proper maintenance and storage procedures
- How to recognize medical signs and symptoms that may limit or prevent effective face mask usage

During jobsite inspections, observations are made of face mask usage and any problems or comments regarding fit, selection, proper use or maintenance are addressed. In this manner the effectiveness of the respirator program is evaluated.

### ***Assured Equipment Grounding Conductor Program***

Whenever possible, ground fault circuit interrupters or generators are used on TCS job sites. However, since the installation of GFCI's is not always under our control, we have instituted this assured equipment grounding conductor program.

Each extension cord, splitter and receptacle used at job sites is visually inspected before each day's use for external defects or damages. Equipment found damaged or defective is to be removed from service, for repair.

### ***Hazard Communication Program***

In order to protect laborers, TCS established the following written hazard communication program. This written program is available in supervisor notebooks and in the office for review by any interested employee.

The TCS manager or site supervisor verifies that all containers received for use clearly list contents, appropriate hazard warnings, manufacturer's name and address on their labels. Any secondary containers are labeled as the first. Copies of material safety data sheets (MSDS's) for chemicals used by TCS will be found both in supervisor notebooks and in the office. If MSDS's are not available, or new chemicals in use do not have MSDS, immediately contact the site supervisor. Site inspections will ensure no chemicals are in use for which there is no MSDS on file and obtain MSDS's for any that may be found.

The following is a list of hazardous chemicals presently used by TCS:

- Gasoline
- Motor Oil
- Penetrating lubricant
- Spray paint
- Wasp Spray

All contractors doing business with TCS will be made aware of this Hazard Communication Program, the location of MSDS's and the precautions to be taken, if any. In addition, these contractors are expected to inform us of the same.

## ***Lead***

The reclamation of used building materials sometimes involves the disturbance of previously installed toxic substances. Such as lead-based paint, lead pipes and lead flashing. No one should be exposed to harmful levels of lead in the work environment.

The goal of this program is to reduce or eliminate laborer and customer exposure to lead through proper hazard awareness training, special workplace procedures and good personal hygiene practices. These actions protect laborers, customers and the families of both.

### **Training**

Employees are educated as to the possible locations of lead products in their work environment. Homeowner customers are given a copy of the United States EPA's pamphlet "Protect our Family from Lead In Your Home." Everyone is encouraged to identify lead hazards and pass information to others.

### **Special Workplace Procedures**

We must make every effort to properly contain lead-tainted products. Our hand demolition methods are less aggressive than traditional demolition methods and help lower the risk of widespread contamination. When disturbing surfaces possibly containing lead, water should be applied to reduce the chance of lead dust becoming airborne. When removing siding or other products with compromised paint from outside a building, tarps are laid to cover the ground and catch paint chips as they fall to keep lead out of the soil. During partial demolitions, especially if people live where we are working, special care must be taken to keep living areas free from lead. The work area is contained to prevent dust from entering other portions of the residence. Careful cleaning must be done in these instances to make sure all dust is cleaned up and contained.

### **Hygiene Practices**

When careful workplace procedures are used, our most likely cause of worker contamination is oral intake of lead. Supervisors must constantly remind employees to wash their hands before eating, drinking or smoking.

By following these guidelines, we feel lead exposure can be kept at bay. Working smart, wet and clean will allow us to continue working safely.

## ***Asbestos***

Whenever TCS begins a project, materials involved in the scope of work that are likely to contain asbestos will be tested for asbestos content. If the materials prove to contain asbestos, they will be dealt with in one of three ways.

1. A homeowner may choose to remove the asbestos. If this option is selected, the homeowner must obtain DNR permits and conduct clearance tests on the building. Clearance tests must prove negative before TCS employees will be assigned to work in the building.
2. An asbestos abatement contractor will be hired to remove the asbestos. The abatement contractor will be required to provide a clearance test result certificate to TCS before any employee will work in the building.
3. TCS can perform other duties in the building, provided the asbestos containing material remains undisturbed throughout the project.

Copies of the tests conducted, and the results will be placed in the office and in job notebooks. They are available to workers on the project.

Should you begin work on a project and encounter a material likely to contain asbestos, STOP! Do not remove the material. Contact the TCS manager immediately to arrange for testing to take place. Do not remove a suspect material that has not been appropriately tested. TCS does not do asbestos abatement.

### ***Medical Services and First Aid***

Prior to starting work, provisions should be made for prompt medical attention in case of serious injury.

- The nearest hospital, infirmary, clinic or physician should be made known to all staff
- Instructions for the most direct route to these facilities should be provided
- Post the telephone numbers of the hospitals, physicians or ambulances in a conspicuous spot
- A properly stocked first aid kit must be available at the job site. The first aid kit should contain approved supplies in a weatherproof container with individually sealed packages for each type of item. It should also include rubber gloves to prevent the transfer of infectious diseases.
- Provisions should be made to provide for quick drenching or flushing of the eyes should any person be working around corrosive materials. Eye flushing must be done with water containing no additives.

*Check the contents of the first aid kit on each job and at least weekly to ensure that expended items are replaced.*

### ***Police and Fire***

- The telephone numbers of the local police, ambulance and fire departments should be available at each job site.
- Notify police to report any vandalism, unlawful entry to the job site or accidents requiring police assistance.

## ***Fire Prevention and Protection***

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. Smoking is to be done in designated smoking areas.

A “fire plan” should be set up prior to beginning a demolition job. This plan should outline the assignments of key personnel in the event of a fire and provide an evacuation plan for workers on the site. Common sense should be the general rule in all fire prevention planning.

- All potential sources of ignition should be evaluated, and the necessary corrective measures taken
- Electrical wiring and equipment for providing light, heat or power should be installed by a competent person and inspected regularly
- Equipment powered by an internal combustion engine should be located so that the exhausts discharge well away from combustible materials and away from workers
- All internal combustion equipment should be shut down prior to refueling
- Fuel for this equipment should be stored in a safe location
- Only approved containers and portable tanks should be used for the storage and handling of flammable and combustible liquids
- Heating devices should be situated so that they are not likely to overturn and shall be installed in accordance with their listing, including clearance to combustible material or equipment
- Access for heavy fire-fighting equipment should be provided on the immediate job site at the start of the job and maintained until the job is completed
- A fully charged portable fire extinguisher should be provided throughout the operation

### ***FINAL NOTE***

This Safety Manual is an accident prevention plan. Following these guidelines will insure that all workers, not just yourself, are kept as protected as possible from injury and illness so that we may all enjoy a productive, safe and healthy work environment.

***Acknowledgement of Receipt and Understanding***

I acknowledge receipt of The Taylor Construction Safety Manual and agree to abide by its policies to the best of my ability.

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Printed Employee's Name

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Title

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Employee's Signature

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Date

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#### Yard Waste Collection Fees

Christmas Trees	\$1.00/each
Clean Wood (pallets)	\$6.00/cu. yd.
Paper Lawn Bags	\$1.00/each
Plastic Lawn Bags/Trash Cans	\$2.00/each
Yard Waste and Brush (Pick up trucks, trailers, SUVs)	\$8.50/cu. yd.
Roll-off Containers (Rated containers)	\$8.50/cu. yd.
Chip Trucks:	
Small	\$10.00/load
Large	\$15.00/load
Tandem Axle Dump Trucks	
Small Material (leaves/brush)	\$125.00/load
Large Material (Logs/stumps)	\$235.00/load
Commercial Packers	\$9.50/cu. yd.
Clean Concrete	\$75.00/load

#### Material for Sale

Compost	\$22.00/cu. yd.
Colored Mulch	\$28.00/cu. yd.
Oak Bark Mulch	\$26.00/cu. yd.
Certified Playground Mulch	\$42.00/cu. yd.