



***Team Member Handbook  
&  
Training Material***

Revised June 2023

# **Craftsmen Contractors, LLC**

## **Policies and Procedures**

### **Introduction**

This Team Member Handbook is designed to summarize Craftsmen Contractors, LLC's ("Craftsmen Contractors" or the "Company") personnel policies and benefits for Team Members and to acquaint employees with many of the rules concerning employment with the Company.

Compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express, and implied. With the exception of the at-will employment policy, which can only be changed in a writing signed by the President of Craftsmen Contractors, the Company reserves the right to modify, rescind, delete or add to the provisions of this Handbook from time to time in its sole and absolute discretion. The Company will notify employees of any significant changes that affect them. This Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this handbook and to deviate from them when, in its discretion, it determines it is appropriate.

This Handbook applies to all s regardless of their work site. It is our intent to comply with all applicable state and federal laws. To the extent any of the policies in this Handbook are inconsistent with a particular state's laws, the law of the state in which you are working will govern.

### **At-Will Employment Relationship**

Employment with the Company is at will, unless otherwise specified in a written employment agreement. This means employment with the Company is not for any specified period and may be terminated by you or the Company at any time, with or without cause or advance notice. In connection with this policy, the Company reserves the right to modify or alter your position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. In addition, the Company reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate. No persons other than the President and the Chief Executive Officer of the Company have the authority to enter into an agreement contrary to this statement. To be valid, such agreement must be specific, in writing and signed by either the President or the Chief Executive Officer of the Company and you.

### **Employment Categories**

**Team Members or Temporary Employees:** Team Members or temporary employees are those employees who are hired to provide temporary services to the Company's clients on a as needed and temporary basis. This Team Member Handbook applies to all Team Members are not eligible for any benefits provided to administrative employees.

**Administrative Employees:** Administrative employees are those employees who work on a regular basis at the Company's corporate, branch or onsite offices and assist in the administration of the Company. Administrative employees are covered by a separate employee handbook and are not eligible for any benefits provided to Team Members.

### **Equal Employment Opportunity Policy**

It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions and breastfeeding), gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, marital status, military or veteran status, genetic information or any other classification protected by applicable local, state or federal laws. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination.

### **Requests for Accommodation**

Craftsmen Contractors is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. Craftsmen Contractors complies with the Americans with Disabilities Act and all other applicable federal, state, and local laws regarding disability discrimination and accommodation.

To ensure equal employment opportunities to qualified individuals with disabilities, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any employee or applicant who requires accommodation to perform the essential functions of the job should contact Human Resources. The employee should specify in what way s/he is limited in his/her ability to perform her/his job and what accommodation s/he believes is needed. The Company will review the situation with the employee and identify possible accommodation, if any, that will enable the employee to perform the essential functions of his/her job. If reasonable accommodation can be identified that will not impose an undue hardship, the Company will make the accommodation. If there is more than one possible accommodation, the Company will decide which one will be provided.

## **Discrimination, Harassment and Retaliation Policy**

### **Discrimination Policy**

It is the policy of the Company to provide our job applicants and Team Members with a positive, cooperative, non-coercive work environment, free of harassment, discrimination, or retaliation. This policy recognizes that harassment or discrimination of any kind directed at a job applicant or Team Member, including harassment of a sexual nature, is improper and will not be tolerated.

Discrimination against any individual because of that individual's race, color, sex, religion, national origin, age, disability, military or veteran status, genetic information or any other protected status or classification under federal, state, and local law is illegal and will not be tolerated. All Team Members have a responsibility to maintain the workplace free of discrimination and to promptly report such misconduct when it occurs in accordance with the Discrimination, Harassment and Retaliation Complaint Procedure Policy contained herein.

### **Harassment Policy**

#### **1. General Policy Statement**

The Company is committed to a workplace free from unlawful discrimination, which includes harassment based on race, color, sex, religion, national origin, age, disability, military or veteran status, genetic information or any other protected status or classification under federal, state, and local law.

Any form of harassment undermines the Company's policies and is considered serious misconduct that will not be tolerated. No Team Member should be subjected to offensive conduct or innuendo, either verbal or physical, from co-workers, supervisors, customers, vendors, or visitors.

All Team Members have a responsibility to maintain the workplace free of harassment and to promptly report such misconduct when it occurs in accordance with the Discrimination, Harassment and Retaliation Complaint Procedure Policy contained herein.

#### **2. Sexual Harassment**

Sexual harassment is prohibited and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, the following:

- a. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults.
- b. Intentional physical conduct of a sexual nature such as touching, molestation, patting, grabbing, poking, or brushing against another individual's body.

- c. Offering or implying an employment-related reward, such a promotion or pay raise, in exchange for sexual favors or submission to sexual conduct.
- d. Threatening or taking a negative employment action, such as termination or demotion, or intentionally making the individual's job more difficult because sexual conduct is rejected.
- e. Unwelcome sexual advances, requests for a romantic or sexual relationship to an individual who indicates or has indicated in any way that such conduct is unwelcome, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, questions, pictures, photographs or comments about a person's sexuality or sexual experience.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient of the conduct, not the intent of the person engaging in the conduct, which is relevant to whether the conduct constitutes harassment in violation of this policy. The unwelcomeness of sexual conduct may not always be apparent. "Putting up with" or submission to sexual conduct does not necessarily mean that the conduct is welcome.

Sexual harassment may occur even in relationships involving mutual consent. The potential for sexual harassment may exist where there is a professional power differential (for example, supervisor/employee). Persons involved in such relationships should be aware of the possibility of perceived coercion.

In determining whether alleged conduct constitutes sexual harassment in violation of this policy, the totality of the circumstances will be considered, such as the nature of the alleged conduct and the context in which it occurred.

Examples of conduct that may rise to the level of sexual harassment in violation of this policy include, but are not limited to, the following:

- a. Unwelcome verbal conduct of a sexual nature, such as talking about sex or sexual feelings, telling sexual jokes or stories, asking personal questions about dating or sexual life, making sexual comments or innuendo, or other unwelcome personal attention.
- b. Unwelcome nonverbal conduct of a sexual nature, such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual or personal nature, blocking a person's path, hindering a person's movement, and/or deliberately or repeatedly invading a person's space by standing closer than appropriate.
- c. Unwelcome physical conduct of a sexual nature, such as touching, kissing, hugging, massaging, brushing against another person, having sex, or attempting to have sexual relations with another person.

If a romantic or sexual relationship develops between you and your supervisor, or between you and anyone in your chain of command, it could be determined to be a clear violation of our business philosophy. Both parties involved in the relationship may be violating our philosophy with respect to credibility, fairness and example setting. If a relationship of this type exists, you should immediately contact the nearest Craftsmen Contractor's Office to discuss this matter. Failure to report this relationship immediately in accordance with this policy may result in disciplinary action, up to and including termination.

### **3. Harassment based on Other Protected Classifications**

Harassment based on the race, color, religion, national origin, age, disability, military or veteran status; genetic information of an individual is also prohibited under this policy. As with sexual harassment, harassment based on any of these categories may include physical, verbal, or nonverbal conduct.

Examples of actions that may constitute harassment in violation of this policy include racial or ethnic epithets, slurs, jokes, or negative stereotyping. Taunting or displaying written materials or communications demonstrating hostility toward a person because of his race, color, religion, national origin, age, disability, military or veteran status, or any other protected class, are other examples of prohibited conduct in violation of this policy.

While not all unwelcome conduct of a discriminatory or harassing nature may rise to the level of constituting illegal conduct, The Company's policy seeks to prevent all discriminatory or harassing conduct in the workplace.

### **Retaliation Policy**

The Company also prohibits retaliation against any applicant or Team Member who has made a good faith discrimination, harassment, or retaliation complaint, opposed a prohibited practice in violation of this policy, or participated, in any manner, in an investigation or other proceedings about a prohibited practice in violation of this policy. Complaints of retaliation must be filed promptly and in accordance with the Discrimination, Harassment and Retaliation Complaint Procedure Policy below.

## **Discrimination, Harassment and Retaliation Complaint Procedure Policy**

If you believe that you are being discriminated against, harassed, or retaliated against in violation of these policies by an employee, co-worker, supervisor, customer, vendor, or visitor, you have an obligation to file a complaint with the Company. All Team Members are expected to cooperate in the Company's investigations of such complaints.

Additionally, each person has a duty to report conduct that he or she believes may constitute discrimination, harassment, or retaliation. Remember, unless you report instances of discrimination, harassment or retaliation, the Company will not know that its intervention is necessary.

If you would like to file a complaint, you must report the incident to either your immediate supervisor or the nearest Craftsmen Contractors' Office.

If you advise your supervisor or anyone in the nearest Craftsmen Contractors Office of conduct you believe to be in violation of this policy and you do not get an immediate response you find appropriate, you must immediately advise the President of Craftsmen Contractors, Mr. Brent Callais in writing. Mr. Callais can be reached at the Craftsmen Contractors Corporate Office or by email at [BCallais@CraftsmenContractors.net](mailto:BCallais@CraftsmenContractors.net). Each Team Member has not only a right, but also a duty, to immediately report conduct which she or he believes may constitute harassment, discrimination or retaliation in violation of this policy. The Company will not condone or authorize any kind of retaliation against any Team Member who has made a good faith report of conduct which he or she believes is in violation of this policy.

Your report should be as specific as possible, including the names of persons, a description of the conduct and the effect that the conduct is having on your working conditions and work performance, and the names of any witnesses who could assist in the investigation. Your further participation in the investigation may be necessary, and you will be informed of the outcome.

The Company's policy is to investigate all complaints thoroughly and promptly. To the extent practicable, the Company will keep complaints confidential. If an investigation confirms that harassment, discrimination, or retaliation has occurred, the Company will take appropriate corrective action, up to and including termination.

Because of the seriousness with which the Company views harassment, discrimination, and retaliation and because of the severity of the penalties that may be imposed on offenders, false accusations will not be tolerated. However, this statement is not intended to discourage Team Members from coming forward with any good faith complaints. The Company recognizes and expects that some claims may be difficult to prove or support or may not in fact be found to rise to the level of seriousness deemed necessary to constitute sexual harassment, discrimination, or retaliation in violation of this policy. However, anyone found to have purposefully and intentionally brought allegations that he or she knows to be untrue will be deemed to have made false accusations and will be subject to immediate disciplinary action, up to and including termination.

## **Assignments/Assignment Procedures**

You will be offered assignments based on availability as well as your experience and skills. Usually, you will know about assignments a day in advance. Some opportunities, however, start right away. When you accept an assignment, you should record all important information so you will be prepared for a good start.

You have the flexibility to accept or decline any assignments for which you are selected. You are expected to complete all assignments you accept. If you are unable to report to work or complete an assignment for any reason, illness, emergency, etc., notify us immediately, not the client, for us to obtain a replacement. When your assignment with a client ends, contact us within 24 hours. The end of a particular assignment does not terminate your employment with us as you remain an employee of the Company eligible for placement with another client. If you fail to contact us at the end of an assignment, you may be considered to have voluntarily resigned, and unemployment benefits may be denied.

## **Points to Remember**

- Arrive on time every day to show your professionalism and commitment to quality performance.
- Dress appropriately for the assignment. The Company's Branch Manager will outline the client's dress code and other important rules concerning breaks and more.
- Direct all incoming personal calls to our office and we will pass messages on to you. Client phones should not be used to make or receive personal calls.
- If you desire a full-time position, or are offered one while on assignment, let us know immediately.

## **Job Abandonment on Temporary Assignments - No Call No Show**

I agree that if I accept a temporary or temp-to-hire assignment with Craftsmen Contractors, I am representing that I am able to complete the assignment. If for any reason I am unable to do so, I will notify Craftsmen Contractors immediately. If I am on a long-term assignment or a temp-to-hire assignment, I will strive to give Craftsmen Contractors at least one-week notice.

## **Absenteeism and Lateness**

I agree that while employed with Craftsmen Contractors, if I am ever absent from work or late for work, I will notify the Craftsmen Contractors' office **two hours prior to my scheduled arrival time**. In addition, I understand that if I anticipate being absent, late, or needing to leave early because of unavoidable obligations, I will notify the Craftsmen Contractors' office immediately.

## **Pay Rates/Timesheets/Pay Periods/Paydays**

You are paid for the hours you work on assignments. The pay rate is determined before you begin the assignment and can vary from one assignment to the next. Compensation for overtime will be paid to nonexempt Team Members in accordance with applicable state and federal laws.

Only those hours that are worked will be included when determining a non-exempt employee's overtime pay. Paid time off, for example, is not hours worked and are therefore not counted in making overtime calculations. Employees must obtain advance authorization before working overtime.

We regularly review your performance and pay status. We also make all state and federally required payroll deductions and unemployment insurance and we match social security contributions and provide Workers' Compensation insurance. Use a new timesheet for every assignment you work on. For a continuing assignment, use a new timesheet each week. If using a time and attendance system, be sure to utilize the system prior to the start of your shift and at the end of your shift. Failure to deliver the timesheet by the appropriate time may delay the processing and issuance of your paycheck.

For all Team Members, the Company's paydays are every Friday, for the one-week period that ends the previous Sunday. The payroll period begins at 12 a.m. Monday and ends the following Sunday at 11:59 a.m. Paychecks will generally be available the following Friday unless different arrangements are made with the Branch Manager prior to the issuance of the paycheck.

## **Employee Benefits**

Team Members are **not eligible** for the Company's employee benefit programs provided to administrative employees, including, but not limited to, medical and dental insurance, vacation pay, paid sick leave, and holiday pay.

## **Standards of Conduct**

We have established workplace standards of performance and conduct as a means of maintaining a productive and cohesive working environment. Craftsmen Contractors count on common sense and professionalism in the actions of all employees.

This is essential to providing a positive work environment. Therefore, conduct that is dangerous to others, dishonest, unethical, illegal, and/or abusive will not be tolerated at Craftsmen Contractors. Violations of Craftsmen Contractors' Standards of Conduct will be grounds for disciplinary action, up to and including discharge from employment.

When an employee fails to meet Craftsmen Contractors' established Standards of Conduct, his or her manager may attempt to utilize progressive discipline so that the employee will be assisted in improving his or her performance or conduct. However, because Craftsmen Contractors employees are employed at-will and can be terminated or resign at any time for any or no reason, Craftsmen Contractors reserves the right to impose any type of discipline it deems appropriate, as determined by the Company in its sole discretion, up to and including immediate termination of employment.

As it is impossible to list every reason why an employee may be subject to disciplinary action, the following list of offenses is not all-inclusive, but merely provides guidance to our employees concerning conduct that Craftsmen Contractors would define as unacceptable. Following are examples of behavior, performance or conduct that are not permitted and may result in disciplinary action, up to and including termination:

- Accepting an assignment and not reporting to work or not notifying us
- Unauthorized possession, use, or removal of property belonging to us or any of our clients.
- Failure to comply with all safety rules and regulations, including the failure to wear safety equipment when instructed.
- Reporting to work under the influence of alcohol, illegal drugs, or in possession of either item on company premises or work sites of client companies
- Lewd, unacceptable behavior, possession of weapons or explosives, and provoking, instigating, or participating in a fight.
- Failure to call us when an assignment ends.
- Violation of the Company's policies prohibiting harassment, discrimination, or retaliation
- Violation of any Company policy
- Insubordination, for example, refusal to carry out your supervisor's reasonable work request.
- Falsifying records, including but not limited to time records, claims pertaining to injuries occurring on company premises or work sites of client companies, or personnel records.
- Disclosing confidential information without authorization
- Disregard for established policies and procedures.
- Excessive no shows or tardiness
- Discourtesy to clients or fellow employees
- Misconduct / Disorderly conduct, including horse play.
- Poor Attitude & Poor work performance
- Gambling
- Use of abusive or threatening language
- Leaving work before end of scheduled shift without permission
- Neglect of job responsibilities and duties, including incompetence

This policy is written to comply with applicable law and will not be applied in a manner that restricts the flow of concerted employee communication about terms and conditions of employment.

Craftsmen Contractors may use any type of discipline it deems appropriate in its sole discretion, including, but not limited to, verbal warning(s), written warning(s), suspension, or immediate termination.

Neither this handbook, nor any other communication by Craftsmen Contractors, or anyone in management, either written or oral, made at the time of hire or during employment, is intended to create an employment contract. Nothing in these Standards of Conduct, or in this handbook, in any way affects the at-will status of the employees' employment.

### **Substance Abuse and Testing Policy**

We believe that maintaining a workplace that is free from the effects of drug and alcohol abuse is the responsibility of all people involved in our business, including our employees and clients. The use, possession, sale, or transfer of illegal drugs (including state-sanctioned marijuana) or alcohol on company or client property, in company or client vehicles, or while engaged in company or client activities is strictly forbidden. Being under the influence of drugs or alcohol while on company or client property, in company or client vehicles, or while engaged in company or client activities is also strictly forbidden.

Unless prohibited by law, Craftsmen Contractors reserves the right to conduct or require drug and alcohol testing on any employee on company or client premises, engaged in company or client business, or operating company or client equipment. Specifically, testing may be required after accidents or near misses, when a client requires pre-assignment testing, and/or where management has a reasonable suspicion that an employee is impaired or affected on the job by alcohol and/or illegal drugs in violation of this policy.

The Company may search company or client premises or property, without prior notice, and reserves the right to search employees' personal property brought onto company or client premises to investigate a reasonable suspicion that this policy has been violated.

Employees violating this policy are subject to disciplinary action up to and including immediate termination and, consistent with state laws, possible denial of any workers' compensation benefits. Failure to consent to a test or any attempt to falsify or alter test results will also result in disciplinary action, up to and including termination.

## **Workplace Searches**

To protect Company and Client property and to ensure the safety of all employees, the Company, and our clients, reserves the right to inspect and search any employee's work area, files, locker, equipment, and any area on Company or client premises. You should have no expectation of privacy with respect to items brought onto Company or client property and/or stored in Company or client facilities. Inspection may be conducted at any time, without notice, at the discretion of the Company or client.

In addition, when the Company or a client has a reasonable suspicion that a Company or client policy is being violated that necessitates a search, you may be required to submit to reasonable searches of your personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to the Company or client property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted entry. You must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including discharge.

## **Violence-Free Workplace**

The Company is committed to providing a work environment free from violence. The Company maintains a zero-tolerance policy for any acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or, unless it is required by the nature of the employee's position, possession, or use of weapons of any kind, on Company property or while conducting Company business. Should you engage in such acts, you will be subject to disciplinary action, up to and including, immediate termination of employment. You may also be subject to other civil or criminal liability.

If you feel you have been subjected to behavior prohibited by this policy or witness or have knowledge of any actions that could be perceived as violent, you should report the incident immediately to your Supervisor or Human Resources. All complaints will be investigated promptly, and appropriate action taken. Corrective action will be imposed for engaging in any potentially violent or threatening activities. You may also contact the appropriate law enforcement authorities if you have reason to believe there is an immediate threat to your safety and/or the safety of others. Reports or incidents warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible. You will not be retaliated against for reporting, in good faith, any conduct prohibited by this policy.

## **Family and Medical Leave**

The Company provides employees with family and medical leave in accordance with the provisions of the Federal Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"). The Company complies with all requirements of applicable local and state laws in areas where it operates or does business. If a local or state law entitles an employee to more generous benefits than provided under this policy, the employee will receive the benefits required by the applicable law.

This policy provides an overview of the leave provided under the FMLA and the CFRA but is not intended to diminish or increase any obligations or rights set for them under such laws. Unless otherwise defined in this policy, the terms used in this policy have the meanings they are given under the FMLA and the CFRA.

### **Employee Eligibility**

Eligible employees are those who have:

- Completed 12 months of service with the Company (the service need not be consecutive);
- Worked at least 1250 hours during the 12-month period immediately preceding the requested leave; and
- Worked at a location where there are 50 employees of the Company within a 75-mile radius.

### **Qualifying Reasons for Leave**

Eligible employees may take leave for the following reasons:

- For the birth of the employee's child, or placement of the child with the employee for adoption or foster care.
- To care for the employee's spouse, registered domestic partner (under the CFRA), child or parent with a serious health condition.
- For the employee's own serious health condition, which prevents him or her from performing the

functions of his/her position.

- Because of a qualifying exigency (as defined under the FMLA) arising out of the fact that the employee's spouse, son, daughter, or parent who is either a member of the National Guard or Reserves, or a retired member of the Regular Armed Forces or retired Reserves, is on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation ("Military Exigency Leave"); or
- To care for an immediate family member or next-of-kin who is a covered service member recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave").

The term "covered service member" is defined by federal law and means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who seeks medical treatment for a serious service-related injury or illness within five years of serving in the military. The term "next-of-kin" is defined as the nearest blood relative. "Qualifying exigencies" for Military Exigency Leave include short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation leaves; post-deployment activities; and other reasons as agreed upon between the Company and the employee. Certain restrictions on leave may apply, depending upon the nature of the qualifying exigency.

### **Amount of Leave**

A maximum of 12 workweeks of unpaid leave may be taken within a 12-month period for any qualifying reason for leave listed above in numbers 1 through 4. For these qualifying reasons, the 12-month period is measured forward from the first date the employee takes family and medical leave for any of these 4 qualifying reasons.

Employees who are absent for Military Caregiver Leave may take up to 26 workweeks of unpaid leave in a single 12-month period. The "single 12-month period" begins on the first day the eligible employee takes family and medical leave to care for a covered service member and ends 12 months after that date. This leave entitlement is applied on a per-covered service member, per-injury basis. Employees who use Military Caregiver Leave in addition to other types of family and medical leave in the same leave year or single 12-month period are entitled to a combined maximum of 26 weeks of protected leave.

Employees disabled by pregnancy, childbirth or related medical conditions have certain rights to take a pregnancy disability leave separate from their right to a family and medical leave under state law. However, the first 12 weeks of pregnancy disability leave will be treated concurrently as leave under the FMLA, for eligible employees. Once an employee is no longer disabled by pregnancy, she may request up to 12 weeks of unpaid leave under the CFRA to bond with her new child. If leave is taken to bond with a newborn, adopted or foster child, the employee must conclude the leave within 1 year of the birth, adoption, or placement.

If leave is taken for a serious health condition, the leave may be taken either in a block, or if medically necessary, on an intermittent or reduced schedule basis. Employees and supervisors are expected to work together to schedule leaves so as not to unduly disrupt Company operations. In most situations, an employee will continue in his/her regular job. However, in certain circumstances, at the Company's discretion, employees may be temporarily assigned to an alternative position to better accommodate the reoccurring periods of leave. Employees will receive equivalent pay and benefits as they would have received in their regular job while in the temporary position.

When both spouses are employed by the Company and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than 12 weeks of combined leave for both employees.

All time off which qualifies as family and medical leave under state and/or federal law will be counted against the employee's family and medical leave entitlement to the fullest extent permitted by law.

### **Compensation During Leave**

Leaves granted under this policy are unpaid. Any earned sick leave and accrued vacation benefits may be used during an approved leave in accordance with the Company's requirements under the applicable paid leave policy. In addition, an employee's own serious health condition may qualify him/her for wage benefits under the

California Disability Insurance (SDI) program, and employees on leave to care for a family member with a serious health condition may qualify for wage benefits under the California's Paid Family Leave (PFL) program. Under certain circumstances an employee may qualify for workers' compensation insurance.

### **Benefits during Leave**

Employees will continue to receive group health plan benefits during the leave for up to 12 weeks (or up to 26 weeks while on Military Caregiver Leave) on the same terms and conditions as when working. The employee must continue to pay the employee's portion of premiums for group health plans while on leave. Failure to make timely payments may result in loss of coverage. Alternatively, if the Company voluntarily pays the employee's unpaid share of any benefit premiums so that it has the ability reinstate the employee's coverage upon his/her return from leave, the Company will recover such amounts from the employee's future wages. In addition, in some circumstances, an employee who does not return to work may be required to reimburse the Company for all premiums it paid during the leave. Vacation and sick time will not accrue during unpaid portions of leave.

### **Return to Work**

Upon returning from family and medical leave, employees will be reinstated to the same or an equivalent position, with the same pay and benefits, except as permitted by law. Generally, employees whose leave does not exceed the approved period of leave, or the maximum allowed under the law, will be reinstated to their former position or an equivalent position, unless returning to such a position would provide greater rights than he/she would have had if he/she had been continuously employed during the leave.

Failure to report to work on the first workday after the approved leave has expired, unless an extension of the leave is granted in writing, or falsification of any information submitted in connection with the leave, will result in termination of employment.

If the leave was taken due to the employee's own serious health condition, the Company will require certification from the employee's health care provider of the date the employee is able to resume work. The return-to-work certification must be provided to the Company on or before the date of the employee's return to work and is a condition of reinstatement.

Reinstatement after family and medical leave may be denied to certain salaried "key employees." The Company will notify you if your position falls into this "key employee" category.

### **Notification**

Employees must provide at least 30 days' advance notice for a foreseeable event (e.g., the expected birth of a child or planned medical treatment). For events that are unforeseeable, employees must notify the Company as soon as practicable after they learn of the need for leave, but no later than 2 business days thereafter. Failure to comply with these notice rules may result in a delay or denial of the requested leave.

While written notice is not required, employees are requested to submit a request for leave in writing and to meet with Human Resources prior to commencing the leave where possible.

The employee must notify Human Resources of any changes in the status of the leave, the expected start date, or the expected return date. Any such requested changes are subject to approval by the Company.

### **Certification**

If the leave request is made because of an employee's serious health condition, the serious health condition of the employee's family member, or because of a covered servicemember's serious illness or injury, the Company will require the employee to obtain a medical certification form signed by a licensed health care provider. The certification must include sufficient information to allow the Company to determine if the leave is requested for a qualifying reason, and the anticipated dates (or duration and frequency) of the requested leave.

If the need for leave may extend beyond the time covered by a certification, and additional leave is requested, the employee is required to provide the Company with an updated certification from his or her health care provider. Certification for the extension shall be submitted prior to the expiration of the current certification. Failure to submit the updated certification in a timely fashion may result in the denial of an extension of the leave and, if the employee fails to return to work, the employee may be considered to have abandoned his or her employment with the Company.

When employee requests leave due to a qualifying military exigency, the Company will require the employee to provide a copy of the covered military member's active-duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active-duty status in support of a contingency operation, and the dates of the covered military member's active duty service. The Company also will require that such leave, because of a qualifying exigency, be supported by a certification from the employee that sets forth: (1) a statement or description of appropriate facts regarding the qualifying exigency for which the leave is requested; (2) the approximate date on which time off from work due to the qualifying exigency commenced or will commence; (3) the beginning and end dates for the employee's absence, or, where leave is requested on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; and (4) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting.

All medical certifications and military exigency certifications must be provided within 15 days of being requested by the Company. If a certification is not provided within 15 days of the first request, the leave may be delayed or denied.

For employees' serious health conditions, the Company may require, at its own expense, a second opinion from a health care provider selected by the Company. If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and employee. The opinion of the third health care provider shall be considered final and binding on the Company and the employee.

Obtain appropriate forms from the Company's local branch office.

If you have any questions concerning or would like to submit a request for a family and medical leave of absence, please contact the Company's local branch office.

The Company will comply with all other state and federal leave laws, subject to any employer and employee eligibility requirements.

### **Military Leave**

Military leaves are available to employees who enter, voluntarily or involuntarily, the Armed Forces of the United States, including the National Guard, the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. Time off is also permitted for an examination to determine one's fitness for duty in any of the military forces. Such leave will be granted in accordance with applicable state and federal law, and employees returning from military leave will be reinstated in accordance with applicable law. Unless prohibited by military necessity, you must notify the Company of your need for leave, indicating the date of departure and return, as far in advance as possible. Upon return, you must furnish evidence verifying the dates of your military service. For further information about your rights and obligations regarding military leave or to request a military leave, please contact the Human Resource Department.

### **Work-Related Injury Leave**

In case of work-related injuries, employees are entitled to receive leave and benefits in accordance with applicable law. An employee who suffers an injury while on the job must report it immediately to his/her immediate supervisor and the Human Resources Department. Employees must also provide the Company with a signed written notice of the injury or illness within 30 days of the injury. This notice may be in the form of the employees' workers' compensation claim form.

If an employee expects to be absent for more than one day, he/she must submit a medical certification that confirms he/she is not able to work and provides an estimated return to work date. Employees on leave for a work-related injury are required to provide the Company with monthly notices of the status or change in status, or their intention to return to work. Failure to provide such information may result in disciplinary action. The period of leave for a work-related injury will run concurrently with family and medical leave to the maximum extent permitted by law.

## **Jury Duty**

The Company encourages employees to serve on jury selection or jury duty when called. An employee who is called to perform jury duty shall be given unpaid leave. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served. Of course, employees are expected to report to work whenever the court schedule permits. Any mileage allowance, fee, etc. paid by the court for jury services may be retained by you.

# **Craftsmen Contractors Safety Policy & Training Manual**

Craftsmen Contractors' primary concern is for the safety and welfare of its employees. To accomplish this goal, guidelines have been established that recognize the responsibility of Craftsmen Contractors, our clients, and you, our employee. Craftsmen Contractors' responsibility is to promote a safe and healthy workplace for all our employees. Because the Craftsmen Contractors client and its on-site supervisor control the workplace, clients must demonstrate a commitment to accident-free workplaces. Only employees who will take the responsibility to work safely and observe Craftsmen Contractors and customer safe work practices will be assigned work.

Our team approach to accident prevention and safe work practices will help create a working environment that promotes safety, health, and the professionalism that you and our clients have the right to expect.

## **General Guidelines**

Safety rules and safe work practices are designed to protect your safety, but they are only as effective as your willingness to cooperate. These guidelines are a condition of your continued employment. Know these guidelines and consider them required elements of your job assignment. Failure to abide by these policies may result in termination of your job assignment or in reduction or complete elimination of any related benefits.

## **Safety Do's**

- Do know the safe work practices of each job assignment as provided by your client supervisor.
- Do pay attention to your work and your surroundings. Avoid horseplay and be alerted to moving equipment and all machinery.

## **Safety Prohibitions**

- Do not accept duties that require the handling of money or other valuables without written permission from Craftsmen Contractors
- Do not use alcohol, illegal drugs, or controlled substances on the job or on the client's premises. Anyone who violates this policy or who reports working under the influence of any of these substances will be subject to disciplinary action, up to and including termination of employment, and potentially a loss of benefits.

## **Safety and Health Rules**

- 1) All employees shall follow our safety practice rules, render ever-possible aid to safety operations, and report all unsafe conditions or practices to the management.
- 2) Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
- 3) All employees shall be given accident prevention instructions.
- 4) Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform the assigned duties, shall not be allowed on the job while in that condition.

- 5) Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or wellbeing of the employees are prohibited.
- 6) Work shall be well planned and supervised to prevent injuries in the handling of material and in working with equipment.
- 7) No employee shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury.
- 8) Employees shall not enter voids, chambers, tanks, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- 9) Employees shall be instructed to ensure that all guards and other protective devices are in the proper places and adjusted and shall report deficiencies promptly.
- 10) Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- 11) All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
- 12) When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- 13) Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- 14) Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
- 15) Employees shall cleanse thoroughly after handling hazardous substances and follow special instructions for those products.
- 16) Before leaving any job, be sure it is in a safe condition.
- 17) Work shall be arranged so that employees are able to face a ladder and use both hands while climbing.
- 18) Gasoline shall not be used for cleaning purposes.
- 19) No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from their supervisor.
- 20) Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

### **General Safety Rules for Construction**

- Materials should always be stored in a safe manner. Tie down or support piles if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Nails in lumber that have been used or removed from a structure should be removed or bent over.
- Stairs, walkways, ramps, and platforms should be clean and clear for safe passage.
- Aisles, traffic lanes, fire exits, gangways, or stairs should not be blocked.
- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Standard guardrails must be erected around all floor openings and excavations must be barricaded.
- Warning and danger signs, or barricades should not be removed, defaced, or destroyed.
- Employees should seek help with heavy or bulky materials to avoid injury to themselves or damage to material.
- All tools must be kept away from the edges of scaffolding, platforms, shaft openings, etc.
- Tools with split, broken, or loose handles, or burred or mushroomed heads must not be used. Cutting tools must be kept sharp and carried all in a container.
- Employees must know the correct use of hand and power tools.
- Employees must know the location and use of fire extinguishing equipment and the procedure for sounding a fire alarm.
- Flammable liquids must be stored in approved safety cans.
- Proper guards or shields must be installed on all power tools before use.
- All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.
- All electrical power tools and extension cords must be properly insulated.
- Employees must not operate any power tool or equipment unless they are trained in its operation and authorized to do so.
- All electrical power equipment and tools must be grounded or double insulated.

## **Ladder Safety Rules**

- Inspect for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Ladders should not be used for any purpose other than climbing.
- Persons ascending or descending a ladder should not carry objects that will prevent them from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If a ladder must be placed over a doorway, the door must be barricaded to prevent its use.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.
- Do not place tools or materials on the steps or platform of a stepladder.
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- After raising the extension portion of a two or more-stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.
- All ladders must be equipped with safety (non-skid) feet.
- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

## **Scaffold Safety Rules**

- Before starting work, scaffolds should be inspected for the following:
- Are guardrails, toe boards, and planking in place and secure?
- Are locking pins at each joint in place?
- Are all wheels on moveable scaffolds locked?
- Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
- Scaffolds and their components must be capable of supporting four times the maximum intended load.
- Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired, or replaced.
- Scaffold planks must extend over their end supports not less than 6 inches nor more than 12 inches, unless otherwise specifically required.
- Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
- Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening.
- All scaffolds must be erected level and plumb, and on a solid footing.
- Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
- Do not alter any scaffold member by welding, burning, cutting, drilling, or bending.

## **Fall Protection & Safety Rules**

Falls from elevation are a major cause of injuries and deaths in the construction, marine and heavy industry sectors. *Craftsmen Contractors* actively take all necessary measures to prevent falls and ensure that our employees work in safe conditions. It is mandatory that all sites follow all OSHA fall protection requirements; this includes assurances that all proper guarding of edged, perimeter guards and scaffolding as well as personal protection equipment is in place.

All employees at or above six feet must wear a full body harness and lanyard and be tied off to a substantial structural member or be protected by standard railing and adequate work platform. Workers in aerial lifts such as high lifts and scissor lifts must be tied off regardless of the height they are working above the ground. The following list shows you some things to be aware of to avoid falls:

- Always look where you are walking.
- Always walk, don't run.
- Don't walk stairways with both hands full.
- Always use handrails on stairs.
- Carry loads of reasonable size so your vision is not blocked.
- Watch out for slipping hazards such as oil, water, and grease. When you do spot one, take the time to clean it up.
- Overreaching and stretching to reach overhead objects can result in falls. Never use boxes, chairs, or trashcans to reach for items. Always use a ladder or stepladder.
- Wear shoes with good soles suitable for the job.
- Electrical cords, air hoses, water hoses, etc., should not be located across aisles, hallways, or walkways.
- Never stand on the top rung of a ladder.

## **Proper Lifting and Carrying**

### **Lifting & Carrying Do's**

- Do use approved lifting techniques: face the load, make sure your feet are on level firm ground, bend your knees, grasp the load securely, and raise the load keeping your back as straight as possible.
- Do use the leg muscles to lift the load, never the back.
- Do warm up stretches before lifting, especially after any period of inactivity. Many back injuries can be prevented this way.

### **Lifting & Carrying Do Not's**

- Do not lift while your body is twisted, especially the lower back.
- Do not block your vision with the load, especially while moving.
- Do not lift more than 40 pounds unassisted.

## **Machinery and Equipment**

- **Always** notify your Craftsmen Contractors' office immediately if you believe the machinery or equipment you are asked to operate is unsafe.
- **Always** wear the required personal protective equipment.
- **Never** operate any equipment or machinery until you have received specific instructions on safe operating procedures, safety devices, and equipment guards from your on-site supervisor.
- **Never** attempt to tamper with or bypass any machine safety device or guard.
- **Never** operate any machinery that has broken or defective safety devices or guards. Notify your on-site client supervisor immediately if such a condition exists.
- **Never** Assume the power is turned off to any piece of equipment. Your on-site client supervisor will inform you of your restrictions as an affected employee under the customer's Lockout/Tagout Program.
- **Never** place any part of your body into the point of operation of any machine.
- **Never** attempt to perform maintenance or service on any of the client's equipment.
- **Never** wear loose clothing, rings, and jewelry or allow hair to dangle when operating machinery.

## **Mobile Powered Equipment**

- Do not operate any forklift devices, pallet jacks, tractors, construction equipment, or mobile powered machinery unless you have the approval of your Craftsmen Contractors Branch Manager.
- Do notify your Craftsmen Contractors' office immediately if you are directed by the client to operate any forklift or other mobile powered machinery without the prior approval of your Craftsmen Contractors Branch Manager.
- You must pass the client's equipment operator certification testing program before approval will be given by an Craftsmen Contractors Branch Manager to operate any mobile powered equipment.

## **Tools**

- Always use the correct tool for the task.
- Always make sure there are no signs of physical damage to handheld electrical equipment. Always check to see that the cord is not damaged, and the plug has no exposed wiring or missing prongs.
- Always wear safety glasses or goggles when using any pressurized air system.
- Never use damaged tools.
- Never attempt to use any tools that you are unfamiliar with until you have received instruction and authorization.

## Personal Protective Equipment (PPE)

Industrial and construction assignments frequently require the use of personal safety equipment. When these conditions exist at your job assignment, you will be informed of the type of equipment required and how to use and care for it. The on-site client supervisor will provide the equipment. It is your responsibility to use it as instructed without exception. Failure to wear required safety equipment may result in termination of employment. Examples of safety equipment you may be required to wear are as follows:

**Hard hats** – protection from overhead hazards.

**Safety Glasses/Goggles** – protection from airborne particles, sparks, and some splashes.

**Safety Shoes** (to be provided by employee) – protection from objects falling on feet and sharp objects penetrating shoe soles.

**Hearing Protection** – protection from high-level noise exposure.

**Gloves** – depending on the type of glove, protection from harmful liquids, heat, or surface contact hazards.

**Boots and Aprons** – protection from wet environments.

**Dust Masks** – Dust masks or particle masks are recommended only for nuisance dust exposures.

**Welding Hoods** – only ANSI approved welding hoods that meet eye tint requirements will be accepted.



## PPE Training - Hearing Protection

Our hearing is a valuable resource, and we should take precautions to protect ourselves from noise exposure that could potentially cause us to lose even a portion of that resource. Hearing protection devices are a common item of Personal Protective Equipment (PPE). Here are some types of hearing protectors that you may see at your worksite:

**Foam Ear Plugs:** These come in a variety of sizes and types as shown below. Normally, these plugs are compressed with the fingers and then inserted directly into the ear canal, and then they expand and form a sound reduction barrier to reduce the effects of the surrounding noise. Since there are such a wide variety of these plugs, you should always read the directions on the package to assure that you insert them correctly and they are suitable for use in your work environment. Remember to always wash your hands before inserting the plugs. Handling the plugs with dirty hands can result in ear infection.

**Ear Muffs:** These are used in many industrial applications, especially where the exposures are for short periods and employees want protection that can be put on and taken off easily. Earmuffs are only effective when they are adjusted to fit snugly around your ears. There are muffs that are specifically designed for use with hard hats and other types of PPE that may be needed on your job site. Always consult with your supervisor if you have questions about the use and care of your PPE.

### **Back Belt Safety**

There are a variety of Back Belts on the market, and each is just a bit different. One thing is true about all of them: **Back belts are not designed to help you lift more!** These belts are designed to assist you in utilizing proper lifting technique and good body mechanics. The belt should be worn in accordance with the manufacturer's instructions.



This photo is typical of many brands. The waist belt should be closed as shown when wearing the belt to prevent the loose ends from being caught up in machinery, storage shelves, etc. For this belt, the elastic support panels should be tightened immediately prior to the lifting activity and loosened when the activity is completed.

Wearing

the belt properly will make it more difficult for you to bend at the waist, which is a habit to be avoided when lifting.

### A quick summary of rules for Back Belts:

- Read the manufacturer's instructions and follow them for the wearing and care of the belt.
- The belt does not make you stronger or able to lift a greater load, so do not use it for that purpose.
- The belt is not a substitute for good lifting technique. Practice the proper technique when lifting.
- Stand close to the object.
- Bend at the knees and keep your back as straight as possible.
- Use the large muscles of the legs to lift, rather than bending at the waist and lifting with your back muscles.

If you have any questions about the use of the belt or about proper lifting techniques, ask your supervisor.

### **Eye Protection**

Eye injuries are tragic. They often leave the victim in pain and can even result in a total loss of sight! One of the most tragic things about eye injuries is that most are preventable. Using eye protection is just good sense. Do not take a chance on losing one of your greatest assets and blessings, the ability to see.



Safety Glasses are the most used form of eye protection and they come in a variety of tints, styles, and sizes. Glasses should be equipped with side-shields to improve the level of protection from flying objects. Never alter a set of safety glasses, such as removing the side-shields, because this may affect their ability to protect your eyes as they are intended. **Remember not all glasses are safety glasses. Make sure that the glasses you use are rated as safety glasses by looking for the symbol Z-87 that indicates that the glasses meet the ANSI standard for eye protection.**



If safety glasses do not provide enough protection, ask for a pair of goggles. These work best when handling liquids or working in dust, since they provide a tighter seal around your eyes. Since goggles form a seal, they may be prone to “fog up” when the temperature changes or if you sweat heavily. Try applying an anti-fog agent to the inside surface of the goggles to prevent this problem. These anti-fog agents are available at most safety supply stores.



There are times when you may need some additional protection. Use face shields along with your glasses or goggles to add another layer of protection from splashes or other hazards that endanger your eyes. If you have questions about which eye protection is correct for your assignment, always ask your supervisor.

## Hand Protection

Hand and finger injuries are among the most common injury types in the industry. These injuries often result when workers handle materials. Chemical burns, cuts and abrasions, and splinters are common hand injuries. Using the right type of gloves can help to reduce your chances of suffering a hand/finger injury. Here are some types of gloves that may be useful in the injury prevention effort:



For handling chemicals, always consult the MSDS sheet for the chemical product to assure that you are using the correct glove. Just because the gloves appear to be rubber or plastic and seem to be “leakproof,” that does not mean that they will provide protection against the hazards associated with the chemical you are using. If you have any doubts, consult with your supervisor.



For handling metal and wood where splinters or sharp edges may be present, leather or Kevlar gloves are often used. These gloves are cut resistant and come in a variety of sizes and styles. For light material handling and to protect against cold temperatures, cotton gloves may be suitable. Consult with your supervisor to ensure that you have the type of glove that is best suited to provide protection from the hazards at your job location.

## Foot Protection:

Each employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, objects piercing the sole, where such employee's feet are exposed to electrical hazards, and where employee's feet are exposed to temperature extremes. **Steel toe shoes are required for all warehouse employees and maintenance.**

## Respirator Program

### **Purpose:**

The purpose of the Respirator Program is to ensure that all employees are protected from exposure to respiratory hazards. Engineering controls such as ventilation and substitution of less toxic materials are the first line of defense. However, engineering controls are not feasible for some operations or do not completely control the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also utilized for protection during emergencies.

### **Procedure:**

This program applies to all employees who are required to wear respirators during normal work operations and during certain non-routine or emergency operations. Employees participating in the respiratory protection program do so at no cost to them. The expense associated with medical evaluations, training, and respiratory protection equipment will be borne by the company. Employees who voluntarily choose to use a cartridge style respirator when the respirator is not required are subject to the medical evaluation, cleaning, maintenance, and storage elements only of this program. These individuals will also receive training covering proper procedures for cleaning, maintenance, and storage of their respirators.

## Heat Stress - How to Prevent Heat Illness

- Supply adequate water and encourage workers who work in hot weather to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Inform workers they should avoid alcohol or drinks with caffeine before or during work in hot weather.

- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Wear lightweight, loose-fitting, light-colored, breathable (e.g. cotton) clothing and a hat.
- Allow workers to take regular breaks from the sun. Loosing or removing clothing that restricts cooling.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.

## **Jobsite Safety Inspections**

Craftsmen Contractors are committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. Safety Inspections are one of the cornerstones of our safety program and are used to verify that our employees and the sites they work on are safe and free from potential safety hazards.

It is required (whenever possible) that a pre-inspection be carried out prior to work commencing. When an unsafe condition is noted, the actual corrective action and the person responsible for taking the corrective action must notify the Craftsmen Contractors' office immediately. Under no circumstances will any Craftsmen Contractors' personnel be allowed to work when an unsafe condition has been identified until it has been corrected.

## **Reporting Unsafe Conditions and Work-Related Accidents and Injuries**

- Contact Craftsmen Contractors immediately if you are asked to perform duties other than those specified by your assignment.
- Report any unsafe conditions immediately to your on-site client supervisor as well as your Craftsmen Contractors Branch Manager.
- Notify your on-site client supervisor and ask for instructions if you are unsure of any job task you are asked to perform.
- Notify your on-site client supervisor if you observe another employee engaged in an unsafe act.
- Report any accident or injury that resulted from your job-related duties to your on-site client supervisor and seek first aid. The injury shall be reported to your on-site client supervisor no later than the end of the shift on which you suffered the injury. Also, contact the Craftsmen Contractors' office immediately – by using office voice mail or the corporate Claims Hotline – and under any circumstances by no later than the end of your shift to report any work-related injury.

## **Basic Rules for an Accident Investigation**

The Branch Manager or his/her designee must investigate all accidents and incidents that involve Craftsmen Contractors, workers, or property. This would include damage to property that does not belong to Craftsmen Contractors but was caused by an employee of Craftsmen Contractors while on the job. This includes completing the Accident Investigation Report, taking statements from witnesses, and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.

The Branch Manager is responsible for ensuring that all accident reports and all documents (such as medical bills, doctor statements, etc.) are transmitted to Risk Management as described below.

In the case of a lost time accident, the Branch Manager should contact the injured worker as frequently as the injury deems, or at least once a week. If you require assistance, contact Risk Management.

- The purpose of an investigation is to find the cause of an incident and prevent future occurrences, not to fix blame.
- Visit the incident scene as soon as possible – while facts are fresh and before witnesses forget important details.
- If possible, interview the injured worker at the scene of the incident and “walk” him or her through a re-enactment.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if they did not actually witness the mishap.
- Ask the witness to complete a Craftsmen Contractors' Witness Statement, sign, and date.
- Graphically document details of the incident: area, tools, and equipment. Use sketches, diagrams, and photos as needed, and take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the incident itself (unsafe equipment/condition, unsafe act, etc.), not just the injury.
- If a third party or defective product contributed to the incident, save any evidence. It could be critical to the recovery of the claim costs.

## **Procedure for On-the-Job Accidents**

### **Policy Statement**

Craftsmen Contractors requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for serious injury or property damage. Branch Managers will report the accident promptly to Risk Management to ensure timely submission to avoid penalties. Each incident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incidents.

### **Definitions**

An **Accident** is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- **Lost Time Injury (LTI)** refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Critical Injury** is defined as an injury of a serious nature that:
  - a) Places life in jeopardy.
  - b) Produces unconsciousness.
  - c) Results in substantial loss of blood.
  - d) Involves the fracture of a leg or arm but not a finger or toe.
  - e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe.
  - f) Consists of burns to a major portion of the body; or
  - g) Causes the loss of sight to an eye.

## **Steps to take in Case of an On-The-Job Injury or Illness**

**As soon as you are notified, follow these procedures to care for the injured worker.**

- (1) Have first aid administered on site, if possible.
- (2) If the injury requires treatment beyond First Aid, arrange for transportation to a medical facility/emergency room.
- (3) Have post-accident Drug/Alcohol Screen performed.

**The following documents should be completed and turned into the Craftsmen Contractors Office within 24 hours:**

**Accident Report** – must be completed for each on-the-job accident, regardless of severity. If an employee refuses medical treatment, have the employee circle “No” on the Employee’s Report of Injury and sign and date the report.

**Employee’s Report of Injury** – to be completed by injured worker.

**Accident Investigation Form**

**Witness Statement** – Interview all witnesses to the accident. Must be signed by witness to the accident.

## **Transitional Duty Program**

The Transitional Duty Program allows employees who are on work restrictions from an on-the-job injury to return to work in some capacity until they are no longer on work restriction or reach their maximum level of recovery. It is the goal of Craftsmen Contractors to place as many affected employees into the Transitional Duty Program as possible, realizing it may not be possible in every instance.

Employees will be deemed qualified for this program only when released for partial duty (lite duty) by a physician and placed into the program by the Director of Risk Management after consultation with the Vice President of Operations.

It is the responsibility of the Branch Manager to verify that all employees who have been placed in the program actively participate. It must be documented that Craftsmen Contractors has offered the employee a “Transitional Duty” position and that the employee has accepted or rejected the position.

## **Safety Meetings**

The employee safety meeting is an effective tool to instruct employees in safe operating procedures, changes in operating procedures, review safe work practices, discuss upcoming hazards associated with jobs, review previous accidents and recommended control procedures, and any other relevant safety topics. Safety meetings also provide a forum for involving employees in the safety process. Additionally, requiring employees to present safety topics enhances that individual's understanding of the hazards and controls, and gains the attention of other employees since the speaker is a peer.

## **Emergency Procedures**

The on-site client supervisor will inform you of the location of emergency exits as well as evacuation assembly points. In the event of an emergency, follow the instructions of your on-site client supervisor.

### **WHAT TO DO IN THE EVENT OF SEVERE WEATHER**

#### **TORNADOS**

**Tornado Watch** – conditions are favorable to produce tornados: be alert and watch for changes in the sky. Your supervisor or his designee is responsible for monitoring weather conditions.

**Tornado Warning** – a tornado has been sighted in your area: the supervisor or his designee should see that all employees take cover in the center ground floor portion of the building away from glass windows. DO NOT go outside to see the tornado, take cover immediately. Never get in an automobile and try to flee the storm, most tornados travel at over 70 miles per hour.

#### **HURRICANES AND FLOODING**

If a flood warning or hurricane warning is posted, the management will decide as to whether operations will continue. In most cases, unless imminent danger is apparent, operations will be in progress. In the event of flooding, never drive into standing water with a vehicle and evacuate to higher ground, if possible. Never walk in floodwater as the force of the water can suddenly increase and pull you under. Also, be aware that manhole covers on roadways can float out leaving the street sewer uncovered with the potential that someone could fall in.

#### **FIRES**

In the event of a fire, evacuate the area. If you are trained to use extinguishers and if the fire is not too large, attempt to put the fire out. Make certain that you or another employee calls the fire department. There will be a designated area for each branch office of the work site for employees to assemble. Make certain you go there and are accounted for.

## **Initial HazCom Training**

### **Hazard Communication Standard Right to Know**

Employees of Craftsmen Contractors have the right to know the properties and potential safety and health hazards of substances to which they may be exposed. Such knowledge is essential to reducing the risk of occupational illness and injury.

#### **Goals of Right to Know:**

- To help you reduce the risks involved in working with hazardous materials.
- To transmit vital information to employees about real and potential hazards of substances in the workplace
- To reduce the incidence and cost of illness and injury resulting from hazardous substances
- To promote public employer's need and right to know
- To encourage a reduction in the volume and toxicity of hazardous substances

## **Hazardous Substances**

Hazardous substances come in many forms. They can be flammable gases or liquids, caustics, pressurized gases, fuels, fumes, etc. Your on-site client supervisor will provide information to you about any hazardous substances in your work area. All this information will be contained in the customer's Hazard Communication Program. If you are not provided with this information before you start work notify your Craftsmen Contractors' office immediately.

#### **The Hazard Communication Program will address:**

- How to detect the presence or release of chemicals.
- Health and physical hazards associated with the chemicals.
- Methods to protect yourself from exposure.
- How to use the customer's container labeling program as well as the Material Safety Data Sheets (MSDS) for hazardous substances.

\* Remember that you have the right to read the MSDS for the materials in your area. This information sheet will provide physical property information as well as precautionary health and safe handling information.

## **Questions/Comments/Concerns**

Should you have any questions, comments, or concerns, contact the Company's local branch office.