Subcontractors & Emergency Plans

Subcontractor

Drug & Alcohol Policy

ILLEGAL DRUGS, CONTROLLED SUBSTANCES, ALCOHOL AND TOBACCO USE
All S.C. Swiderski Construction, LLC jobsites are illegal drug and alcohol-free work environments. This includes the use of illegal drugs or alcohol prior to entering the jobsite or the use of illegal drugs or alcohol while on the jobsite.

- 1. “Illegal Drugs” are defined as any substance deemed to be illegal in the State of Wisconsin and/or illegal as defined by the Drug Enforcement Administration, including but not limited to marijuana, heroin, cocaine, LSD, ecstasy, crystal methamphetamine, and PCP.
- 2. “Controlled Substances” are defined as any over the counter or prescription medications which may impair or inhibit the user’s cognitive/motor functions and/or abilities. Examples of Controlled Substances may include but are not limited to opioid pain relievers, sedatives, and muscle relaxers.
- 3. “Alcohol” is defined as any beverage containing ethanol or ethyl alcohol, which may cause drunkenness. Examples of Alcohol include, but are not limited to beer, wine, liquor, and other spirits.
- 4. “Tobacco” is defined as a legal substance made from the tobacco plant that is used for chewing or smoking. Examples of tobacco products include, but may not be limited to cigarettes, pipes, cigars, snuff and chewing tobacco.

Any Contractor, Subcontractor, or supplier, proven to be, or reasonably suspected to be under the influence of illegal drugs, alcohol or controlled substances that may cause cognitive/motor impairment shall not be permitted to perform work, operate machinery, enter, or remain on S.C. Swiderski Construction, LLC property.

Violation of this policy may result in Contract Termination(s) and barring from future work with S.C. Swiderski Construction, LLC.

S.C. Swiderski Construction, LLC reserves the right to report illegal drug or alcohol use to law enforcement.

Tobacco use may be permitted on S.C. Swiderski Construction, LLC jobsites, pending users adhere to the following:

1. Smoking must take place outside of the building envelope. Smoke breaks must not interfere with the Project Schedule or work performance. Smoking inside S.C. Swiderski Construction buildings is not permitted.
2 When smoking or using tobacco products, all cigarette butts and/or other traces of litter, because of tobacco use, must be disposed of in dumpsters or outdoor waste receptacles. Cigarettes must be completely extinguished prior to disposal.

Do not dispose of cigarette butts in any location where flammable liquids or materials are stored or discarded.

Reasonable Suspicion

SCS has the right to reasonable suspicion observe and report all contracts, subcontractors, or suppliers, whom SCS has reason to believe is under the influence of drugs, or alcohol. Use the Reasonable Suspicion Checklist (for Subcontractors) and provide the information to the Project Manager and Safety & Compliance Manager.

Subcontractor Accident Report

Please use this Subcontractor Accident Form to report a Subcontractor, Contractors, or Supplier Accident on any SCS job site.

Subcontractor Safety Violation Form

Please use this Subcontractor Safety Violation Form to report a Subcontractor, Contractors, or Supplier Safety Violation on any SCS job site.

All forms are available anytime on the SCS Safety Portal.

Emergencies

Organization

S.C. Swiderski, LLC requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All of S.C. Swiderski, LLC's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Master Emergency Response Plan

S.C. Swiderski, LLC's Master Emergency Response Plan delineates lines of authority and responsibility for emergency response. In this context, a major emergency may be one of the following: a potential major loss to a building or facility; an emergency that involves more than one building or facility; a situation in which a choice must be made in the assignment of relative levels of authority among emergency-response groups; a potential

hazard to the surrounding community; threat; civil disturbances or alerts; natural disasters such as earthquakes, floods, and landslides; and site-wide electrical power or other utility failures.

During the response to such major events, if deemed necessary by management or S.C. Swiderski, LLC Fire or Police may be summoned, and a pre-designated succession of management personnel would determine who would take charge. The primary responsibility person designated to be in charge is to ensure that priorities are established, that the response is appropriate and adequately implemented, and that the proper notifications are made. In most cases, the direct involvement of local supervision and remedial action will be necessary.

Adequate emergency response will be made at the group, department, and building levels, with support from Fire, Medical, Protective Services, and other support organizations. As a practical matter, it must be recognized that management personnel are normally on-site only 40 of the 168 hours per week. Thus, there may be a considerable delay before management personnel can assume on-site direction of major emergencies. This highlights the importance of the local initiative, at least at the onset of an emergency.

The underlying philosophy of the emergency response plan is the recognition that each employee has a vital role and a basic responsibility in safety and emergency action. The only reasonable expectation is that at the onset of an emergency the initial response will be at the individual level. Immediate and knowledgeable action is vital. The emergency plans for individual buildings and facilities set forth the responses to be taken by employees following the discovery of an emergency.

Following the immediate measures taken by the individual, the responsibility for action will normally proceed upward through normal organizational lines of authority to the Building Manager and to emergency-response groups. The involvement of individuals at a higher level of responsibility will depend on the situation. To reiterate, levels of responsibility proceed downward from top management while action and response levels proceed upward from the first person involved.

Please have the courage to call outside assistance like the police and firefighters.

Dial 9-1-1.

When the police, firefighters, or paramedics arrive, surrender command to a qualified emergency specialist. Notify management as soon as practical, which means after all immediate responses have been exercised. The operator at 911 will tell you who is the person in charge of the specialized personnel assigned to respond to the emergency. An orderly transfer of responsibility is then made from the local building or facility organization to this responding unit.

The examples listed below identify the most likely outside incident commander for the following types of emergencies:

- Injury: Ranking Fire Officer or Physician.
- Fire: Ranking Fire Officer.
- Bomb Threat: Ranking Police Officer.
- Civil Disturbance: Ranking Police Officer.
- Power Outage: Maintenance Department Director
- Mechanical Utility Failures: Maintenance Department Director

In most emergencies the person who should be in charge is obvious. However, an emergency might arise that requires the major involvement of more than one emergency-response group. In such a case the ultimate authority among those on the scene may not be obvious. In this event, management should be consulted for direction.

Building Emergency Plans

All Building Safety Plans are located in the SCS Safety Portal, under "SCS Safety SOP"

A specific emergency plan for each building or facility must be prepared under the direction of the Safety & Compliance Manager. A Building Manager should be appointed and oriented for each building or complex. Generally, the Building Manager is the person in charge of a building or facility. The Building Manager has specific responsibility for the preparation and implementation of the emergency plan for this area. This responsibility includes recommending personnel to attend indoctrination and training programs.

Specifically, each plan must contain the following information and procedures as appropriate for each building:

- Safety & Compliance Manager: **[Name] [Phone]**
- Property Manager: **[Name] [Phone]**
- Facilities Manager: **[Name] [Phone]**

A list of people with specific duties during an emergency and a description of their duties. For example, specific people should be assigned to supervise evacuation and to carry out a rapid search of the area (assuming this can be done safely).

Floor plans showing evacuation routes, the location of shutoff switches and valves for the utility systems (water, gas, electricity), and the locations of emergency equipment and supplies (including medical). Indications on the floor plans of areas where specific hazards (i.e., toxic, flammable, and/or radioactive materials) exist.

Location and description of special hazards or hazardous devices should be included in the text together with shutdown procedures if applicable.

Designation of a primary assembly point for evacuees, well away from the building. An alternate site should also be designated in case the first choice cannot be used.

Reentry Procedures

No one should reenter an evacuated building or area without specific instructions from the Building Manager or another person in charge. Department Head and Supervisor responsibilities regarding emergency preparedness and action procedures. Emergency plans for facilities or equipment requiring an Operational Safety Procedure (OSP).

Operational Safety Procedures

OSP's for individual facilities or pieces of equipment must include emergency plans for the facilities or equipment.

Supervisors Responsibilities

During an emergency, the supervisor must:

1. Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency.
2. Render assistance to the person in charge during an emergency, as required.
3. Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision.
4. Know the location and use of all safety equipment on his or her floor.
5. Keep employees from re-entering an evacuated area until reentry is safe.

Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

1. If there is a threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity.
2. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.
3. Report the emergency immediately by phone.

4. State what happened, the specific location, whether anyone was injured, and your name and phone number.
5. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.
6. Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

No Loitering

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

First Aid - CPR

S.C. Swiderski, LLC shall insure the availability of medical personnel for advice and consultation on matters of occupational health. Provisions shall be made prior to commencement of the project for prompt medical attention in case of serious injury.

In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, Medic First Aid © or equivalent training that can be verified by documentary evidence, shall be available at the worksite to render first aid.

First aid supplies shall be easily accessible when required.

The contents of the first aid kit shall be placed in a weatherproof container with individual sealed packages for each type of item and shall be checked by the employer before being sent out on each job and at least weekly on each job to ensure that the expended items are replaced.

Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, shall be provided.

In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances shall be conspicuously posted.

Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.

All certifications for First Aid-CPR are stored in the employee's file via Paylocity.

First Aid Basics are available for quick search on the SCS Safety Portal.

Jobsite Emergency Action Plan

Purpose

To provide guidelines in the event of an emergency.

EMERGENCY PROCEDURES

CALL

Call 911 or appropriate number listed on the emergency number sheet that should be posted in the job trailer. Clearly and concisely report your name, location, address, and a description of the situation.

ACCOUNT

Account for all people known on the jobsite. Have a designated assembly area. Superintendents, foremen, and subcontractors should determine if anybody is missing.

ACTION

- Building Collapse
  - Rope off area.
  - Block off street and sidewalk and re-route pedestrians and vehicle traffic.
  - Check for fires, gas leaks, water leaks, and electrical power conditions.
  - Assist injured personnel.

- Explosion
    - Secure area and keep people away from area.
    - Assist injured personnel.

- Fire
    - Attempt to extinguish fire with maximum of two fire extinguishers. If the fire is not extinguished, evacuate the building or area, and wait for the fire department.
    - Alert people to evacuate the building or area.
    - Keep people out of burning building.
    - Keep people and equipment away from building or area so that there is adequate access for emergency personnel and equipment.
    - Assist injured personnel.
- Gas Line Breech
    - Call 911
    - Clear and secure the area.
    - Evacuate the building.
    - Discontinue any operation that produces sparks or heat.

- Hazardous Material Spills or Leaks
    - Secure the area.
    - Contain the spill using appropriate materials to stop it from spreading.
    - Determine what the material is.
    - Obtain SDS from *S.C. Swiderski, LLC* or subcontractor to review information regarding emergency procedures, medical treatment, and clean up procedures.

- Power Line Down
    - Call the respective utility company.
    - Block off and stay away from area until Power Company or electrical contractor shuts off power.
    - Secure the area.
    - Keep unauthorized personnel away from the area.

- Scaffold Collapse
    - Call 911
    - Secure area, scaffold, and material.
    - Assist injured personnel.

- Trench Entrapment
    - Call 911
    - Re-shore trench before entering.
    - Begin hand digging only, no mechanical equipment.
    - Assist injured personnel.

- Utility Line Breech
    - Call the respective utility company
    - Clear and secure the area.
    - Barricade the immediate area
    - Evacuate the building.
    - Discontinue any operation until the utility company responds.

- Water Line Hit
    - Shut off water flow.
    - Secure area with barricades.

TORNADO

If you hear the outdoor warning sirens sound and the weather is threatening, go to the closest building and follow the owner's instructions or go to the nearest inside restroom. If there is no building or you are not close enough to make it, lie down in a depression or low area and cover your head. **Never try to outrun a tornado!**

LIGHTNING

Lightning presents an extreme hazard to all who may be exposed to it but workers on a rooftop are especially at risk. The method for calculating how far lightning strikes is to listen for the thunder and count or observe a watch or clock. The distance to the lightning is equal to approximately one mile for every five seconds of time between the flash and the thunder. The following information is provided by the United States Weather Service.

If lightning threatens:

- Move indoors but stay away from windows.
- Avoid using electrical appliances and use the telephone only in an emergency.

If caught outdoors during a thunderstorm:

- Stay away from isolated objects such as single trees or towers. If your hair stands on end or your skin tingles, lightning may be about to strike.
- Crouch down quickly and make yourself as small a target as possible.
- Minimize contact with the ground.

If driving in a motor vehicle:

Stay in your vehicle. An enclosed vehicle offers reasonably good protection from lightning as long as you don't touch metal.

Grounds Maintenance

Chainsaws

Purpose

Operating a chainsaw can be hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

Before Starting a Chainsaw:

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and that the oil tank is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chainsaw:

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities.

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