



Corporate Safety Plan

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Safety and Health Policy Statement

O'Brien Construction Co., Inc. believes that **NO JOB OR NO TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.** If a job represents a potential safety or health threat, every effort will be made to plan a safe way to do the task.

Every procedure must be a safe procedure. Shortcuts in safe procedures by either supervisor or workers will not be tolerated.

If a worker observes any work activity which may pose a potential threat to their or others health or safety, he or she must inform management and management must take adequate precautions.

**IF A JOB CANNOT BE DONE SAFELY, IT WILL NOT BE DONE.
OUR FUTURES ARE ONLY BUILT THROUGH OUR PEOPLE; WE AIM TO PROTECT THEM.**

David Vivio

President

Roles and Responsibilities

Project Manager

The Project Manager must lead project team by setting an example for safety awareness as well as developing, communicating and supervising the safety program. The project manager must enforce and set the tone for all safety related issues during and prior to the planning of each project phase. They must provide leadership and show commitment to a safe and healthy environment. Responsibilities shall include reviewing inspection reports, safety meeting reports and addressing health and safety issues on the jobsite.

Superintendent

The Superintendent must lead, oversee and manage all site work, including safety. The Superintendent must ensure that safety procedures are applied in an effective manner and that all employees are conforming to established rules and regulations. Duties include conducting pre-installation meetings, establishing a pre-job assessment prior to the start of the project, ensuring site foremen comply with safety regulations, ensuring all new employees complete the site safety orientation, reviewing all incident & corrective action reports, pre-task plans and enforcing disciplinary action when necessary. The Superintendent will also work with the Safety Manager in overseeing regular site inspections, developing a site-specific emergency plan and implementing weekly toolbox topics with subcontractors.

Project Engineer

The Project Engineer must collect all subcontractor safety programs, safety data sheets (SDS), Silica control plans and ensuring all site foreman have access to site plans. They will also complete site safety inspections and follow up on corrective actions as assigned. Project Engineers will also assist in conducting Pre-Installation meetings and ensuring safety documents are completed and submitted in a timely manner.

Safety Manager

The Safety Manager will act as the designated safety manager and will inspect the jobsite weekly, conducting safety inspections. Responsibilities include providing education and training opportunities to all employees, conducting safety audits, discussing & providing weekly toolbox topics, developing an emergency action plan and procedures, reviewing all subcontractor safety programs and safety data sheets (SDS), scheduling Pre-Task planning meetings & overseeing implementation, issuing violation notices, issuing corrective action reports, and managing the AGC/MIOSHA alliance program. The Safety Manager will also conduct incident investigations, root cause analyses, and issue corrective actions when needed.

Site Safety Representative(s)

A representative of O'Brien with the authority and knowledge to provide project specific safety assistance.

Implementation of Safety Program

The safety of our staff, subcontractors, partners and the public is O'Brien's primary concern. Our company's safety program is designed with the intent to cover all bases through teamwork and open communication. It is our belief that this program, and the safety of our people, cannot be achieved without the efforts of our leadership, staff and each crew member. Our safety is dependent on not only our own actions, but of the actions of those around us and their willingness to speak up and watch each other's backs. If they (have a concern, see something).

Project Safety Orientation

1. Each employee of OCC and its subcontractors working on designated OCC jobsites are required to complete the Employee Safety Orientation and sign the necessary forms. This must be complete within one week of before any employee beginning can begin work on site.
2. Upon completion of the Employee Safety Orientation, a labeled sticker will be given to each employee which must be worn on their hard hat. Employees will not be allowed to work on the jobsite without this sticker on their hard hat.

Jobsite Inspections

1. OCC's site safety representatives will conduct weekly site inspections and review all safety documents (pre-task plan, crane plan, subcontractor safety plan, etc.).
2. Procore will be the software utilized for inspections, observations, and notification of citations.
3. Subcontractors shall perform daily safety inspections of their work area and equipment per MIOSHA requirements.
4. After inspecting a job site/work area, the site safety representatives will identify and evaluate all potential hazards for:
 - a. Possibility for severe injury.
 - b. Probability of accident occurrence.
5. The site safety representatives will also consider the skill and knowledge level demonstrated by exposed workers.
6. The site safety representatives shall then take the following actions:
 - a. Discuss all hazards with the necessary parties.
 - b. Explain appropriate recommendations and precautions.
 - c. Assist with any necessary training (i.e., provide appropriate Toolbox Talks), in accordance with the level of hazard.
 - d. Issue citations & corrective actions.
7. Records shall be maintained for all recommendations, precautions, and training for each hazard identified.
8. All incidents, regardless of severity, will be discussed at the next project safety meeting, with an emphasis on eliminating future occurrences.

Accidents & Incidents

O'Brien will investigate all accidents. The extent of such investigation will reflect the seriousness of the incident. Through a root cause analysis process, O'Brien will determine the cause of the incident, implement corrective actions as needed, and communicate the findings to the project site in efforts to prevent potential recurrences. Lessons learned will be reviewed at O'Brien's company level and any changes to processes will be implemented to prevent similar events in the future across all project sites.

Incident Categories

- Minor - report only, first aid
- Moderate - Medically treated, restricted work
- Major - lost time
- Critical - amputation, fatality

Accident follow up

1. When an incident occurs, the following steps must be taken:
 - Subcontractors/employees shall report all work-related injuries, illnesses, first aid cases, near misses, property damage, and environmental incidents such as a spill or release of hazardous materials, regardless of severity, immediately to the Project Superintendent and O'Brien's Safety Manager.
 - The trade foreman and site supervisor must ensure the area is secure from the potential of another injury occurring.
 - The appropriate emergency service or the trade foreman should provide transportation to the nearest clinic or hospital if needed.
 - The injured person, foreman, and any witnesses must report all facts of the accident to the O'Brien site supervisor as soon as possible.
 - The injured person's company is to provide an incident report to O'Brien within 24 hours.
 - An incident report must be provided for: near misses, first aid, recordable injuries, third party property damage or personal injury, and builders risk claims.
 - Follow-up information on personal injuries (i.e. doctor's reports, insurance, worker's compensation reports, etc.) must be forwarded to the O'Brien Safety Manager within a reasonable timeframe.
2. Any worker suspected of being under the influence of drugs or alcohol, or is found to have caused an accident, may be subject to screening.

Emergency Signals

A single long blast from an air horn will be blown by the project Superintendent in the event of a serious emergency on site. Once this signal has been provided, all personnel must discontinue working and report to your foreman. Foremen should report to the project Superintendent for further instructions. A serious emergency includes:

- A serious or life-threatening injury
- Severe weather or impending natural disaster
- Other emergencies not requiring immediate evacuation

Two quick blasts from an air horn shall signal the all clear to return to work.

Emergency Evacuation

Three or more long blasts from an air horn will be blown by the project Superintendent if total evacuation of the site is necessary. All personnel must immediately discontinue working and evacuate to a safe location (designated by the project Superintendent on the site logistics plan). Foremen shall account for all workers in their crew and must report to the project Superintendent for further instructions. The Superintendent will instruct the foremen according to circumstances to remain at the gathering location or to retreat to a safer distance. Two quick blasts from an air horn shall signal the all clear to return to work.

Fire Prevention Program

OCC is committed to minimizing the threat of fire to employees, visitors, and property. It is the responsibility of the subcontractor to have their own Fire Prevention Program (FPP) and to instruct and train all employees in fire prevention and fire response.

- Portable Heaters are discouraged from being used by subcontractors. If a portable heater is necessary, the subcontractor must request permission from the project Superintendent. Subcontractors must then engage the services of a reputable vendor experienced and trained in this application and properly insured.
 - If utilizing equipment owned by the subcontractor, operator must be properly instructed in its use.
 - All equipment shall meet all current safety standards, must be installed and operated per manufacturers recommendations, and cannot be left unattended while in operation.
 - A fire extinguisher must be located within 5' of heaters at all times.
 - Safe zones must be clearly marked on the floor.
 - Storage or warming of materials is strictly prohibited in the safe zone.
- When Cutting, Welding, and Open Flame Work are performed, the subcontractor must pull a hot work permit from an O'Brien site safety representative.
- All combustible materials must be properly secured and stored outdoors.
- Smoking is prohibited in all OCC projects. Fines may be imposed and contracts terminated for repeat offenders.
- A proper means of egress must be established and maintained by all personnel on site and all exits must be marked by a readily visible sign.
- Fire Extinguishers must comply with the following:
 - Readily available every 3,000sf.
 - Require a monthly inspection tag. Any defective device must be removed from service immediately.
 - Shall be located & labeled so it can be readily seen and accessible along normal paths of travel. In multi-story buildings, at least one extinguisher must be adjacent to a stairway.

Hazard Communication Program

Hazard Determination

- SDS supplied by the subcontractors and manufacturers shall be utilized in identifying hazardous materials.
- Subcontractors must submit all appropriate SDS documentation to OCC office prior to beginning work on project site.

Labeling

- All containers on the jobsite shall be properly labeled by the responsible subcontractor.
- All labels shall clearly indicate:
 1. Identity
 2. Hazard
 3. Precautionary Statement
 4. Name and address of responsible party

Safety Data Sheets (SDS)

- SDS for all hazardous chemicals to which employees may be exposed will be kept at the corporate office and the jobsite field office.
- SDS will be available for review to all workers and employees. Copies will be available upon request within a reasonable time at the OCC field office.
- Notification of new or revised SDS shall be posted per MIOSHA guidelines

Notification of Hazardous Substances

- All known hazardous substances present on the site and location of SDS are easily accessible and readily available to workers upon request.
- When workers are required to perform work in areas known to contain hazardous materials, it is the subcontractor's responsibility to identify:
 - Specific chemical hazards.
 - Protection/safety measures the employee is required to take to lessen risks.
 - Potential hazard reduction measures
- OCC will work with the subcontractor to the greatest extent feasible to limit exposure to the hazard(s).

Training

- Subcontractors must provide employees with effective information and training on hazardous chemicals in their work area, and whenever a new hazardous chemical is introduced.
- Subcontractor employees are required to wear and have appropriate training on PPE associated with each hazardous chemical being used.

Silica Control Plan

- All trades performing an operation that may generate dust containing silica or will work with materials that may contain silica or is sand based must provide O'Brien a copy of their Silica Control Plan. If you do not have one, you may create one at: www.silica-safe.org

Materials that may contain silica:

Asphalt
Brick
Cement
Concrete/Concrete Block
Drywall
Fiber Cement Products
Mortar
Plaster
Sand
Clay & Ceramic Tile
And more...

Dust generating Operations:

Abrasive blasting
Cutting/Sawing
Demo/Disturbing
Drilling/Coring
Grinding
Jackhammering
Mixing/Pouring
Sanding
Scaping
Sweeping/Cleaning up
And more...

- All precautions listed in the control plan must be followed as to not endanger or expose any onsite personnel
- MIOSHA's housekeeping standard prohibits the use of dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica. Wet sweeping, HEPA-filtered vacuuming, sweeping compound(S), or other methods that minimize the likelihood of exposure must be utilized.

Morning Huddles

Morning huddles will be conducted by the project Superintendent each morning. A representative from each on site subcontractor is required to attend. These meetings will be used to communicate site announcements, distribute toolbox talks, collect job hazard analyses and pre-task plans. In addition, each subcontractor will provide an overview of their crew size, scope of work to be completed for the day, upcoming deliveries, and any other coordinating topics or concerns.

Toolbox Talks

Toolbox talks will be provided weekly by an O'Brien site safety representative. Toolbox topics should be relevant to the construction activities taking place on the jobsite. The Project Superintendent will distribute toolbox talks to each foreman weekly. The foremen have the responsibility of reviewing this document with their crew members, collecting signatures from each member present for the discussion, and submitting the signed copy to the Project Superintendent or submitting a digital acknowledgement. Subcontractors may review a toolbox talk more relevant to their scope in lieu of the OCC provided topic if desired, however, documentation must still be submitted to the Project Superintendent.

Daily / Weekly Job Hazard Analysis

Job hazard analyses must be completed by an on-site representative either daily or weekly, depending on the Superintendent. These JHAs are to be submitted to an O'Brien Site Safety Representative for review. Information to be provided include a more detailed view of the scope to be completed, crew member names, potential safety concerns or requirements, review of required pre-task plans, equipment intended to be used, a hazard analysis as well as a daily start up checklist and reminders.

Pre-Task Plans

Pre-Task Plan requirements will be discussed during the pre-installation meeting, trade coordination meetings and morning huddles. These PTPs are available on Procore as a fillable form and can be provided by O'Brien as needed. Though these documents may be completed by the subcontractor's Project Manager or office staff, they must be signed off on by an on-site representative to ensure all parties are on the same page. Pre-Task Plans are required to be completed before the following, but not limited to:

- Crane & Rigging
- Scaffolding
- Steel Erection
- Aerial Work Platform
- Forklifts / Rough Terrain Forklifts
- Masonry Wall Bracing
- Roofing/Working on the Roof
- Window Installation
- Excavation/Trenching

Watch My 6

Though all components of safety require attention, O'Brien places high importance on the following six (6) divisions:

- Fall Protection
- PPE
- Stairs/Ladders
- Electrical
- Scaffolding
- Housekeeping

All personnel including management, supervisors, and field workers are expected to slow down and take additional care and planning when operating within each of these categories. Furthermore, personnel should pay extra attention to others around working within these divisions to potentially alert them of any safety concerns or hazards they may see. Taking time to watch out not only for ourselves, but the backs of our colleagues

See Something, Say Something, Save a Life Program

Each project site is equipped with the "See Something, Say Something, Save a Life" poster. These posters include a QR Code that accesses a form that allows personnel to anonymously voice safety concerns or opinions. Your opinions and concerns matter to us and could help save a life by improving our jobsites and procedures.

Monthly Safety Compliance Report

Each month, O'Brien's Safety Manager will conduct a safety program audit of each job site. This audit will include all aspects of the safety program: documentation (pre-task plans, job hazard analysis, incidents reports, etc.), observations, safety violations, safety orientations, toolbox talks, and manpower. This information will be compiled into one report and reviewed with all staff members of O'Brien Construction Company. Specific topics requiring further explanation or review will be discussed at a more focused group level.

Safety Discipline

1. O'Brien Construction Company reserves the right to remove offending or insubordinate parties from the jobsite, either temporarily or for the duration of the project. A written report shall be sent to the proper authority of the offending party's company with a copy to the OCC project manager and the company President. A record of this incident shall be included in the Superintendent's daily report. This written violation may carry a monetary penalty that can be deducted from the subcontractor's contract amount.
2. Committing unsafe acts and or practices that are considered Immediately Dangerous to Life and Health (IDLH) may result in immediate termination from the project. O'Brien Construction Company also reserves the right to immediately sanction a subcontractor. Sanctions include immediate abatement of the IDLH condition/hazard and issuance of fines to the subcontractor. O'Brien Construction Company reserves the right to terminate a contractor for IDLH safety violations. IDLH safety violations may include, but are not limited to:
 - Failure to follow fall protections requirements.
 - Failure to follow open hole protection requirements.
 - Removing guard rails and not putting them back in place.
 - Working in an unprotected trench greater than 5 feet deep.
 - Failure to wear proper respiratory protection.
 - Failure to follow the Substance Abuse Policy will result in a fine and removal from the job.
 - Failure to wear proper PPE including reflective vest (bright color).
 - Possession of firearms, explosives or dangerous weapons.
 - Violation of project security rules and procedures.
 - Entering a confined space without proper training, certification and/or adherence to procedures.
 - Failure to follow lock-out/tag-out procedures.
3. While it is not practical to detail every circumstance or type of violation, the aforementioned items tend to be the most common. However, if workers fail to follow safe work practices not covered by this policy, disciplinary action and or fine will be assessed based on O'Brien Construction Company or on-site Superintendent/Project Manager's assessment of the violation.

General Rules

O'Brien Construction Company provides safe working condition on each job site. All employees, visitors and delivery drivers are expected to follow all policies and procedures while on site.

1. Misconduct of any kind will not be tolerated on an O'Brien job site, this includes, but is not limited to the possession of, under the influence of, or use of:
 - alcoholic beverages
 - illegal drug use (including marijuana),
 - theft
 - vandalism
 - firearms
 - fighting
 - horseplay
 - discrimination
 - sexual harassment

Partaking in any of the aforementioned acts is grounds for suspension, removal from project site or termination of employment. Inform your supervisor if taking strong prescription medication that warns against driving or using machinery.

2. Smoking and vaping is prohibited while working as well as in and on top of the project building(s), construction office(s), and all other facilities related to this project. Smoking is only allowed at locations designated by O'Brien which can be found on the site logistics plans.
3. Hard hats, safety glasses, work boots and high visibility clothing is required to be worn 100% of the time while on an O'Brien jobsite. All other PPE shall be worn as required by MIOSHA standards.
4. Precautions should be taken to prevent burns, including sunburn. Seek medical attention for any serious burn received.
5. O'Brien Construction Company and its employees are required to adhere to all state, as well as local municipality laws and/or ordinances both at the office locations as well as jobsite locations regarding smoking in the workplace. If you have any questions regarding the specific laws/ordinances, please speak to your immediate supervisor.

General Safety

Personal Protective Equipment (PPE)

1. All personal protective equipment shall be provided by subcontractors/employees prior to the start of each job. **O'Brien is not responsible for providing PPE to subcontractors.**
2. Personal protective equipment including hard hats, safety glasses, work boots and high visibility shirts must be worn 100% of the time.
3. Proper work attire consists of long pants (no shorts); a shirt with a minimum of 4-inch sleeves, and proper hard soled work shoes.
4. Fall protection is ***required for all trades*** when working at heights of 6' or more.
5. Protective gloves or clothing shall be worn when required to protect against a hazard.
6. A face shield or safety goggles are required when cutting, grinding, welding or power washing.
7. Hearing protection is required when working in areas where noise levels exceed 85 decibels, or normal conversation cannot be conducted, or when the area is posted as a noise hazard.
8. Dust masks or respirators shall be worn in all dusty environments. Pulmonary function testing, fit tests and written respiratory programs are required for respirator use.
9. All personal protective equipment must be inspected daily per MIOSHA standards.

Ladders

1. Only type 1 and 1A ladders with a heavy-duty rating are allowed on-site.
2. If work is to be completed on a ladder near or over an opening or hole, and it is deemed infeasible to use another means by the Superintendent, the worker must wear a body harness and be tied off.
3. If work is to be completed on a ladder above the height of nearby guardrails, the worker must wear a body harness and be tied off.
4. All ladders must extend a minimum of three (3) feet above the landing and be secured. If the ladder cannot be secured, it must be held at the bottom by another worker.
5. Keep ladder bases clear from debris, hoses, wire, materials, etc.
6. Use the "four and one" rule when positioning a ladder – one foot of base for every four feet of height.
7. Step/A-frame ladders must be fully extended and locked into place. These ladders cannot be used in the closed position unless they are LEANSAFE ladders. Placement must be on stable surfaces.
8. Workers must not straddle or stand on the top two rungs of a ladder and must work facing the ladder.
9. Ladders shall be used only for the purpose for which they were designed.

Fall Protection

1. Fall protection systems are required when exposed to heights of 6 feet or more. Conventional systems include:

Guardrails	Personal fall arrest systems (PFAS)	Safety nets
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2. Most common types of PFAS's and O'Brien's preferred applications:
 - Self-Retracting Lanyards (SRLs)**
Preferred means of fall protection for most applications
 - Positioning Lanyards**
Preferred means of fall protection for flat roofs and mobile elevated working Platforms.
 - Shock-Absorbing Lanyards**
Precautions must be taken to ensure the expanded system allows proper clearance for worker from contacting below surfaces.
 - Rope Life Lines & Rope**
Best used for suspension scaffolding and when above options are not feasible for maintaining a traveling anchor point for mobility. Ensure rope grabs are always adjusted to be as close to the anchor point as possible with minimum slack.
3. All lanyards/lifelines must be protected from sharp edges/corners to prevent chafing and wear.
4. All fall arrest systems must be rigged to prevent free fall more than six (6) feet.
5. Workers must only use full body harnesses of the proper size and that are fastened to manufacturers recommendations. Body belts are not permitted.
6. All systems must be inspected, constructed and installed per applicable ANSI, ASTM, MIOSHA and manufacturer's requirements.
7. Ensure a thorough inspection is completed of all fall protection components before use DAILY.
8. A Pre-Task plan is required before conducting ALL work on a roof that does not have a 48" parapet perimeter.
9. All holes/floor openings greater than 2" in depth or diameter are required to be properly barricaded/covered or secured, and clearly marked with high visibility paint as a "hole". All hole/openings that are barricaded and covered shall be securely/mechanically fixed in place.
10. Contractors are required to maintain all conventional fall protection devices, and if a fall hazard is created in their course of work, it needs to be corrected or secured to maintain complete site safety.
11. If an employer can demonstrate conventional fall protection methods are infeasible or present a greater hazard, a fall protection plan may be implemented. The fall protection plan must comply with MIOSHA standards and include the following:
 - Site specific requirements/unique circumstances.
 - Prepared by a qualified person.
 - Supervised by a competent person.
 - Explain why conventional methods are infeasible.
 - Discuss the safety measures that will be taken to reduce or eliminate the fall hazard of the workers.
 - Describe all controlled access zones.
 - Require training for all employees.

Electrical

1. Temporary power must be designed with the intent to allow single extension cords use, not linked, and out of the way of construction traffic.
2. All underground temporary lighting must be marked for the duration of construction for future coordination and hazard awareness.
3. Temporary lighting must be protected with safety guards and kept clear of any walkway.
4. All temporary outlets must be equipped with GFCI's and electric receptacles.
5. Cords and tools must be inspected daily. If the insulation or casing of the cord is damaged, or the ground prong is missing, the cord may be cut by project supervision.
6. All cords must be 3 prong 12-gauge heavy duty cords and be protected from indoor/ outdoor traffic.
7. All relocatable power taps (RPTs), also known as "power strips" or "surge protectors", must be rated for construction sites and installed and used per the manufacturers and nationally recognized testing laboratory's instructions. All non-construction rated RPTs found on site must be removed immediately.
8. Extension cords cannot be plugged into permanent power without a GFCI.
9. Stairwells, corridors & work areas shall be properly illuminated with either temporary or permanent lighting.
10. Portable generators must be provided with ground fault circuit interrupters.

Housekeeping

1. Site clean-up is required daily.
2. Subcontractors must set aside time every Friday for a weekly site cleaning.
3. The throwing of trash, tools, material, etc. from windows, roofs, work platforms, etc. is prohibited due to risk of injury to workers below.
4. Subcontractors must properly store and secure all work materials and equipment.
5. Report all chemical and oil spills, and any suspected hazardous materials to OCC supervision immediately.
6. Stairwells, corridors & work areas shall be properly illuminated with either temporary or permanent lighting.
7. Subcontractors must maintain a means of egress throughout all spaces of the project building(s).

Heavy Equipment

1. Only trained operators shall be allowed to operate equipment. Operators shall provide a copy of their license to the Superintendent prior to starting work and should have it available upon request anytime thereafter. Personnel other than the operator are not allowed on equipment unless the piece of equipment is specifically designed for passengers or as dictated by MIOSHA standards.
2. All operating equipment shall be equipped with rollover guards per MIOSHA standards.
3. Operating equipment shall be equipped with audible notifications, strobes and/or beacons per manufacturers requirements.
4. A spotter is required whenever a vehicle has a restricted view while operating on site.
5. Properly set-up barricades or traffic control zones when operating equipment near public roadways. When construction activities are at a peak level, the use of a spotter/traffic controller is permitted to help direct and control traffic.
6. Sub-contractors are required to conduct daily inspections of all equipment before use.
7. Employees assigned to traffic control duties must wear high visibility clothing per MIOSHA standards.

8. Pre-task plans must be completed and on file with O'Brien for applicable equipment before use on site.

Working Around Heavy Equipment

1. Do not enter barricaded areas unless trained and authorized to do so and utilizing proper PPE. Barricaded areas include, but are not limited to:
 - Caution or Danger tape of any color
 - Guardrails
 - Rope or Cables
 - Visual markings (including signage and paint)
2. When working around operating equipment, stay in sight of the operator. If you can't see them, they can't see you.
3. Be aware of your surroundings. Be alert to moving equipment (cranes, excavators, bulldozers, aerial work platforms, hi-lo, bobcats, etc.). **Do not walk or work under any types of suspended loads.**

Powered Tools & Equipment Use

1. Only trained operators shall be allowed to operate equipment. Operators must have a copy of their license to operate available upon request at any time.
2. Proper instruction in the use of power tools is required.
3. Do not remove, displace, damage, or destroy any safety device or safeguard furnished or provided for use on or with the tool, nor interfere with the use thereof.
4. Gasoline powered equipment is NOT to be operated in any enclosed buildings without proper ventilation.
5. It is the subcontractor's responsibility to follow all required manufacturer, ANSI and MIOSHA guidelines when servicing, repairing, adjusting, fueling, or lubricating tools or equipment.
6. Any damaged equipment (all tools, chains, straps, cables, etc.) must not be used. Report any damaged equipment or tools to your supervisor so they can be tagged and taken out of service.

Hot Work / Welding

1. A hot work permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to burning, welding, cutting, brazing, soldering, and grinding.
2. All PPE must be worn to MIOSHA and O'Brien requirements.
3. Hot work equipment must be inspected before use.
4. A multi-class (ABC) portable fire extinguisher of adequate size and fully charged must be immediately available and supplied by the subcontractor.
 - a. This fire extinguisher cannot be a site supplied extinguisher moved from its set location.
5. Flammable and ignitable materials and debris must be moved at least 35 feet away or protected with fire resisted materials.
6. Welding hoses and cords must be controlled and out of the way.
7. All wall and floor openings must be appropriately covered.
8. Area must be barricaded around and below operation as needed.
9. A spotter and fire watch must be utilized as applicable.

Material Handling

1. Do not perform work that you are physically or mentally unable to perform.
2. Lift correctly - with legs, not back. If load is too heavy, GET HELP. Do stretching exercises.
Approximately twenty percent of all construction related injuries result from lifting materials.
3. If material is to be delivered through an upper-level wall opening or window, employees are required to:
 - a. Have operator's license to use equipment.
 - b. Inspect equipment daily.
 - c. Wear a personal fall arrest system to accept delivery of material
 - d. The room accepting material must warn of fall hazard and all parties inside must be protected from the hazard

Confined Spaces

1. Confined spaces and permit required confined spaces may be present on site.
2. For a work area to be considered a confined space it must meet all three of the following:
 - Limited openings for entry and exit
 - The space is not intended for continuous human occupancy
 - The space is large enough for you to enter and conduct work
3. A permit-required confined space is a confined space **IN ADDITION** to one of the following:
 - Contains or could contain a hazardous or potentially hazardous atmosphere
 - Contains material that has the potential for engulfing the entrant
 - Has or could have inwardly converging walls that could trap or asphyxiate an entrant
 - Contains or could contain other serious physical hazards such as unguarded machines or exposed live wires
 - Has or could have any other recognized safety or health hazards.
4. Examples of potential confined spaces and permit required confined spaces include, but are not limited to:
 - Elevator Pits
 - Tunnels
 - Manholes
 - Pipelines
 - Storage Containers
5. All subcontractors must evaluate their workspaces to determine whether it contains a permit-required confined space. If the subcontractor is unsure, they should discuss with an O'Brien site supervisor.
6. If it is determined that the space is a permit-required confined space, all workers on site must be informed of the danger during the morning huddle, weekly trades meeting and danger signage posted on site.
7. Before any work can commence within the permit-required confined space, each subcontractor set to enter the space must pull a permit from an O'Brien site supervisor each day work is to take place within the space.

Scope Specific Safety Rules

Aerial Work Platform (AWP) / Mobile Elevating Work Platform (MEWP)

1. A Pre-Task plan is required to be completed before use of aerial work platforms.
2. Operated by trained and authorized personnel only. Employees must have operator's certification readily available.
3. All AWP's must be inspected daily. The inspection checklist must be readily available if requested.
4. All AWP equipment must be well maintained including legible safety decals and operator's manual stored on platform.
5. All employees must always wear a body harness and be tied off inside the basket when elevated.
6. Self-Retracting Lanyards and Positioning Lanyards are **preferred** for use on an AWP.
7. AWP's shall not be altered outside of manufacturers specifications, this includes makeshift workbenches, tool trays or material carriers.
8. Lifts should only be operated in accordance with the manufacturer's manual.
9. Areas beneath the elevated AWP must be barricaded off and doors that exit to area must be blocked or locked with warning signage.

Block Masonry

1. Mason contractor must provide wall bracing plan prior to start of work, if applicable.
2. Subcontractor must provide a silica control plan prior to start of work.
3. Competent person, per MIOSHA standards, must conduct daily inspections of scaffold equipment. An inspection tag must be visible at all times.
4. Employees working within a restricted fall zone must be trained and certified to work in a restricted fall zone area.
5. Masonry block walls at heights of 8 feet or greater, not tied into the structure, must be adequately braced per MIOSHA standards.
6. Restricted fall zone areas must be established prior to the construction of the wall and will be restricted to employees who are actively engaged in constructing the wall.

Cranes & Rigging

1. The following items must be provided to OCC **before** a crane is delivered to site:
 - Copy of Operator's License
 - Crane Operator Evaluation Form
 - Crane's specifications
 - Proof of annual crane inspection
 - Copy of Rigging Insurance
 - Lift plan
 - Pre-Task plan

If at any point the crane or operator is changed, the corresponding documents must be reissued.

2. All cranes are to be inspected on a daily basis.
3. Outriggers must be manufactured and be fully extended and on stable ground.
4. The swing radius of all cranes must be properly barricaded.

5. The area below all suspended loads must be barricaded. All workers to refrain from being under a suspended load.

Concrete

1. All exposed rebar will be capped or covered to protect against impalement or injury. **The caps must have a steel reinforced flat top.**
2. Employees operating equipment such as vibrators, pump nozzles, and/or buggies will wear appropriate clothing and PPE, such as boots, eye protection and hearing protection. Long sleeve shirts will be worn to protect against the exposure of concrete.
3. Concrete contractor must appropriately barricade working area during concrete forming and after concrete has been poured.
4. Material used for formwork must be removed and properly disposed of. Subcontractor will remove all debris and conduct a cleanup of the work area daily.

Drywall

1. Subcontractor must provide a silica control plan prior to start of work.
2. Daily cleanup is required **daily**.
3. Proper PPE must be worn at all times by employees, no matter the phase of the project.
4. Employees must practice safe material handling techniques
5. If material is to be delivered through an upper-level wall opening or window, employees are required to:
 - Have operator's license to use equipment.
 - Inspect equipment daily.
 - Wear a personal fall arrest system to accept delivery of material
 - The room accepting material must warn of fall hazard and all parties inside must be protected from the hazard.
6. If any installed safety devices such as temporary guardrails, temporary handrails, or temporary lighting must be removed for drywall installation, they must be reinstalled as soon as possible.
7. Drywall must be stored in a manner that:
 - Maintains a clear path of egress
 - Distributes the weight of the drywall among structural support.
 - Keeps the drywall dry

Elevator Installation

1. During initial construction, elevator pit areas must be properly barricaded and clearly labeled with high visibility paint.
2. Guardrails must be adequately secured per MIOSHA standards to elevator openings.
3. Employees working near open / unprotected elevator shafts 6 feet of greater are required to wear a personal fall arrest system.
4. All elevator openings must be protected with barricades including guardrails (with top, middle and toe boards) and the totality of the opening should be covered with netting.

Excavation / Trenching & Site Utilities

1. The competent person, per MIOSHA standards, must inspect the excavation:
 - Daily before work activities commences
 - After a heavy rainfall
 - At depths greater than 4' for oxygen deficiencies or hazardous atmosphere
 - For failures of protective systems, equipment and adjacent structures
2. A pre-task plan must be completed and on file with O'Brien before any excavating can begin
3. Miss Dig must be contacted prior to starting any excavating with the **proposed excavation spray painted in white for clarity in coordination.**
4. Workers must exercise reasonable care when working in close proximity to underground utilities. **Hand-digging shall be employed** in such circumstances where utilities are to be exposed, are likely to be exposed, or whose location is unclear.
5. When working in a trench 4 feet or more in depth, proper sloping, shoring, or other cave-in protection methods shall be utilized.
6. Ladders shall be provided at least every 25 feet for access to trenches exceeding 4 feet in depth.
7. Material, tools and spoil piles shall be kept a minimum of 2 feet away from the edge of a trench.
8. All open holes, trenches, and excavations shall be barricaded and clearly marked to alert the public and other workers in the area.
9. Excavations and trenches may be confined spaces where air monitoring could be required.
10. All vehicles hauling soil from site must defer to the site logistics plan for designated routes to be used.
11. During construction and installation of elevator, subcontractor must properly barricade and secure pit area.

Forklift / Rough Terrain Forklift/Telehandler

1. A Pre-Task plan is required to be completed before use of aerial work platforms.
2. Operated by trained and authorized personnel only. Employees must have operator's certification readily available.
3. All equipment must be inspected daily. The inspection checklist must be readily available if requested.
4. Equipment must be well maintained including legible safety decals and operator's manual stored on equipment.
5. Forklifts should only be operated in accordance with the manufacturer's manual.
6. Forklifts may **ONLY** be used to provide a safe work platform for people if the workbox is engineer-designed to do so, a PFAS is utilized and secured properly, and is approved by the manufacturer.
7. Operators must carry loads as low to the ground as possible when in transport.
8. Spotters must be utilized when visibility is impaired.
9. Areas beneath the elevated loads must be barricaded off and doors that exit to area must be blocked or locked with warning signage.

Painter / Primer

1. Contractor must submit all required SDS
2. Contractor must provide a written respiratory program.
3. Employees must wear appropriate work attire and PPE, including face masks/ respirators when spraying paint.
4. While painting/priming, contractor must make sure work area is properly ventilated.
5. Contractor is permitted to set up a restricted work zone when spraying paint.
6. Properly store all paint material and dispose of empty paint buckets daily.
7. Employees must use ladders, scaffolding, or lifts to reach difficult areas.

Roofing Work

1. The subcontractor must complete a written pre-task plan with the superintendent prior to start of work.
 2. Fall protection systems are required for ALL trades when working on the roof. Fall protection options include:
 - Guardrail systems
 - Personal fall arrest systems
 - Safety net systems
 - Or a combination of:
 - Warning line system AND guardrail system
 - Warning line system AND safety net system
 - Warning line system AND personal fall arrest system
 - Warning line system AND safety monitoring system
 - A safety monitoring system can only be utilized if no other fall protection method is feasible or presents a greater hazard. This method must comply with MIOSHA standard requirements.
- Warning line systems alone are not viewed as adequate fall protection by MIOSHA or O'Brien Construction Company.**
3. If utilized, warning Line systems must be erected no less than 6 feet from roof edge for roofers, 15 feet for all other trades and meet all other MIOSHA requirements.
 4. Employees are restricted from throwing material from roof that will land outside of a designated drop zone. With approval of the Superintendent, the contractor must set up a drop zone, which requires a barricade and a spotter.
 5. Employees working on roofs must wear appropriate footwear that provides good traction.
 6. Working surfaces must be free of tripping hazards (tools, cords, etc.) and must be clean to prevent material from falling below.
 7. Employees must have proper and safe access to roofing surface. The use of any temporary ladder must be constructed per MIOSHA standards, meet O'Brien requirements, and be properly secured to prevent movement.
 8. Employees should refrain from working on the roof during inclement weather conditions.

Scaffolding:

Ground Supported

1. A pre-task plan is required before scaffolding with a working platform of 6' or above can be erected
2. Fall Protection is required for all workers during the erecting and dismantling of the scaffold **UNLESS** a Competent Person can provide reasons as to why this is not feasible or how this may create a greater hazard.
3. All scaffolds must be erected and inspected daily by a competent person per MIOSHA standards. An accompanying **inspection tag or red tag must be visible** on all scaffolding.
4. All scaffolding with a working platform height of 6' or above must have guardrails installed or an appropriate fall protection system.
5. Scaffolding height must never exceed 4 times their minimum base dimension. If this is exceeded, the scaffold must be tied into the structure.
6. Boxes, ladders, etc. may not be used on scaffolding to gain additional height. Nor can guardrails be climbed.
7. Proper means must be utilized to access the scaffolding. Climbing the bracing is not acceptable unless the system has a built-in ladder for that purpose.
8. All working and walking levels must be fully planked and not overloaded.
9. Planks must be scaffold grade lumber not less than 2x10's. Cracks shall not penetrate more than 12 inches.
10. The footing or anchorage for scaffolds must be sound, rigid and capable of carrying the maximum intended load without settling or displacement.
11. Plywood work platforms must meet MIOSHA Part 12 requirements.
12. Work on scaffolding is prohibited during storms or high winds.
13. Base plates are required for scaffold use on stairs.

Mobile Scaffold

1. A Pre-Task plan is required before scaffolding with a working platform of 6' or above can be erected.
2. Fall Protection is required for all workers during the erecting and dismantling of the scaffold UNLESS a Competent Person can provide reasons as to why this is not feasible or how this may create a greater hazard.
3. All scaffolds must be inspected daily by a competent person per MIOSHA standards. An accompanying **inspection tag or red tag must be visible** on all scaffolding.
4. All scaffolding with a working platform height of 6' or above must have guardrails installed or an appropriate fall protection system.
5. **A horizontal diagonal brace is required at level closest to the casters to prevent racking.** If this brace is not provided, this level must be fully planked as a substitution.
6. All working and walking levels must be fully planked and not overloaded.
7. Hook-on manufactured work platforms must be secured to the bearer.
8. Caster scaffolds wheels must be locked when in use. Riding of wheeled scaffolding is prohibited.
9. Base plates are required for scaffold use on stairs.
10. Boxes, ladders, etc. may not be used on scaffolding to gain additional height. Nor can guardrails be climbed.

Suspended Scaffold

1. A pre-task plan is required before scaffolding with a working platform of 6' or above can be erected.
2. Must be erected and inspected daily by a competent person per MIOSHA standards. An accompanying **inspection tag or red tag must be visible.**
3. Fall Protection is required for all workers during the erecting and dismantling of equipment on exposed roofs/floors.
4. All supporting devices must be capable of supporting its weight and at least 4 times the maximum intended load applied.
5. Counterweights used with outrigger beams must be secured to the beam to prevent accidental displacement.
6. Install tiebacks perpendicular to the face of the building and secure, without slack, to a structurally sound portion of the structure. In the event tiebacks cannot be installed at right angles, two tiebacks at opposing angles must be used to prevent movement.
7. Rig and use hoisting machines directly under their suspension points.
8. Proper means must be utilized to access the scaffolding. Barricades and warning signage will be installed to warn onsite personnel of any fall hazards at the point of access.

Site Work

1. Subcontractors must wear a hard hat, safety glasses, work boots and high visibility clothing at all times in addition to any other appropriate PPE.
2. Employees must use 3-point mounting and dismounting technique off heavy equipment.
Jumping off is not permissible.
3. Employees are never to be located beneath an overhead or suspended load.

Steel Erection

1. Subcontractor must complete a safety pre-task plan with the Safety Manager and project team before all overhead hoisting activities take place.
2. Contractor must provide all documentation and follow all crane safety guidelines noted in this safety plan.
3. Hot work permits must be acquired daily before any operation involving open flame or producing heat and/or sparks.
4. The area of erection must be securely barricaded. If necessary, a controlled access zone may be permitted.
5. All steel erectors must wear appropriate PPE, including fall protection at heights greater than 6 feet and a face mask when welding.
6. **Fall protection is required** for all employees working at heights greater than 6 feet above ground unless deemed infeasible. Ladders, scaffolding and aerial work platforms must be considered as viable options.

Truss & Deck Framing

1. Installation crew must complete the "Reducing Falls During Roof Truss Installation" toolbox talk before commencing work.
2. Employees are required to wear appropriate PPE, including fall protection at heights greater than 6 feet.
3. Subcontractor must provide all documentation and follow all crane safety guidelines noted in this safety plan.
4. Workers are **not** allowed to walk among the trusses/joists without fall protection.
5. **Contractors must use one of the following methods to set trusses/joists above 6':**
 - Mobile scaffolding
 - Fall arrest system
 - Aerial Work Platform
 - Ladder
6. All walkways and working surfaces must be clear of debris to prevent tripping hazards.
7. Contractors must establish a controlled access zone to prevent other contractors from entering work area, if applicable.
8. Trusses/Joists must be adequately braced to prevent falling or tipping.
9. Contractor must barricade crane swing radius and suspended load area when loading and setting trusses in place.

Window Installation

1. The subcontractor must conduct a written pre-task plan with the superintendent prior to start of work.
2. All window openings require a guardrail if the windowsill measures a height below 39" and a width greater than 18".
3. When installing windows on the upper floors, the area below (ground level) must be properly barricaded to protect personnel below of potential dropped objects.
4. Employees are required to wear a personal fall arrest system when installing windows on the upper floors if a fall hazard exists.
5. If at any point during window installation a fall hazard is created or exposed, the installation crew must wear a personal fall arrest system.
6. Any created or exposed hazards must never be unattended for any amount of time unless properly barricaded in addition to danger signage.
7. If using any lifting devices (rough terrain, aerial, etc.), employees must:
 - Have operator's license to use equipment.
 - Inspect equipment daily.
 - Wear a personal fall arrest system to accept delivery of material if fall hazard exists
 - The room accepting material must warn of fall hazard and all parties inside must be protected from the hazard.

Employment Policies

Equal Employment Opportunity (Non-Discrimination)

O'Brien Construction is an equal employment opportunity employer. Employment decisions such as recruiting, hiring, training, placement, promotion, transfer, compensation, benefits, use of facilities and termination are based on merit and business needs. These employment decisions are not and shall not be based on race, color, religion sex, age, citizenship, national origin, ancestry, disability, pregnancy, genetic information, veteran status, or any other characteristic protected under federal, state (in Michigan: height, weight, sexual orientation, gender expression, gender identity, marital status, familial status, misdemeanor arrest record), or local law ("Protected Class"). Discrimination in the workplace based on a Protected Class, whether intentional disparate treatment or unintentional by having a disparate impact, is prohibited.

Our goal is to provide an employment environment that celebrates the diversity of our workforce and empowers everyone to succeed. While management is primarily responsible for seeing that OCC's equal employment opportunity policies are implemented, all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. OCC is committed to establishing a work environment in which everyone is treated with respect, trust, honesty, fairness, and dignity.

Any employee, including management, involved in discriminatory practices will be subject to corrective action, up to and including termination.

Safe Working Environment (Anti-Violence)

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers, suppliers and others with whom we do business. The Company has zero tolerance for violent acts or threats of violence.

No direct, conditional or veiled threat of harm to any employee or company property will be considered acceptable behavior. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on Company property, or any other act, which, in management's opinion, is inappropriate in the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior, any form of harassment, offensive joking or remarks, or any other abusive conduct or communication will not be tolerated.

Employees within the Company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, a member of Management, or the Company's Safety Manager. Employees must assume that any threat is serious.

Harassment in the Work Place

O'Brien Construction is committed to providing a work environment that is free from unlawful harassment. In keeping with this commitment, the Company maintains a strict policy prohibiting harassment, such that the Company will not engage in or tolerate any form of unlawful harassment on account of a person's membership in a Protected Class, regardless of whether the person is an applicant, employee, client, or other third party engaging with OCC. This policy prohibits harassment in any form,

including, but not limited to, verbal, physical, written, and visual harassment. Unlawful interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

This prohibition against unlawful harassment means that individuals must not be subjected to any form of unwelcome conduct, based on membership in a Protected Class, in such a way that creates either a hostile work environment or quid pro quo harassment.

“Hostile work environment” harassment occurs when unwelcome conduct based on a Protected Class is either severe or pervasive and: has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities.

“Quid pro quo” harassment occurs when unwelcome conduct is based on a Protected Class and:

- Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions.

Unlawful harassment includes, but is not limited to, the following conduct, behaviors, actions, and speech, when they have the effect of creating an intimidating or hostile environment as a result of another individual’s membership in any Protected Class:

- Verbal comments, such as epithets, slurs, name-calling, innuendos, stereotyping, and, jokes;
- Physical conduct, such as pranks;
- Written or graphic material on display or circulation, including e-mail jokes, photographs, messages, and offensive pictures or phrases on clothing;
- Requiring or coercing abandonment or change in religious beliefs to obtain a benefit or avoid punishment related to employment; and
- Other threatening, hostile, or intimidating acts.

“Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, resulting in either hostile work environment or quid pro quo harassment. It is illegal and against the policies of the Company for any employee, male or female, to sexually harass another employee. While a complete list of prohibited conduct does not exist, the following are examples of offensive behavior which must be avoided:

- Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature.
- Making submission to or rejection of such conduct the basis for employment decisions affecting an employee (promotions, transfers, schedules).
- Sexual epithets, lewd or off-color jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess.
- Maintaining sexually explicit materials.
- Leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments.
- Creating an intimidating, hostile, or offensive working environment by such conduct.

- Inquiries into one's sexual experiences or discussing one's sexual activities.
- Viewing, displaying, and/or distributing material of a sexual nature during work hours and/or via Company equipment, including computers e-mail systems, Internet, or other forms of communication.

Conduct is considered unlawful harassment only when it is "unwelcome." This inquiry often involves an assessment of whether the recipient made it known that the conduct was unwelcome. Remember that it is not always possible to tell whether jokes or suggestive comments are really "welcome" to another person. The best policy is to refrain from all such joking, comments or activity in the workplace and work-related settings. It is also important to understand that a third party can be offended by jokes or comments that are overheard.

Any unlawful harassing or discriminatory activity is unacceptable in the workplace itself and in all other work-related settings, including, but not limited to, business trips, off-site events, and business-related social events. Thus, these prohibitions against unlawful discrimination and harassment apply not only to your conduct relative to other employees, but also with respect to the manner in which you interact with others who are not OCC employees but with whom you come into contact in the course of your employment. For example, this policy covers conduct toward any employee, applicant, contractor, any person who has a business, service or professional relationship with OCC.

Any employee who believes he or she has been harassed by anyone in the workplace should report the incident immediately to management or the Company President. If the employee believes he or she has been harassed by a manager, the employee should report the incident to the President immediately.

All reports of harassment will be treated seriously. The Company will conduct an impartial investigation of any complaint that could require limited disclosure of pertinent information to certain parties, including the alleged harasser. While absolute confidentiality is desired, it cannot be promised or assured throughout the course of the investigation.

O'Brien Construction Company will not tolerate or condone any acts of retaliation against anyone who files harassment complaints or cooperates in an investigation. Retaliating against an employee is grounds for disciplinary action, up to and including termination.

Any supervisor, manager, or other employee who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate disciplinary action, up to and including termination. Furthermore, any manager or supervisor who is aware of harassment potentially occurring will be required to report it to OCC. Any supervisor who fails to meet this expectation will be subject to disciplinary action, up to and including termination.

Bullying

To promote a respectful workplace, OCC prohibits bullying in the workplace. Bullying is defined as any behavior that is repeated, systematic, and directed towards an employee or group of employees that a reasonable person, having regard to the circumstances, would expect to victimize, humiliate, undermine or threaten, and which creates a risk to health and safety.

Complaint and Investigation Procedure

If an employee believes that he or she has been subjected to or has observed unlawful discrimination, harassment, retaliation, or otherwise subjected to any unlawful conduct or conduct in violation of these policies, he or she should:

1. Make his or her unease and/or disapproval directly and immediately known to the offending person, whenever possible and if the employee is comfortable approaching the offending person.
2. If the situation is not immediately resolved, or if the employee is unable to or is uncomfortable with addressing the offending person directly, he or she should report the incident to management.
3. For any concern of unlawful conduct, such as discrimination, harassment, or inappropriate sexual conduct, regardless of the seriousness, employees must report the underlying facts to management as soon as possible. Management cannot assist in stopping the problematic actions if it is unaware of the problem. Publicizing information about the perceived unlawful conduct or conduct in violation of these policies without following the reporting procedures might be considered evidence of a vexatious intent on part of the accuser.
4. If an employee is not satisfied with the response of management, the employee should speak directly to the President of OCC.

Remember that Company management cannot correct any situation that is of concern to the employee unless management knows about it. In this regard, employee cooperation is needed and appreciated. Employees should not assume that the Company is aware of any incidents of unlawful conduct or policy violations.

The Company will promptly investigate all formal and informal reports of injuries, accidents, and violations of law, Company rules, policies, and standards of conduct. The existence and nature of complaints will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures.

All employees are expected to fully and truthfully cooperate with Company investigations. This will ensure the Company has the ability to secure the safety of employees, customers, and facilities, and also properly address any violations. Employees who fail to provide truthful responses or who refuse to cooperate with Company investigations shall be subject to discipline.

Management will take appropriate measures to investigate, resolve, remediate, prevent, or correct the situation in an expeditious manner. Any officer, manager, supervisor, employee, agent or non-employee of the Company who, after appropriate investigation, is found to have unlawfully discriminated, harassed, retaliated against an individual who engaged in protected activity, or otherwise engaged in inappropriate or unlawful behavior in violation of these policies will be subject to appropriate corrective and/or disciplinary action, up to and including termination of employment or other relationship with the Company. The discipline will depend on various factors, including but not limited to the severity and the frequency of the offense or other conditions surrounding the incident.

Drugs and Alcohol Policy

O'Brien Construction is committed to providing a safe work environment and to supporting the well-being and health of its employees. That commitment is jeopardized when any OCC employee uses drugs or alcohol on the job, comes to work under their influence, or possesses, distributes or sells drugs or alcohol in the workplace. Therefore, O'Brien Construction Company has established the following policy:

- It is a violation of company policy for any employee to possess, sell, trade, or offer for sale drugs or alcohol or otherwise engage in the use of drugs or the use of alcohol on the job.
- It is a violation of the company policy for anyone to report to work under the influence of alcohol or drugs.
- It is a violation of the company policy for anyone to use prescription drugs illegally or to use in excess of prescribed dosages. The illegal use or abuse of drugs will not be tolerated.
- If an employee legally uses prescription drugs that may have an impact on his or her ability to safely perform the functions of the job, he or she must immediately report the use of the prescriptions to his supervisor.
- In states that have a Medical Marijuana or other drug-related law that conflicts with Federal Law, the Company will interpret the Federal law as controlling. This means that the Company will not tolerate the use of drugs, such as marijuana, regardless of whether the employee has a Medical Marijuana card or otherwise uses marijuana recreationally.
- Employees using prescription drugs must observe all label warnings and inform their supervisor of all warnings associated with their prescriptions.

Consumption of alcohol may be acceptable in certain business situations and/or during industry or Company events. Employees should use good judgement, take precaution to avoid over consumption of alcohol, and never operate their vehicle or other machinery while under the influence of alcohol or other drugs. Employees should consider using public or hired transportation, such as Uber or a taxi, when necessary.