



INSTALLED BUILDING PRODUCTS

Safety Policy

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EMPLOYEE SAFETY

This Company is sincerely concerned with each employee's safety and health – and will strive to provide the safest working conditions possible.

We will endeavor to maintain a workplace as free from recognized hazards as possible, by providing each employee with proper training and safe equipment and tools.

As an employee, you are encouraged and expected to follow recognized safety practices – including federal, state and local safety regulations, and the safety rules of the Company which are outlined in the company safety program manual.

We believe most accidents can be avoided by using common sense and personal initiative, and we ask you to be a part of our commitment to safety.

We look forward to your employment with us being accident-free and productive.

DELEGATION OF RESPONSIBILITY

To ensure that the safety program is implemented, the following assignments of responsibility have been established.

All employees have the full support of management in executing their assigned duties and are expected to fulfill their responsibilities.

Management Responsibilities

Upper management is responsible for establishing the overall company safety and health program. Upper Management will:

- Show 100% commitment to the safety and health of all employees.
- Establish rules and programs to promote the safety and health of all employees.
- Delegate safety responsibilities among employees, and stress the importance of a complete team-effort to ensure a safe work environment.
- Make available the necessary training for employees to perform their jobs safely.
- Make available all necessary personal protective equipment for employees.

- As appropriate, investigate accidents and "near-miss" accidents.
- Implement a safety incentive program – to reward employees for their safety efforts.

Regional Risk Manager Responsibilities

The Regional Risk Manager works closely with, and reports directly to upper management and is responsible for coordinating and maintaining the company safety and health program. Your Regional Risk Manager will:

- Work directly with job supervisors regarding their safety responsibilities.
- Be familiar with and advise management of all standards, regulations and enforcement procedures -- including new and changed laws.
- Make recommendations to management regarding compliance with regulations and any necessary additional company policies.
- Monitor the company inspection program and make periodic inspections.
- Review accident reports and monitor accident record keeping; as necessary, investigate accidents and "near-miss" incidents.
- As needed, work with insurance company representatives, attorneys and others regarding company safety policies.
- Coordinate training programs for supervisors and employees.
- Coordinate the purchase of materials and equipment to assist company safety efforts.
- Ensure that all OSHA record keeping and posting requirements are fulfilled.
- Work with the personnel department to coordinate disciplinary procedures; as necessary, discipline employees who willfully disregard the company safety policy.
- Periodically evaluate the effectiveness of the safety program.
- Implement safety incentive program that promotes good safety practices on all levels.
- Conduct periodic safety inspections on jobsite and branch locations.

Branch Management Responsibilities

Your Branch Manager will:

- Act as a competent person for the company.
- Implement the company safety program at the work or jobsite level, setting a good example for all employees.
- Remain knowledgeable about all safety regulations and safe working practices that apply to the work being supervised.
- Conduct documented job inspections at least weekly.
- Act immediately to eliminate hazards and/or remove employees from any hazardous areas.
- Conduct necessary employee training -- including "tool box talks," specialized job training and hazardous communication training.
- Ensure that all machines and personal protective equipment are properly maintained and correctly used.
- Investigate accidents and "near-miss" incidents -- at times, with management and/or the Regional Risk Manager.
- Ensure that all injuries are cared for properly and promptly, providing for medical treatment, if necessary.
- Periodically evaluate the safe work practices of all employees.
- Record and report all necessary information -- including accident investigation forms, training attendance records and performance evaluation reports.
- Advise the safety committee, safety coordinator or management of outstanding safety efforts by employees.
- As necessary, discipline employees who willfully disregard the company safety policy.
- Require that all other contractors, suppliers and visitors adhere to all government safety standards and the company safety program.
- Review incident reports and recommend action. Coach associates on corrective actions.
- Ensure that all record keeping and posting requirements are fulfilled at your branch.

Employee Responsibilities

Every employee is a member of the safety team and expected to follow common safety practices, exercise mature safety awareness, report all accidents immediately and report unsafe equipment or conditions. Each employee agrees to:

- Work in a safe manner to ensure your own safety and the safety of those around you.
- Conduct equipment checks prior to any use of equipment to ensure that all equipment meets manufacturer standards and that all safety guards are in place and have not been modified. Any piece of equipment found to be broken or unsafe will not under any circumstance be used and will be locked or tagged-out and manager notified immediately.
- Maintain a mental and physical health conducive to working safely.
- Adhere to all government standards and company safety policies.
- Follow all safe-working rules outlined in the company safety program.
- Request instruction from the supervisor when unsure of how to perform any task safely, including handling of hazardous materials.
- Refrain from any obvious or questionable hazards or unsafe work practices, and report them immediately to the supervisor.
- If possible, correct any hazards or unsafe practices, and communicate this to your supervisor.
- Properly use all tools, machines and personal protective equipment, as instructed by the supervisor.
- Maintain and take responsibility for personal protective equipment.
- Keep all work areas clean and free of debris.
- All accidents, whether resulting in personal injury or not, must be reported **immediately** to your supervisor.

Sales Staff Responsibilities

- Identify and report to production any safety problems or hazards that the crews might encounter on the jobsite (i.e. staircases that do not have railing, site hazards outside the building) through the use of job checks.
- Notify the builder of any safety problems and/or safety hazards to be corrected, and notify the builder to have the job site clean of debris before our crew is scheduled.
- List safety equipment (i.e. scaffolding, ladder heights) that will be needed to do the job.

Other Contractor and Supplier Responsibilities

- Abide by all government standards and safety rules of the owner or controlling party.
- Notify other contractors when actions or activities could affect the safety of employees of other companies.
- Report all injuries and accidents to the controlling party.
- Report any unsafe conditions or work practices immediately to the controlling party.

Visitor and Guest Responsibilities

- Abide by all government and company safety regulations.
- Register with proper personnel upon arriving at the site.

Safety Committee Responsibilities

- The committee will act in an advisory capacity only, and is not responsible for the safety and health of employees.
- Meet on a regular basis, and make meeting notes available.
- Rotate committee members periodically -- to allow as many employees as possible to participate.
- Review accidents to help verify causes, and make recommendations on corrective action.
- Review feedback from employees -- including suggestions and complaints.

- "Brainstorm" with other committee members and employees on how to create a safer workplace.
- Recommend employees to management and/or the company safety coordinator for safety recognition or disciplinary action.
- Review current safety policy and procedures for ongoing improvement.

COMPANY SAFETY RULES

To ensure that the company safety rules will be effectively followed, we will strive to:

- Provide each employee with his or her own copy of the company safety rules.
- Review the rules with all new employees before they begin work.
- Discuss the rules periodically at company safety meetings.
- Maintain accessible copies of the rules.

Although the safety rules in this program are not all inclusive, they should be considered – along with other regulations that may be issued from time to time – the safety rules of the Company.

Violation of any of these rules is cause for disciplinary action, up to and including possible dismissal, even on the first violation.

- Employees must adhere to all federal, state and local laws, as well as employer regulations and policies.
- Common sense is the most important safety rule of all and is to be followed at all times.
- Horseplay causes accidents and is strictly prohibited.
- Employees must be alert to hazards and potential hazards, and must immediately report any unsafe conditions, acts, tools or equipment to the supervisor. Employees should never perform any assignment that is unsafe.
- If an employee does not know the safe procedures for a job operation, he or she should ask the supervisor to demonstrate the approved safe methods.
- Employees must report any injury or accident to the supervisor immediately.
- Employees must be aware of the location of all fire extinguishers and first aid kits. A fire extinguisher must be available on each floor of the building work is being performed.
- The company prohibits any employee from being at work or working under the influence of alcohol or drugs. Violation of this rule will lead to immediate disciplinary action, up to and including possible dismissal, even on the first violation. Reference the company Drug & Alcohol Policy.

- No firearms or other weapons are permitted in the workplace.
- For all walking/working surfaces, it is required that the employee use fall protection methods, such as guardrails, body harnesses, etc., when working at heights over six feet. This rule applies when working near openings where fall hazard is over six feet. Note the use of stilts, ladders or scaffolds near an opening could create a fall hazard.
- Do not jump off docks or out of trucks. Use stairs or steps and handrails.
- Do not climb on boxes, bags, equipment or materials. Use ladders provided.
- Tools should be inspected frequently by employees for defects, and turned in to the supervisor for repair or replacement if they are damaged.
- Hand tools may not be used for any purpose other than those intended, and should be promptly repaired or replaced when necessary.
- Work area guidelines include:
 - Employees must practice good housekeeping in all work areas at all times.
 - Walkways must be clean and free of obstacles including cords.
 - Tools and working materials must be stored properly and safely.
 - A general cleanup of job sites must be done prior to and after each job is complete.
 - Office areas, work areas and the warehouse must be clean and organized at all times.
 - Trash and scrap must be in correct container.
- Use proper lifting technique by stooping and lifting with legs, keeping back straight.
- Employees should stretch each day before beginning physical work activities and throughout the day as needed.
- Jewelry such as earrings, watches, key chains, identification bracelets, neck chains and finger rings may become caught on a tool or piece of moving equipment and result in injury; Therefore, they must not be worn when working around machines.
- Hair should be cut reasonably short and or hair protection must be worn by men and women while working around machinery to prevent entanglement in belts, pulley's gears, etc.
- Report all fires by turning on fire alarm, notifying the local fire department or by notifying your supervisor immediately.
- Fully inspect all job sites before beginning work. Look for any potential safety problems. Before beginning work, be sure to look for any: floor openings, drop-offs in

level without protective barriers, ungrounded electrical cords or appliances, any obstructions that may cause falls, and any other potentially dangerous items. If any of the situations like this occur, make sure that you take measures to eliminate danger prior to beginning work and report to your supervisor.

- Avoid overloading electrical outlets with too many appliances or machinery.
- Use flammable items, such as cleaning fluids with caution.
- Smoke only in designated smoking areas.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll and tilt.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.

Vehicles

- Company Vehicles are to be driven by authorized personnel only. All operators must have a valid driver's license on their person.
- Only authorized personnel should be a passenger in a Company vehicle while conducting company business.
- The driver is responsible for the safety of all passengers and the stability of materials being hauled.
- No more than three people may ride on the front seat of any vehicle. Each individual is required to have a dedicated seatbelt.
- Driver and passenger(s) must wear seatbelt at all times.
- All speed limits and regulatory signs must be obeyed.
- When backing up, the passenger must stand to the side, front or rear of the truck and direct the driver. Ground guide should never stand directly behind the vehicle. If driver is alone, inspect area before backing.
- Keep arms and feet inside truck when moving.

- Passengers may NOT ride in the bed of any vehicle.
- Get in or out of truck only when it has come to a complete stop.
- All commercial vehicles will have Daily Vehicle Inspection Reports (DVIRs) completed daily. All commercial vehicles (10,001 lbs and above) will have Daily Vehicle Inspection Reports (DVIRs) completed daily and maintained for 60 days.
- Inspect tires for improper wear or low inflation.
- Check water and oil before starting engine each day.
- Check lights, signals and license plates before leaving the lot each day.
- Shut off motor for refueling.
- Know where the fire extinguisher and first aid kit is located in your truck. Inspect the first aid kit for proper supplies.
- Report all problems (i.e.: mirrors, lights, wipers) or malfunctioning equipment to the branch manager or your direct supervisor immediately, operating vehicles with known defect could result in unsafe operations.
- Except for morning “warm up” of diesel equipment and operating PTO equipment, all equipment must be turned off when not in use or unattended.

Please refer to the Company’s Fleet Safety Policy for further information.

Electrical

29 CFR 1910.301 to .399

1926.32 (F)

Definitions:

Qualified worker: a worker trained on avoiding the hazards of working on or near exposed live parts, in addition to the training required for unqualified workers. Qualified workers should be trained 1) to distinguish exposed live parts from other parts of electric equipment 2) in methods to determine nominal voltage of exposed live parts, 3) and to know the proper clearance distances.

Unqualified worker: associates who work on, near, or with electrical hazards. Workers who are or could be exposed to electrical shock, burns, or related injuries.

Electrical Safety for All Workers:

- No working within 10 feet of power lines outside of homes.
- Lines will either be covered or de- energized by the local power company (This action should be coordinated by branch sales force and confirmed by production manager).
- Working on unprotected electrical system or equipment is not authorized under any circumstance.
- Electrical equipment should be unplugged by grasping the plug and pulling. Never pull or jerk the cord to unplug the equipment.
- All equipment must be used in strict accordance with manufacturers' specifications. Any equipment that has been altered in **ANY** way is not to be used on the jobsite.
- Temporary or permanent storage of materials must not be allowed within three feet of any electrical panel or electrical equipment.
- Only GFCI extension cords shall be used if an extension cord is needed for temporary use.

Lock out/Tag out

29 CFR 1910.147

Lock out means putting a lock on the part of the machine that controls the energy when servicing or repairing machinery to prevent serious safety hazard. This is a physical means of blocking the flow of energy to a piece of equipment.

Tag out means using special tags that warn of danger if starting or using machinery or equipment. Tag out should be used when you can't lock out.

Any type of energy released unexpectedly while servicing equipment can be a serious safety hazard. Some energy sources are: electrical, hydraulic (fluid), pneumatic (compressed air), mechanical such as built up energy in springs, and water pressure or steam.

- You must use lock out or tag out every time you service or maintain equipment.
- Only authorized employees are permitted to perform procedures and to remove locks or tags.
- Never try to start machines or equipment that are locked or tagged out.
- Always lock or tag machine energy sources before maintenance or repair.
- Never remove, ignore, or bypass locks or tags you find on machinery and equipment.
- Never remove anyone else's lock or permit anyone to do so.
- Remember tag out is just a warning, not an active way to prevent accidents.
- Notify affected employees before beginning lock out/ tag out activities.
- Periodic inspections of Lock out/Tag out procedures should take place.

Authorized employees should follow these steps to safely lock out:

1. Prepare equipment for shutdown
2. Notify affected employees
3. Turn off machinery or equipment
4. Lock out the switches or other energy controls
5. Test the operating controls
6. Put operating controls back in the off position
7. Test the circuits and electrical parts
8. Perform necessary service or maintenance.

Blood Borne Pathogens

29 CFR 1910.1030

Any associate hurt on the job requiring medical attention beyond minor first aid should be taken to the nearest affiliated clinic or hospital.

If an injury is severe go to the nearest hospital.

If an ambulance is needed, call 911.

Minor first aid kits are located in each truck.

Blood Borne Pathogens:

Microorganisms present in human blood that can cause disease in humans. These include but are not limited to Hepatitis B virus (HBV) and Human immunodeficiency virus (HIV).

When responding to an emergency involving blood or bodily fluids follow these precautions:

- Wear disposable gloves.
- Remove jewelry, including rings before wearing disposable gloves.
- Keep any cuts, scraps or sores covered prior to putting on protective clothing.
- Wear protective clothing such as mask or eye ware when in contact with blood or other body fluids that may splash.
- Remove disposable gloves without contacting the soiled part of the gloves and dispose of them in sealed container.

Gloves shall be worn when administering first aid.

Basic Guidelines to Handling Blood and Other Potentially Infected Material:

- Wear disposable gloves and other personal protective equipment when cleaning spill.
- Clean spill immediately or as soon as possible after the spill occurs.
- If spill is mixed with sharp object such as glass do not pick these up with your hands, use a broom and dust pan, or two pieces of cardboard.
- Flood the area with disinfectant solution and allow to stand at least 10 minutes. Mixture can be one part bleach per 10 parts water.
- Use appropriate material to absorb the solution and dispose of it immediately in a sealed container.
- Handle all soiled supplies and equipment with care until they are properly cleaned and disinfected.
- Place all soiled clothing in a marked plastic bag for disposal or washing.
- Scrub soiled boots with soap, a brush and hot water.
- Floors, decks and countertops and vehicle seats must be cleaned before use, using a disinfectant solution. Mixture can be one part bleach per 10 parts water.

Drywall Storage and Safety

Our employees are not to perform any work or physically be in the vicinity (within 5 feet) of any unsecured drywall.

Vertically stacked dry wall weighing 1,000 pounds, when tipped over, will gain momentum as it falls. By the time it reaches the floor, the force can reach up to 6,000 pounds upon impact. We will not expose our employees to this extremely dangerous hazard.

When drywall is delivered to a jobsite and placed upright against a wall, special precautions must be taken to ensure the safety of yourself and those around you. Drywall sheets placed on edge must always be secured against tipping with a restraint method that can be easily reapplied. The stack of drywall should be labeled with a caution sign warning of the potential danger when attempting to move heavy drywall sheets. Properly secured drywall will a restraint system that allows the drywall to be secured to the wall structure. Such a restraint system must be in place proper to entering the work area, and our employees are not authorized to secure the drywall themselves in order to perform our work.

Our salesforce will ensure that our customers are aware of this policy, and understand that if our installers find this unsafe condition that they are not permitted to perform any work within 5 feet of any vertically stacked, unsecured drywall under any circumstance. Any employee found to be in violation of this policy will face disciplinary action up to, and including, possible dismissal.

Emergency Action Plan

29 CFR 1910.38 and 29 CFR 1910.120

This procedure establishes orderly practices to ensure safety and health of all associates during fire, explosion, chemical spill, tornado and bomb threat emergency.

All associates are responsible for adhering to the following rules:

- Evacuation from the facility or job site for any reason shall be done in an orderly fashion.
- When given the alarm, either verbal or audible, to evacuate all personnel shall evacuate the area as soon as possible.
- No running.
- Each department manager will be responsible to account for their people.
- Evacuation meeting point will be across the street from the front of the building or as designated by branch manager.
- Follow details of your branch site specific Emergency Action Plan, or General Contractor's site-specific Emergency Action Plan if established.

Equipment

- Equipment is to be operated by authorized personnel only.
- Employees are to be careful when operating any equipment or machinery. Employees shall look out for fellow employees and see to it that others do not harm themselves on their equipment.
- Employees shall turn off all machinery before cleaning, clearing jams or making any repairs.
- Employees should only approach equipment if the operator is aware of their presence.
- Employees are prohibited from improperly riding on equipment -- including crane hooks, forklifts, hoists or other material handling equipment.
- Safety equipment furnished by the employer that becomes damaged or worn out by use will be replaced or repaired.
- Open all truck doors before operating motorized equipment in an enclosed area, make sure air intake to blowing machine is away from motor exhaust to eliminate exposure to carbon monoxide. Carbon monoxide (CO) is a colorless, odorless gas, a by-product of combustion present whenever fuel is burned.
- When running fuel operated trucks, forklifts and equipment in an enclosed area, such as warehouse, ensure proper ventilation like opening doors to eliminate exposure to carbon monoxide.
- All electrical devices must use ground fault protection. Keep all electrical cords in good repair and inspect before using. Only company authorized extension cords allowed.
- Gasoline must be stored and transported in approved safety cans only. Engines must be off when refueling and no smoking is permitted near flammable liquids.
- Machine guards must be in place, and all equipment is to be operated in accordance with the manufacturer's specifications.

Personal Protective Equipment

- Personal protective equipment must be worn and used properly, as directed by the supervisor and per company risk assessment.
- Eye and/or face protection must be worn by all employees exposed to flying objects or potential eye or face injuries.

- Hearing protection must be worn during firing use of powder-actuated tools per SDS or manufacture guidelines.
- Protective clothing must be worn per company risk assessment.
- Puncture resistant work boots are to be worn at all times on job sites and in the warehouse. Ankle support should be a minimum of 6”.
- Wear hardhats on all jobs that are designated “hard hat job” or where others are working overhead at your workplace. Hard hat use is mandatory on all sites where hazards or potential hazards exist from items being dropped on the head or bumping head on items. Bumping caps are recommended for attic and crawlspace.
- Filtering face pieces are recommended to be worn when doing certain jobs to avoid nuisance dust particles. See Appendix D, Respiratory Protection policy for further information on filtering face piece.
- Use only recommended or required personal protective equipment and keep in a safe condition.
- You may be required to purchase replacement for mandatory personal protective equipment which has been lost or purposely destroyed at cost.

VIOLATION OF COMPANY SAFETY RULES MAY BE CAUSE FOR DISCIPLINARY ACTION, UP TO AND INCLUDING POSSIBLE DISMISSAL, EVEN ON THE FIRST VIOLATION.

Safety Training

Training of employees is key to the effectiveness of the Company’s safety program and to the prevention of as many injuries and illnesses as possible.

Training for the construction industry also is mandated by OSHA in the Safety Training and Education Standard, in Title 29, Code of Federal Regulations, Part 1926.21 (b). The standard states:

"The employer shall instruct each employee in the recognition of hazards in the work environment to control or eliminate any hazards or other exposure to illness or injury."

All employees will be instructed to recognize and avoid general workplace hazards, as well as hazards and regulations specific to a particular line of work.

Certain employees will be required to attend specialized training classes to become certified in particular areas, or to become designated as a "competent person."

In addition, all employees will be taught to understand and to follow all company safety policies and procedures.

Documentation will be maintained for each training program – including attendance lists, subjects covered and questions or suggestions discussed. Unexcused absences from training classes could lead to disciplinary action.

Safety training will be an ongoing process and will be for all employees, including office, sales, management and field personnel. It may be conducted in a group setting or with an individual, depending on the topic and circumstances.