MN | CUSTOM HOMES

Thoughtful Homes That Inspire Community

Accident Prevention Program

Updated May 2025

Table of Contents

Emergency Contact Information:

Serious or Life-threating Emergency	911	
All Accidents, Incidents, or Illnesses	Katelynn Mulrooney, Safety Manager kmulrooney@mncustom.com	425-520-2630
Director of Operations	James Vest, Director of Operations, AZ james@mncustom.com	425-740-4853
General Inquiry	MN Custom Homes, Main Office	425-429-6645

Introduction and Policy

We at MN Custom Homes LLC (MN) are proud of our dedication to the safety and health of our employees. Our level of commitment begins at the top and goes above and beyond compliance. Providing an injury-free work environment requires a team effort and our employees are encouraged to participate in identifying ways to make our company a safer place to work. Working safely is a condition of employment at MN.

This Accident Prevention Program provides MN's policies and procedures to be used on each of our jobsites as well as our office locations. MN requires all employees to enforce and comply with the policies and procedures provided within this document. MN will provide all necessary personal protective equipment and appropriate training.

A copy of this Accident Prevention Program will be on-site for the duration of a project and available to all employees on the shared drive under Safety. It is the policy of MN that the prevention of occupational injuries and illnesses will be given priority equal with productivity, quality, and related company efforts.

We believe that each employee has the right to work in a safe environment and MN will always prioritize the health and safety of our employees.

The maintenance of a safe working environment is the responsibility of every employee. Performance of field-based operations employees relative to safety shall be included in Performance Reviews and weighted with other standards in evaluating their personal achievement.

Roles and Responsibilities

Executives

Active participation in and support of safety and health programs is essential. Management officials will display their interest in safety and health matters at every opportunity. At least one executive (as designated) will participate in regular periodic safety meetings and participate in serious accident or fatality incident investigations.

Safety Manager

The safety and health of MN employees is the primary responsibility of the Safety Manager. To accomplish this obligation, The Safety Manager will:

1. Ensure that all safety and health rules, regulations, policies, and procedures are understood and followed.
2. Require the proper care and use of all required personal protective equipment.
3. Identify and eliminate job hazards quickly through job hazard analysis procedures.
4. Inform and train employees on the hazardous chemicals and/or procedures they may encounter under normal working conditions or during an emergency.
5. Train employees in the safe and efficient methods of accomplishing each job or task as necessary.
6. Receive and take initial action on employee suggestions, awards or disciplinary measures.
7. Review walk-around safety inspections periodically throughout the duration of each job.
8. Participate in incident investigations by completing incident and accident reports.
9. Promote employee participation in the safety and health program.
10. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work.

Project Managers

1. Conduct weekly walk-around safety inspections on each of their active jobsites with a subcontractor representative.
2. Conduct weekly, site-specific safety meetings.
3. Follow all company safety and health rules including PPE requirements.
4. Actively participate in identifying and reporting workplace hazards.
5. Notify the Safety Manager of all workplace inspections, injuries, hazards, and near misses. Actively participate in investigation and corrective action.
6. Ensure that all safety and health rules, regulations, policies, and procedures are understood and followed.
7. Promote employee participation in the safety and health program.

Managers and Other Leaders

1. Promote employee participation in the safety and health programs.
2. Enforce safety and health rules, regulations, policies, and procedures are understood and being followed.
3. Actively participate in identifying and reporting workplace hazards.
4. Follow all company safety and health rules including PPE requirements.
5. Notify the Safety Manager of all workplace injuries, hazards, and near misses. Actively participate in investigation and corrective actions.
6. Engage and participate in safety meetings and trainings provided by MN.

Employees

1. Will actively participate in identifying and reporting workplace hazards.
2. Follow all company safety and health rules including PPE requirements.
3. Notify the Safety Manager immediately of all workplace injuries, accidents, and near misses.
4. Engage and participate in safety meetings and trainings provided by MN.

General Requirements

Requirements for all operations as a minimum standard to comply with Arizona Division of Occupational Safety and Health (ADOSH) and Occupational Safety and Health Administration regulations.

Requirements for MN Office Locations

1. Establish an orientation program for all personnel. There are two kinds of orientations:
    a. new hire orientation
    b. job site safety orientation.
1. MN will inform personnel at job sites about items they need to have knowledge of to be able to perform their jobs safely.
2. All employees shall be informed of emergency procedures in the event of a fire or natural disaster. MN's written emergency plan can be found in a separate document.
1. Post a copy of the building footprint to designate exit routes.
1. Emergency telephone numbers should be posted in common areas.
1. Provide an approved first-aid kit for office use.
1. A copy of the ADOSH and OSHA Job Safety and Health Poster shall be displayed, and the OSHA Form 300A shall be posted in accordance with federal regulations.
1. A copy of all other required federal, state, and local posters shall be displayed.

NOTE: *The 300A Summary Page must be posted from February 1 to April 30 of the year following the year covered by the form.*

Requirements for MN Jobsites

Orientation

All employees must go through a jobsite orientation that familiarizes employees about our safety policies, common jobsite hazards, and other requirements. It should cover at minimum the following information:

1. Employee and Safety Handbook,
2. Stop Work Authority,
3. PPE requirements, use, and care,
4. Hazard communication and special hazards,
5. Emergency procedures and equipment,
6. Fall protection requirements,
7. Sanitation information,
8. Additional jobsite hazards.

Orientation shall be provided at the start of employment for personnel working in the field and documentation maintained.

Additional Requirements

1. Jobsite Safety Signs must be accessible and visible at every MN jobsite.
2. Each jobsite will have injury and illness procedures accessible via the jobsite safety sign.
3. The project manager and safety manager are required to warn workers immediately of any hazards identified onsite until the hazard is eliminated or controlled.
4. Safety meetings must be conducted on a weekly basis at a reasonable time during the standard work week. Documentation of these meetings must be maintained.
5. Weekly site inspections must be conducted with an employee of an onsite trade, and results must be documented and maintained for the duration of the project.
6. Any injuries, accidents, or near misses must be immediately reported.

Safety Disciplinary Policy

While discipline should never be thought of as a substitute for an effective safety program, it is a vital support mechanism in the structure of our safety culture. The purpose of this discipline policy is to improve or correct safety behavior to ensure more safety-oriented conduct.

Purpose

Safety on the jobsite is essential. An unsafe employee or subcontractor places not only themselves at risk, but also places the safety of all who are working with or in the same area at risk. Our safety disciplinary policy utilizes a progressive approach, that is intended to remind employees and subcontractors of the importance of following safety policy and to return them to the workplace as a more productive, cooperative, and safety-conscious member of MN job sites and workplace.

Policy

This policy applies to employees whereas subcontractors are help to the disciplinary escalation as included within their Master Service Agreement (MSA). An employee that refuses to adapt to our safety policy and expectations, the ultimate disciplinary action is termination. Subcontractors that willfully disregard safety policies on jobsite are subject to dismissal or banishment.

Discipline would primarily be applied for directly observed infractions but may also be applied if an accident investigation revealed an employee deliberately or willfully committed an act that presents a risk to other employees or subcontractors.

Progressive disciplinary approach

Discipline will be administered equitably and consistently. A logical progression of discipline would begin with a verbal warning and increase in severity up to possible termination. MN's system of progressive discipline is in place to ensure fairness and opportunities to course correct, as well as serving as a clear record of actions the company took to address safety violations. This is done through a 4 step process within a one-year period:

1. First Infraction: Verbal Warning. Includes coaching by employee's manager or the Safety Manager/HR
2. Second Infraction: Written Warning. Employee will receive a written warning connected to their employee profile with HR. Appropriate additional action will be taken depending on the infraction, in conversation with the employee's manager and safety manager.
3. Third Infraction: Final Warning. Employee is asked to go home, and a 2 day suspension without pay takes effect the next business day. The infraction is written up in employee's profile. Appropriate additional action, such as re-training and testing, will be taken depending on the infraction upon employee's return.
4. Addition Infractions: Possible termination. Willful violation of any safety rule where it could result in serious injury to the employee or other personnel could result in termination. MN holds the right to escalate to potential termination depending on the severity of the incident.

Disciplinary action is primarily enforced by managers, in conjunction with HR and the safety manager. This approach is based on a 1 calendar year, though an employee committing the safe infraction year after year could ultimately result in termination.

All potential infractions must be investigated to determine the context around the incident, and if it was a result of willful disregard of requirements.

Hazard Identification, Evaluation, and Control

Any workplace or job site can be separated into categories which have common hazards associated with them. There are six such categories that can be applied, forming the basis to assure that hazards are identified by the process of self-inspection:

1. Workplace Hazards: Include floors or other working surfaces, housekeeping, floor and wall openings, entrances and exits, sanitation, illumination, fire, etc.
2. Machine and Equipment Hazards: Machine and Equipment hazards includes such things as machine guarding, operational techniques, special safety devises, inspection and maintenance, mounting, anchoring, grounding, and other protection.
3. Material Hazards: Materials that are utilized, processed, or applied on the job that yield dangerous vapors, fumes, mists, dusts, or are ignitable and/or explosive, must have standards established for their safe storage and use.
    a. Included in this category would be the use of compressed gases for burning and the storage and use of toxic solvents, coatings, adhesives, mastics, etc.

4. Employee Hazards: Employee hazards includes such things as the type of personal protective equipment and devices that must be furnished, special training requirements to operate specific equipment, and the medical and first aid required.
5. Power Source Hazards: Power source hazards includes electrical, pneumatic, and other sources of power must have standards applicable to their safe use and application.
6. Operation Hazards: Standards should be established covering all special process, such as sanding, drilling, cutting, use of ladders and scaffolds, etc.

Weekly construction jobsite checklists must be completed, and is designed to help identify hazards observed in the field operations, from common hazards to special hazards that may arise. The checklist will be used by project managers.

Hazard Control

When a situation that endangers the safety and health of employees occurs, MN will take steps to eliminate it, where possible. One or more of the following methods shall be applied:

1. Engineering Controls
    - It is always preferable and more reliable to protect by mechanical means than protection dependent upon human behavior. Examples of this type of protection would be to equip a table or band saw with a dust collector, or if working with materials that give off dangerous vapors, to exhaust the vapors mechanically or substitute a non- hazardous chemical.
    - These methods are more reliable than dependence being placed on a respirator to protect the worker.
    - This type of control also includes such things as covering holes in floors and walls, guards on various types of tools and equipment, etc.
2. Administrative Controls
    - In the case of exposure to air contaminants, temperatures, and noise, work assignments on a rotation basis and/or limiting the amount of time an employee will perform a task can be used so that permissible levels of exposure or action levels will not be exceeded.
    - If administrative controls are established, consideration should also be given to the use of personal protective equipment.
    - The ultimate administrative control would be to eliminate work in an area or a situation where conditions are such that the safety of your workers cannot be assured.
3. Personal Protective Equipment (PPE)
    - When the hazard cannot be eliminated through engineering or administrative controls, the use of personal protective equipment is mandatory.
    - PPE includes protection for the eyes, ears, face, head, and extremities.
    - PPE includes equipment such as hard hats, safety glasses, googles, ear plugs and earmuffs, protective clothing, respiratory devices, harnesses, etc.
    - OSHA and ADOSH regulations require that protective equipment shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary

by reason of hazards presented by processes or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

- MN has established a policy on use of personal protective equipment which has been made part of the job site rules.
- All PPE is consistent with prevailing regulations as to availability, proper use, inspection, care, and maintenance of the equipment.
- Employee-owned equipment must receive the same attention as company owned equipment to assure its adequacy.
    - The use of employee-owned safety equipment is discouraged.
    - Employees must be trained in the proper use, care, and limitations of the equipment prior to actually working under a hazardous condition requiring its use. It is the responsibility of all employees to enforce the use of personal protective equipment, and a rigid policy for compliance must be maintained.

4. Stop Work Authority
    - All MN Employees will receive training on the MN Stop Work Authority Policy during new hire orientation.
    - All MN employees, jobsite visitors, and subcontractors have the authority to Stop Work if an unsafe condition, behavior, or hazard poses an imminent threat to themselves, others, or the environment.
    - When a Stop Work Authority is initiated, the employee should notify the jobsite PM, their supervisor, and the MN Safety Manager.
    - All work should stop, all affected personnel should be notified of the issue by the site PM, and the issue investigated for the best path forward.
    - No work will resume until all Stop Work issues and concerns have been adequately addressed and reviewed by all parties involved.
    - MN Employees are responsible to initiate a Stop Work when warranted and management is responsible for creating a safety culture where Stop Work Authority is exercised freely.
    - MN will trend common issues, identify opportunities for improvement, and facilitate sharing of the lessons learned during periodic and regular standing safety meetings.
    - The outcome of any Stop Work Intervention is that the identified safety concern(s) have been addressed to the satisfaction of all involved persons prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site; occasionally additional investigation and corrective actions may be required to identify and address root cause(s).

Procedure for Injuries or Illnesses

First Aid Training and First Aid Kits

To ensure employees on MN's active jobsites have immediate and effective resources on hand to address an injury, the Safety Manager will ensure that all MN Project Managers and Laborers are certified in basic first aid and adult cardiopulmonary resuscitation (CPR). The procedures and policy in this section applies to MN employees as well as any subcontractor or vendor working on MN Custom Homes jobsites.

1. In the event that an MN Project Manager or Laborer is not on an active job site, it is expected that all sub-contractors of MN will have one employee certified in first aid procedures onsite at all times while work is being performed with 2 or more individuals.
2. Valid first aid cards are recognized as ones that include both first aid and CPR, and have not reached the expiration date.
3. First aid kits and procedures will be in accordance with the requirements of ANSI Z308.1 and OSHA 1926.50 Medical services and first aid standards.
    a. First aid kits at MN jobsites will be in the vehicle of each MN employee and subcontractor.
    b. Project Manager's and Laborer's will conduct periodic inspections to ensure that the first aid kits are properly maintained and stocked with the following required items:
        - Small scissors;
        - Tweezers or splinter forceps
        - Towelettes
        - Gauze squares (2" x 2"; 4" x 4")
        - Large gauze pads for compression roll gauze of Kling
        - Adhesive tape
        - Triangular bandage
        - Antiseptic treatment
        - Antibiotic treatment
        - Eye wash solution (Dacriose)
        - Assorted band-aids
        - Burn Treatment
        - Cold pack
        - Mouthpiece (for administering CPR)
        - Medical exam gloves
        - CPR barrier
        - Closable container for contaminated items (bloodborne pathogens)

c. Safety sign (Appendix 6-A) listing emergency numbers, jobsite specific requirements, etc., will be strategically located on the jobsite to be visible and easily accessible.

Serious Injury or Accident on Jobsites

1. Qualified and Competent Person immediately take charge.
2. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.
3. Call for help and call 911.
4. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
5. Do not move an injured person if they are unconscious or have sustained a head, neck, or back injury unless there is imminent danger or risk of additional injury.
6. Administer first aid and CPR as you feel safe and comfortable doing so.
7. Remain with the injured person until relieved by other authorized persons (Fire, EMT, etc.).
8. Do not move anything unless necessary, pending investigation of the incident.
9. Notify the Project Manager and Safety Manager, if not already present. Project manager is responsible for notifying their leadership.
10. If MN employee, reach out to People Operations as soon as possible to contact the injured person's emergency contact.

Minor Injury on Jobsites

1. Qualified and Competent Person immediately take charge.
2. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.
3. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
4. Administer first aid as you feel safe and comfortable doing so.
5. Do not move anything unless necessary, pending investigation of the incident.
6. Notify the Project Manager, Safety Manager, and direct supervisor of the injured employee.
7. If possible, accompany injured person(s) to doctor/hospital for further examination.

Near Miss (Close Calls)

1. All near-miss incidents (close calls) must be reported to the Safety Manager.
2. The Safety Manger will investigate and document the finding on the company incident investigation report form.
3. Near miss incidents will be incorporated into safety meetings.

Additional First Aid Procedures

If first aid trained personnel are involved in a situation involving blood, they should:

1. Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
2. Remove their own clothing or equipment contaminated with blood on it after rendering help.
3. For minor cleanup of equipment or other impervious surfaces (such as hand tools or countertops) wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood.
4. For a major cleanup effort resulting from a serious accident or fatality involving a large amount of blood or other bodily fluids, MN will contact a qualified 3rd party to accomplish the cleanup.
5. Report such first aid incidents within the shift to the Safety Manager (time, date, blood presence, exposure, names of others helping).
6. If an exposure incident occurs, we will immediately make available appropriate:
    a. Post exposure evaluation
    b. Follow-up treatment
    c. Follow-up as listed in 29 CFR 1910.1030(f), Hepatitis B vaccination and post-exposure evaluation and follow-up.

Procedures for Transporting Injured Employees

1. If an employee is ill or injured, the best qualified person must make the decision whether to call for an ambulance or to transport the person by private vehicle to a source of medical care.
2. Any incident involving the following situations requires transportation by ambulance:
    a. Electric shock or burn
    b. Significant fall, including free fall and prolonged suspension in harness
    c. Loss of consciousness
    d. Head injuries
    e. Heart concerns
    f. Any other severe or life-threatening injuries or illnesses
3. Employees who only have minor illness or injuries but are conscious and able to move about under their own power, can be transported to the local emergency room or clinic by whatever mode of transportation is available, including a private vehicle.
4. For the use of private car, one or more personnel should be designated for this responsibility. Vehicles to be used must be in safe operating condition. Drivers must be legally licensed and known to be safe drivers. They should be cautioned to observe all road signs and traffic regulations while transporting the injured and be previously knowledgeable of the location of the hospital, or clinic.

Accident Reporting, Record Keeping, and Posting

All accidents involving work-related injuries or illnesses to an employee or MN subcontractor, regardless of whether off-site medical treatment is required or necessary, shall be reported to the Safety Manager. This should be completed as soon as possible, but no later than the end of the shift from the time of receiving notification, discovery, or medical treatment.

The incident reporting form shall be completed by the end of the work shift or no later than 24 hours after the accident. This form assists in gathering the necessary information the Safety Manager will use in the accident reporting process.

The safety manager will determine if the incident is considered work-related for recording and recordkeeping purposes.

NOTE: *It is helpful to have as much information as possible when reporting an accident, but do not delay in reporting if the information is incomplete.*

Notification for Major Accidents or Fatality

Fatality, in-patient hospitalization, loss of an eye or amputation: MN will call Arizona Division of Occupational Safety and Health (ADOSH) within 8 hours of the incident **(602) 542-5795**.

The notification must include the following:
1. Name of establishment: MN Custom Homes
2. Address and time of incident
3. Number of fatalities
4. Number of hospitalized employees
5. A company contact person: Katelynn Mulrooney, Safety Manager
6. A company Telephone Number: (425) 429-6645
7. A brief description of the incident

Recordkeeping

MN is required to track and record work related injuries and illnesses per OSHA regulations. The safety manager will determine if an injury or illness is considered work related for recordkeeping purposes. The following forms shall be used to track work related incidents:
1. OSHA 300 Form
2. OSHA 300 A Form
3. OSHA 301 Form

The OSHA 300A form will be posted at the primary work location from February 1st to April 30th of the year following the completed form.

Accident Investigations

Accidents often result in injuries, loss of productivity, and reduced profitability, and waste valuable assets. Our safety program requires the participation of all employees to reduce the number of accidents and the likelihood of their occurrence. These reductions will be accomplished by ensuring the prompt identification, elimination, control, and correction of hazards.

When identification and elimination efforts fail, accidents will be investigated and causes reported to prevent recurrence. An investigation requires answers to questions of who, what, where, when, why, and how. The purpose of the entire investigation effort is to find out why the accident occurred by evaluating contributing factors. Proper corrective action can then be developed once contributing factors are identified. For purposes of accident prevention, investigations will be fact finding, not fault finding.

Conducting an Investigation

1. If an injury occurs, first and foremost personnel shall ensure the injured employee is assisted and receives the medical care they need. Employees should not place themselves in undue danger if there continues to be an imminent threat to life and health.
2. The scene should be secured by an MN competent person, and care taken to not disturb the scene.
3. The project manager or appropriate department leader, in conjunction with the safety manager, shall investigate all accidents. This shall include contacting those involved, gathering witness statements, and determining corrective actions.

Emergency Action Plans for Jobsites

Emergency Procedures

CALL

Call 911 for emergencies. Utilize the jobsite safety sign for the appropriate address and provide your name, locations, address, and description of the situation.

ACCOUNT

Account for all people known on the jobsite. Assemble across the street from the property, upwind if there is smoke or other fume hazards are present. All personnel onsite should determine if anyone is missing, subcontractors should account for their employees and provide that information to the Project Manager.

ACTIONS

1. **Building Collapse**
    a. Rope off area.
    b. Block off street and sidewalk and re-route pedestrians and vehicle traffic.
    c. Check for fires, gas leaks, water leaks, and electrical power conditions.
    d. Assist injured personnel.
2. **Explosion**
    a. Secure area and keep people away from area.
    b. Assist injured personnel.
3. **Fire**
    a. If comfortable and trained, one can 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.
    b. Alert people to evacuate the building or area.
    c. Keep people out of burning building.
    d. Keep people and equipment away from building or area so that there is adequate access for emergency personnel and equipment.
    e. Assist injured personnel.
4. **Gas Line Hit**
    a. Clear and secure the area.
    b. Evacuate the building.
    c. Discontinue any operation that produces sparks or heat.
5. **Hazardous Material Spills or Leaks**
    a. Secure the area.
    b. Contain the spill using appropriate materials to stop it from spreading.
    c. Determine what the material is.
    d. Obtain MSDS to review information regarding emergency procedures, medical treatment, and clean up procedures.
6. **Power Line Down**
    a. Block off and stay away from area until Power Company or electrical contractor shuts off power.
    b. Maintain at least 30 feet of distance from any power line.
    c. Secure the area.
    d. Keep unauthorized personnel away from the area.
7. **Scaffold Collapse**
    a. Secure area, scaffold, and material.
    b. Assist injured personnel.
8. **Sewer Line**
    a. Take steps to prevent flow from entering streams and waterways.
    b. Secure area with barricades.
9. **Trench Entrapment**
    a. Re-shore trench before entering.
    b. Begin hand digging only, no mechanical equipment.

c. Assist injured personnel

10. **Water Line**
    a. Shut off water flow.
    b. Secure area with barricades.
11. **DUST STORM:** Dust storms usually arrive suddenly in the form of advancing wall of dust and debris which may be miles long and several thousand feet high. Although they usually only last a few minutes with little warning, dust storms can cause hazardous conditions creating limited visibility and increasing respiratory hazards. Dust storm particles can enter airways and cause irritation to the longs and potential long-term damage with chronic exposure. Dust storms can expose people to silica dust and spores from soil that cause valley fever, a fungal infection that can cause serious illness. Care should be taken to minimize respiratory exposure as much as possible.
    a. Inside: Shut all windows, doors, and vents if possible. If available, run a HEPA filter to maintain good air quality inside and remove any dust particles that may have gotten inside.
    b. Outside: If you cannot go inside during a dust storm, cover your nose and mouth with an N95 mask to prevent inhalation of dust particles. If a mask is not available, use a damp cloth.
    c. Driving: If driving, pull over as far right as possible before visibility becomes poor. Turn off all vehicle lights, including flashers to prevent someone in a vehicle behind you using your lights as a beacon and possibly crashing into you. Set your emergency break and take your foot off the break. Stay in your vehicle and wait for the storm to pass.
12. **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.
    a. If lightning threatens: Move indoors but stay away from windows. Avoid using electrical appliances and use the telephone only in an emergency.
    b. 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.
    c. 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.

Hazard Communication/GHS System

MN's Hazard Communication/Global Harmonization System (GHS) program shall be implemented at each job site. Our program ensures the safe use of chemicals and identifies intrinsic hazard(s) (i.e., classification) which we then use to communicate to our employees.

All employees who may use or encounter hazardous materials as part of their work will be trained in this program, including safe handling and use, hazard identification and labeling, explanation of safety data sheets (SDS), storage requirements, and emergency procedures.

All subcontractors using hazardous materials on MN jobsite locations, must provide MN a copy of the safety data sheet (SDS) for each project onsite.

Labels and Hazard Warnings

Each container or hazardous product received from a manufacturer, importer, or distributor shall be delivered with a hazardous warning label that has the harmonized core information under the GHS (signal words, hazard statements, and symbols, etc.). The standardized label elements included in the GHS are:

1. Symbols (hazard pictograms): convey health, physical, and environmental hazard information.
2. Signal Words: "Danger" or "Warning" are used to emphasize hazards and indicate the relative level of severity of the hazard assigned to a GHS hazard class and category.
3. Hazard Statements: Standard phrases assigned to a hazard class and category that describe the nature of the hazard class and category that describe the nature of the hazard.
4. Warning label: Must identify the hazardous products, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other reasonable party.

These labels must always remain intact. If the label is destroyed or defaced in any manner that renders it unreadable, MN must immediately provide a new label for the container. The new label shall include all required hazard information.

If the contents of an original container or package are put into another container, it must also be labeled.

- Exception: It is not required to label portable containers into which hazardous products are transferred from labeled containers that are intended only for the immediate use of the employee who performs the transfer.

Safety Data Sheets (SDS)

Each SDS will be maintained on file and be readily accessible to employees. When employees are required to work at more than one jobsite during their shift, applicable SDS information shall remain available to employees.

Personal Protective Equipment (PPE)

The purpose of this program is to protect employees by ensuring that Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition

whenever it is necessary due to hazards from processes or in the work environment. To the extent that it is possible and feasible, MN will remove or eliminate hazards or exposures through engineering means to eliminate the need for PPE. All MN employees, subcontractors, and visitors must follow onsite PPE requirements and any additional PPE required by a hazard assessment and their job specific task.

The following reviews primary categories of PPE that may be required on MN Jobsites based on hazards and types of tasks:

1. Hand and Foot Protection
    a. Workers exposed to the following categories of work are required to wear protective gloves unless specific hazard analysis issues exemptemployees from this level of protection.
        - All material handling
        - Any task with the potential for lacerations
        - Working around sharp edges
    b. Use of gloves is discouraged during the following operations:
        - All work around rotating machinery/tools
    c. No jewelry permitted that creates a hazard while performing job duties a on job site.
    d. Employees shall wear substantial footwear, made of leather or other equally firm material. The soles and heels of such footwear must be of a material that will not create a slipping hazard. Tennis shoes, shoes with canvas tops, or thin or soft soled athletic shoes, open toed sandals, slippers, dress shoes or other similar type shoes must not be worn. Soft or athletic-type soles with uppers of leather or other substantial material may be used where firm footing is desired and where minimal danger of injury to feet from falling or moving objects.
2. Head Protection
    a. Employees working in areas where there is a possible danger of head injury from impact or from falling or flying objects or from electrical shock and burns shall be protected by protective helmets, Type I or Type II, Class G.
    b. Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute Z 89.1-1997 as indicated on a sticker adhered to the inside of the helmet.
    c. When working at heights, a safety helmet is recommended for use over a traditional hard hat, due to risk of falling off during a fall.
3. Eye and Face Protection
    a. Eye protection is required at all times for all employees working on job sites.
    b. Eye and face protection shall meet the requirements specified in American National Standards Institute Z87.1.
    c. The company shall provide "non-prescription" eye and face protection:
        - Safety glasses
        - Goggles (if required for a specific tasks)

- Face shields (if required for a specific task)

d. Other eye and face protections may be required by specific job assignment.
e. Employees whose vision requires the use of corrective lenses in spectacles shall be protected by prescription safety glasses or safety glasses that fit over prescription lenses.

Basic Material Handling Safety

General material storage safety:

1. Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
2. Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.
3. Do not place materials stored inside buildings under construction within 6 feet of any hoist way or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.
4. Materials should be stored as to not block access to emergency equipment and maintain egress on the worksite.
5. Segregate non-compatible materials in storage.
6. If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.

Flammable Liquid and Gas Storage

1. Flammable liquids and gases can be ignited by open flames, sparks, or excessive heat, and extreme care should be taken when considering handling and storage.
2. Only approved containers should be used for the storage of flammable liquids, and each container should have an emergency-venting device.
3. Containers used to dispense flammable liquids must be grounded.
4. All areas used for flammable storage should be designated as "No Smoking" locations.
5. Oxygen cylinders should be separated from fuel gas cylinders by a distance of 20 feet and stored outside of buildings
6. Combustible materials shall not be stored within 20 feet of any fuel, gas, or oxygen cylinder storage areas.

Tools- Hand and Power

General Requirements and Equipment Tagging Procedures

1. Only qualified personnel are allowed to perform repair work on jobsite tools and

equipment (not to include "heavy equipment").
2. Employees shall inspect tools and/or equipment prior to each use toensure safe and proper working conditions.
3. If tools or equipment are found to be damaged or fail during operation, return them to the designated to be red tagged for repair or disposal.
4. Absolutely no red-tagged equipment or tools shall be returned to service until they have been properly repaired.
5. Equipment and tools shall be properly maintained at all times to ensure safe working conditions. Properly maintained equipment will benefit everyone.

Hand Tools

1. Conditions of Tools. All hand tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
2. Personal Protective Equipment. Employees who use hand tools and are exposed to the hazard of falling, flying, abrasive, and splashing objects, or are exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the particular personal protective equipment necessary to protect them from the hazard.
3. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guardingand personal protective equipment.

Power Operated Hand Tools

1. Condition of Tools. All power operated hand tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
2. Guarding. When power operated tools are designed to accommodateguards, they shall be equipped with such guards when in use. Belts, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees or otherwise create a hazard.
3. Types of Guarding. One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, nip points, rotating parts, flying chips, and sparks.
4. Personal Protective Equipment. Employees who use power tools and are exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall be provided with the personal protective equipment necessary to protect them from the hazard.

Switches

1. All hand-held powered platen sanders, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks1/4th of an inch wide or less may be equipped with only a positive "on-off" control.

2. All hand-held powered drills, tappers, fastener drivers, horizontal, vertical, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools shall be equipped with a momentary contact "on-off" control and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.
3. All other hand-held powered tools, such as circular saws, chain saws, and percussion tools without positive accessory holding means, shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

Electric Power Operated Tools

1. Electric power operated tools shall either be of the approved double-insulated type or grounded.
2. The use of electric cords for hoisting or lowering tools shall not bepermitted.

Pneumatic Power Tools

1. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
2. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
3. All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 p.s.i. pressure at the tool shall have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.
4. The use of hoses for hoisting or lowering tools shall not be permitted.
5. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guardingand personal protective equipment.

Fall Protection

MN's Fall Protection Program (FPP) shall be implemented and maintained at all job sites where employees are exposed to the hazard of falling from a location 6 feet or more in height or regardless of height when;

- Working adjacent to dangerous equipment
- Working near holes into which an employee can trip, step into, or step through
- Falling into or onto impalement hazards

MN will ensure that fall restraint or fall arrest systems are provided, installed, and employed to protect personnel from serious injury for all exposures 6 feet and over or in any of the above-mentioned scenarios.

Training

MN will provide documented fall protection training for all employees exposed to fall hazards.

1. Each affected employee will be trained by the competent person to understand the following:
   a. The nature of fall hazards in the work area;
   b. When fall protection is required;
   c. What fall protection is required;
   d. The correct procedures for erecting, maintaining, assembling, disassembling, and inspecting the fall protection systems to be used;
   e. The use and operation of fall protection systems used;
   f. Limitations of fall protection systems used;
   g. Proper care, maintenance, useful life, removal from service
2. Trained employees must be able to;
   a. Demonstrate an understanding of the training specified above
   b. Demonstrate the ability to use fall protection properly.
3. Employees will be retrained, if necessary, when:
   a. There is reason to believe the understanding, motivation, and skills required to use fall protection has not been retained.
   b. There are changes in the workplace that make previous training out of date
   c. There are changes in the types of fall protection to be used make previous training out of date; and
   d. Work habits or demonstrated knowledge indicate that the employee has not retained the necessary understanding, skill, or motivation to use fall protection.

Responsibility

1. Management Responsibility
   a. A competent person will be assigned who can identify existing and potential fall hazards; is knowledgeable of fall protection equipment, its use, inspection, and maintenance; and has authority to take action to eliminate hazards
   b. The competent person will be responsible for securing the necessary equipment; ensuring that it is installed by competent journeymen-level employees according to manufacturers' instructions; providing for training of employees; keeping required documentation of training at the job site; and administering MN's Fall Protection Program.
2. Employee Responsibility
   a. Each employee shall be responsible to cooperate with MN's designated competent person and other employees in following prescribed means and methods of use, inspection, and maintenance, and complying with all directives to minimize injuries caused by falls.

b. Failure to comply with directions given by the competent person or to wear the required personal protective equipment can be considered grounds for disciplinary action.

1. Fall Protection Work Plan (where a fall hazard of 10 feet or more exists)

A. MN's designated competent person shall implement the FPP (Appendix 9-D) on each job site where a fall hazard of 10 feet or more exists.

B. The Fall Protection work plan must include:
   a. Identification of all fall hazards in the work area
   b. The method of fall arrest or fall restraint to be provided
   c. A description of the proper procedures for the assembly, maintenance, inspection, and disassembly of the fall protection system to be used
   d. A description of the proper procedures for the handling, storage, and securing of tools and materials
   e. A description of the method of providing overhead protection for workers who may be in, or pass through the area below the work area
   f. Describe the method for prompt, safe removal of injured workers

Fall Protection Systems

1. Standard Guardrails
   a. MN prefers the use of standard guardrails whenever possible.
   b. Standard guardrails shall consist of top rail, intermediate rail,toe board and posts, conforming to regulatory requirements.
2. Body Harnesses and Restraint Lines
   a. Body harnesses shall conform to ANSI standards for Class I, II, III,or IV. Body harnesses with built-in suspension trauma straps are strongly recommended.
   b. Restraint lines shall be rigged to allow the movement of employees as far as the sides and edges of the walking/working surface.
   c. Anchorage points used for restraint lines shall be capable of supporting four times the intended load.
   d. MN's competent person shall ensure that all components arecompatible and used per the manufacturer's instruction.
   e. All components of the fall restraint system shall be inspected prior to each use for wear, damage, or other deterioration, and defectivecomponents shall be removed from service.
3. Fall Arrest Systems
   a. Full Body Harness
      - Body harness system shall be rigged to minimize free-fall distance with a maximum free-fall distance of six (6) feet, and such that theemployee will not contact any lower level.
      - Full body harness systems shall be secured to anchorages capable of supporting

5,000 pounds per employee.

- Horizontal lifelines (catenary or static line) shall be designed, installed, and used under the supervision of a qualified person.These lines must maintain a safety factor of at least two.
- Vertical lifelines (droplines) shall have a minimum tensile strength of 5,000 pounds, and no more than one employee shall be attached to any one lifeline
- The body harness shall be connected to the vertical lifeline by approved means. All lifelines shall be protected against being cutor abraded.
- MN's competent person shall ensure that all components of the fallarrest system are compatible and used per the manufacturer's instructions.
- All components of the fall arrest system shall be inspected prior toeach use for wear, damage, or other deterioration, and defective components shall be removed from service.
- Body harness system or components, subject to impact loading, shall be immediately removed from service and not reused unlessinspected and determined by a competent person (manufacturer'srepresentative) to be undamaged and suitable for reuse.

4. Guarding Low-Pitched Roof Perimeters
   a. During the performance of work on low-pitched roofs with a ground-to-eaves height greater than 6 feet or more, employees shall be protected from falling from the unprotected sides and edges by one or more of the following means:
      - By installation of guardrails
      - By use of safety net systems
      - By use of a fall restraint or fall arrest system
        NOTE: Use of a warning line system is not prohibited on MN jobsites.

Covers

Covers for holes in floors, roofs, and other walking/workingsurfaces shall meet the following requirements:

1. All covers shall be capable of supporting, without failure, at least twice the weight of employers, equipment, and materials that may be imposed on the cover at any one time.
2. All covers shall be secured when installed so as to prevent accidentaldisplacement by the wind, equipment, or employees.
3. All covers (except cast iron manhole covers or steel grates used onstreets) shall be color-coded or they shall be marked with the word "HOLE" or "COVER" to provide warning of the hazard.

Protection from Falling Objects

1. Materials shall not be stored within 10 feet of a roof edge or 6 feet of a hoist area or floor opening unless guardrails are installed. Stored materials shall be secured by adequate

means to prevent them from falling on employees working below due to wind,vibration, or other causes.
2. Tools and equipment shall be secured by appropriate means to prevent them from falling from the roof edge and injuring employees working below.
3. Hoist Area. Each employee in a hoist area shall be protected from falling 6 feet or more by guardrail systems, full restrain, or full arrest systems. If guardrail systems are removed to facilitate the hoisting operation, that employee shall be protected from fall hazards by a personal fall arrest system.

Leading Edge Control Zone

The advancing edge of a floor, roof, or formwork which changes location as additional floor, roof, or form work sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side or edge" during periods when it is not actively and continuously under construction.

1. The leading edge control zone shall begin a minimum of 6 feet from the leading edge.
2. The control zone shall be separated from other areas by erection of a warning line system.
3. All employees required to work in the control zone shall be protectedfrom fall hazards by a positive fall restraint or fall arrest system.
4. Employees using a fall arrest system, must choose a lanyard and lifeline system that is engineered and tested to withstand the stresses of a fall over a sharp edge.

Assembly, Maintenance, Inspection, Disassembly, and Storage of Fall Protection Systems

Assembly, maintenance, inspection, disassembly, and storage of fall protection equipment shall be done under the direction of MN's competent person.

1. Assembly of Equipment
   a. Equipment will be assembled, per the manufacturer's written instructions, by competent employees.
   b. If there is any question that an anchorage point may not support thespecified load, it shall not be used unless MN's competent person first secures the services of a registered professional engineer. The engineer must be qualified to calculate the loads involved andcertify that the anchorage point is capable of sustaining the required load.
2. Maintenance and Inspection
   a. Equipment shall be maintained per the manufacturer's instruction.
   b. Equipment shall be inspected prior to each use per the manufacturer's instructions. Any components that exhibit signs of wear, damage, or other deterioration shall be removed from serviceif their function or strength has been adversely affected.
   c. Equipment shall be maintained and inspected by competentjourneymen-level

employees, under the direction of MN's competent person.

3. Disassembly and Storage
   a. System components shall be disassembled and inspected prior to storage by competent employees.
   b. System components shall be stored where they will not be subject to damage or deterioration.
   c. Be available on-site for inspection by the department.

Rescue of Injured Workers.

Rescue procedures should be detailed in the fall protection work plan. The following procedures should be adjusted depending on the nature of the injury and the conditions at the accident scene. A rescue plan should allow safe rescue of a suspended individual within 3-4 minutes of falling to prevent suspension trauma, where blood can pool in the lower body potentially causing serious or life-threatening health effects.

General Rescue Procedures

1. Qualified and Competent Person immediately take charge. Call 911 and try to determine nature of the injuries.
2. Secure the accident scene, confirm that the scene is safe, and protect the injured person from further injury.
3. If an individual is unconscious or cannot reliably assist with their own rescue, at least 2 individuals will be needed for rescue procedures.
4. If a mobile elevated work platform (MEWP) is available on site and can be used to assist in rescue procedures, it should be used to the extent possible. For rescue using a MEWP:
   a. Ensure rescue workers are wearing full-body harnesses attached to appropriate anchors in the MEWP.
   b. Check that the MEWP has sufficient load capacity for both the rescuer and suspended individuals.
   c. When the worker is safely on the MEWP, reattach the lanyard to an appropriate anchor point on the MEWP, if possible.
   d. Lower worker and arrange for them to be treated for suspension trauma and any other injuries.
5. If a MEWP is not available onsite other means of rescue must be readily available and accessible to assist with self-rescue or worker-assisted rescue.
6. Rescue personnel should take great care to ensure they are protected from a fall during rescue procedures.
7. If suspended, care should be taken to prevent suspension trauma as much as possible and get the employee to a stable surface as soon as possible.
   a. If the harness is equipped with suspension trauma straps, they should be deployed to get the employee into a standing position as soon as possible.
   b. If their harness does not have trauma straps, instruct the employee to continue to move their legs to try and keep blood flow moving while they are suspended.

8. Once brought to a safe location, administer first aid if comfortable, and remain with the injured person until emergency personnel arrive (EMT, Fire, etc.)
9. Notify the Project Manager and Safety Manager, if not already present.
10. Contact People Operations to notify the employee's emergency contact, or have an appropriate person do so.
11. After a fall, the lanyard and harness that have been subjected to impact must be destroyed and immediately taken out of service. Anchor points must be immediately removed from service and not used again unless tested/inspected by a competent person and deemed as safe for reuse.

Ladder Safety

1. All employees who work on ladders should be trained on theladder standards listed below, in addition to the nature of fall hazards. (See Fall Protection section)
2. Ladder Types. There are 2 main types of ladders MN primarily uses.
   a. Step Ladders. A-frame construction, self-supporting, for generalpurpose work.
   b. Straight Ladders. Not self-supporting, typically used to access anotherworking level or access a tight work area.
   c. Job-Made Ladders. Typically used to access another level and notintended to be moved.
3. Ladder Standards.
   a. The following requirements apply to all ladders as indicated, including job-made ladders:
      i. Ladders shall be capable of supporting the following loads withoutfailure:
         - Each self-supporting portable ladder - at least 4 times the maximum intended load, except that each extra heavy-duty type 1Ametal or plastic ladder shall sustain at least 3.3 times the maximumintended load.
         - Each portable ladder that is not self-supporting - at least 4 times the maximum intended load, except that each extra heavy-duty type 1A metal or plastic ladder shall sustain at least 3.3 timesthe maximum intended load
   b. Inspect all ladders before use - Do not use a ladder that appears unsafe, that has broken or missing rungs, steps, side rails, or damagedhardware.
   c. Metal ladders are not to be used near electrical circuits, fixtures, or powerlines
   d. Use ladders safely - Place them with care. Do not lean them against amovable object. Make sure they are not placed on a loose object or uneven footing.
   e. Do not place ladders too close to a wall. The horizontal distance from a wall to the foot of the ladder should never beless than ¼ the length, and the top of the ladder should at least be 36 inches above the landing.
   f. All movable ladders in use should be equipped with safety shoes andshould be tied, blocked, or otherwise secured to prevent their being displaced
   g. There should only be one person at a time on a ladder
   h. Employees should always face the ladder and grasp the side rails or rungs with both hands when ascending and descending
   i. Employees are not to carry tools or materials when going up and down ladders.

Buckets, bags, etc.,on a rope are to be used to haul or lower them.

j. If a ladder is to be placed near a door or aisle through which there is traffic, warning signs and barricades should be posted, and someone should be assigned to hold the ladder
k. Ladders are not to be painted, as paint can hide cracks, breaks, and otherdefects
l. Stepladders should not exceed 20 feet.
m. Stepladders are not to be used as a straight ladder.
n. Employees are not allowed to stand on the top step of a stepladder.
o. When not in use, all types of ladders should be stored under suitable cover for protection from the weather.

Scaffolding Safety

MN employees are **not** permitted to use scaffolds erected by our subcontractors. However, if the use of ladders presents a larger risk or hazard to our employees there may be an exception made to use such scaffolds. If scaffold use is permitted, it will be based on an inspection and approval to use provided by MN's Safety Manager. The following procedures and requirements will be used to assess and use the scaffold.

1. Inspection Prior to Use
   a. Are guardrails, toe boards, and planking in place and secure?
   b. Are locking pins at each joint in place?
   c. Are all wheels on moveable scaffolds locked?
   d. Are mudsills used for all pumpjack scaffold?
   e. Is the pumpjack scaffold secured to the building?

General Scaffold Requirements

1. No scaffold shall be erected, altered, dismantled or moved unless supervised and directed by a competent and qualified person.
2. Adequate mudsills or other rigid scaffold footing, capable of withstanding the maximum intended load without settling or displacement, must be provided.
3. All scaffold components must be visually inspected before each use.
4. Damaged scaffold members that are cracked or damaged shall be removed from service immediately.
5. Scaffolds must be secured to the structure at intervals that do not exceed 30 feet horizontally and 26 feet vertically.
6. Outriggers, guying, tying, bracing, or other equivalent means must be provided for supported scaffolds with a height to least base dimension ratio of greater than 4 to 1.
7. Scaffold planks must be at least 2 x 10-inch full thickness lumber, plank grade, or the equivalent.
8. Scaffold planks must extend over the end supports by at least 6 inches but not more than 12 inches.

9. All scaffold platforms shall be fully planked or decked and secured to prevent tipping or displacement.
10. All planking shall be of platforms must overlap a minimum of 12 inches or be secured from movement.
11. Walkways and work platforms must be 18 inches wide, at minimum.
12. Scaffolds shall not be altered or moved horizontally while in use or occupied unless specifically designed for such use.
13. Access ladders must be provided for each scaffold. Climbing on scaffold components is prohibited unless their design incorporates an approved ladder or equivalent safe means of access.
14. Portable ladders or other means of gaining additional height is not permitted on scaffolds or work platforms.
15. Barrels, boxes, buckets, and similar unstable objects must never be used as work platforms or to support scaffolds.
16. Scaffolds should be no more than 14 inches from the work surface, or 18 inches for plastering and lathing, unless guardrails are in place along the front of the scaffold or personal fall arrest systems are used.
17. Fall protection must be used when working 10 feet or more above a lower level.
18. Overhead protection is required if employees working on or under scaffolds who are exposed to overhead hazards.
19. Work on scaffolds is not permitted during sustained winds above 25 MPH or gusts above 35 MPH (manufacturer guidance takes precedent), thunderstorms, or when snow, hail, or other hazards exist creating undue hazards for working on scaffolding.

Excavation and Trenching Safety

MN does not conduct excavation work but does work in and around excavations and trenches. It is MN's company policy that employees should not enter a trench or excavation unless it is necessary, such as locating utilities, dewatering an excavation, or backfilling basement foundations. If entry is to be made into a trench or excavation greater than feet deep, but less than 20 feet, the basic precautions detailed in this section must be taken. If an excavation exceeds 20 feet or requires the use protective systems not contained in this section, it should be amended to include the requirements for those systems and the use of a Registered Professional Engineer.

Definitions

1. **Competent Person** is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

2. **Benching (Benching system)** is method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.
3. **Excavation** is any man-made cut, cavity, trench, or depression in an earth surface, formed by earth removal.
4. **Faces or sides** are the vertical or inclined earth surfaces formed as a result of excavation work.
5. **Hazardous atmosphere** is an atmosphere which by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic, or otherwise harmful, may cause death, illness, or injury.
6. **Maximum allowable slope** is the steepest incline of an excavation face that is acceptable for the most favorable site conditions as protection against cave-ins, and is expressed as the ratio of horizontal distance to vertical rise.
7. **Protective system** is a method of protecting employees from cave- ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protection.
8. **Sloping (Sloping system)** is a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.
9. **Stable rock** is a natural solid mineral material (not soil) that can be excavated with vertical sides and will remain intact while exposed.
10. **Trench (trench excavation)** is a narrow excavation (in relation to its length) made below the surface of the ground.
11. Soil Definitions
    a. **Cohesive soil** is clay (fine grained soil) or soil with a high clay content which has cohesive strength. Cohesive soil does not crumble, can be excavated with vertical side slopes, and is plastic when moist. Cohesive soil is hard to break up when dry and exhibits significant cohesion when submerged. Cohesive soils include clayey silt, sandy clay, silty clay, clay and organic clay.
    b. **Dry soil** is soil that does not exhibit visible signs of moisture content.
    c. **Fissured** is a soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks, such as tension cracks, in an exposed surface.
    d. **Granular soil** is gravel, sand or silt (coarse grained soil) with little or no clay content. Granular soil has no cohesive strength. Some moist granular soils exhibit apparent cohesion. Granular soil cannot be molded when moist and crumbles easily when dry.
    e. **Layered system** are two or more distinctly different soil or rock types arranged in layers.

f. **Moist soil** is a condition in which a soil looks and feels damp. Moist cohesive soil can easily be shaped into a ball and rolled into small diameter threads before crumbling. Moist granular soil that contains some cohesive material will exhibit signs of cohesion between particles.
g. **Plastic** is a property of a soil which allows the soil to be deformed or molded without cracking, or appreciable volume change.
h. **Saturated soil** is a soil in which the voids are filled with water. Saturation does not require flow. Saturation, or near saturation, is necessary for the proper use of instruments such as a pocket penetrometer or sheer vane.
i. **Soil classification system** - for the purpose of this section, a method of categorizing soil and rock deposits in a hierarchy of Stable Rock, Type A, Type B, and Type C, in decreasing order of stability. The categories are determined based on an analysis of the properties and performance characteristics of the deposits and the characteristics of the deposits and the environmental conditions of exposure.
j. **Submerged soil** is soil which is underwater or is free seeping.

12. Soil Classification and Definitions
    a. **Type A** - cohesive soils with an unconfined, compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, clay loam and, in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if any of the following are noted: the soil is fissured; or the soil is subject to vibration from heavy traffic, pile driving, or similar effects; or the soil has been previously disturbed; or the soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or the material is subject to other factors that would require it to be classified as a less stable material.
    b. **Type B** - cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases, silty clay loam and sandy clay loam. Previously disturbed soils except those which would otherwise be classed as Type C soil. Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or dry rock that is not stable; or material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.
    c. **Type C** - cohesive soil with an unconfined compressive strength of 0.5 tsf (48kPa) or less; or granular soils including gravel, sand, and loamy sand; or submerged soil or soil from which water is freely seeping; or submerged rock that is not stable, or material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:1V) or steeper.
    d. **Unconfined compressive strength** - the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing, or estimated in the

field using a pocket penetrometer, by thumb penetration tests, and other methods.

e. **Wet soil** - soil that contains significantly more moisture than moist soil, but in such a range of values that cohesive material will slump or begin to flow when vibrated. Granular material that would exhibit cohesive properties when moist will lose those cohesive properties when wet.

Requirements

1. A Competent Person shall identify the soil type prior to any excavation activities. MN requires that a Competent Person be on site during trenching/excavation activity in exceedance over 6 feet or employee entry into the trench or excavation. A Competent Person must have the following qualifications:
   - Be able to identify and predict trenching/excavation hazards.
   - Have authority to eliminate hazards and stop work if necessary.
   - Understand, implement, and meet the requirements of the standard.
   - Be able to evaluate shoring systems.
   - Be able to perform soil classification tests.
2. Initial training of employees shall occur during orientation for employees who will be engaged in excavation work. Hazard recognition and excavation protection systems shall be included in the training site specific training shall occur before the start of excavation work activities, including hazards and controls.
3. When employee exposure in an excavation is reasonably anticipated, an inspection shall be conducted by a competent person:
   a. Prior to start of work each day and every time returning to the excavation during the shift,
   b. After every rainstorm or water accumulation, and
   c. When an unusual occurrence affects the integrity of the excavation.

Note: *Where the Competent Person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees will be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.*

Specific Engineering Control Options for Excavations >6 Ft, <20 Ft

Sloping and Benching Systems

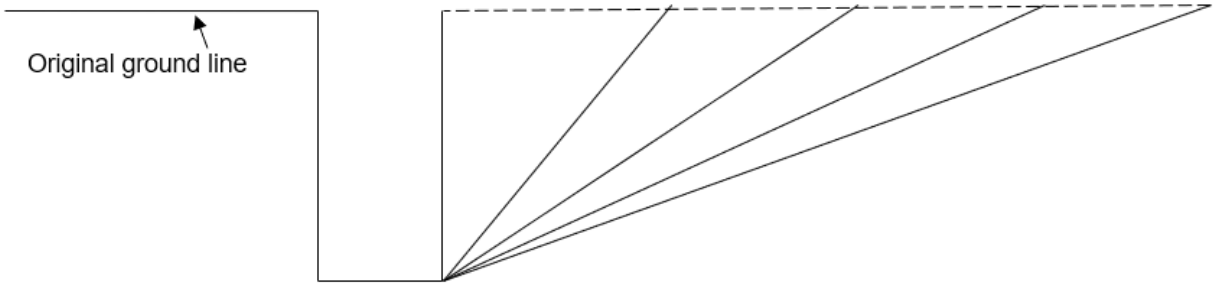
1. Classifying Soil
   a. Soil and rock deposits shall be classified in accordance with 29CFR 1926 Subpart P, Excavations, Soil Classification. See below for the Approximate Angle of Slop for Sloping Sides of Excavations.
2. Maximum Allowable Slope
   a. The maximum allowable slope for a soil or rock deposit shall be determined by a competent person.

b. When additional weight loads to the system are present from stored material or equipment, operating equipment, or traffic, a Competent Person shall determine the degree to which the slope must be reduced below the maximum allowable slope and will assure that such reduction is achieved.
c. Employees must not be positioned under loads handled by lifting or digging equipment and must stand clear of loads being loaded or unloaded so they will be safe in the event of the load spilling or slipping.
d. When mobile equipment (trucks, etc.) is being operated adjacent to the excavation, or when similar equipment must approach the edge of the excavation and the operator does not have clear view of the edge, a warning system (barricades, stop logs, hand signals) must be in place.

3. Prohibition
   a. Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

Approximate Angle of Slope for Sloping of Sides of Excavations

		Type A	**Type B**	**Type C**	
		Cohesive and cemented soils. Unconfined compressive strength of 1.5 tsf* or greater.	Non-cohesive Granular soils. Unconfined compressive strength >0.5 tsf but <1.5 tsf*.	Compacted sharp sand. Unconfined compressive strength of 0.5 tsf* or less.	
The presence of ground water requires special treatment	Solid rock and compact shale (90°)	¾:1 (63°26')	1:1 (45°)	1 ½:1 (33°41')	Well rounded loose sand 2:1 (26°34')



*tsf = ton per square foot

Excavation Hazard Controls

Access and Egress

1. A means of egress from trench or excavation shall always be maintained. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 6 feet or more in depth so as to require no more than 25 feet of lateral travel for employees.

2. Employees shall not utilize mechanical equipment to access or egress from trench excavations.

Exposure to Falling Loads

1. Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations.
2. Protection shall be provided by placing and keeping such materials or equipment at least 6 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.
3. Whether inside or outside of an excavation no employee shall be a permitted underneath load handled by lifting or digging equipment. Employees shall stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.
4. Operators of such vehicles being loaded or unloaded are required to remain out of the cabs of vehicles during loading or unloading.

Hazardous Atmospheres

1. Where oxygen deficiency (atmospheres containing less than 19.5% oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are or had previously been stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 6 feet in depth.
2. No company employee shall enter a trench or excavation containing an explosive atmosphere (greater than 10% of the lower explosive limit) or an oxygen enriched atmosphere (greater than 23.5% O2). Likewise, personnel shall not enter if the atmosphere is oxygen deficient (less than 19.5%) unless equipped with a self-contained breathing apparatus or air-line respirators equipped with emergency escape air packs.
3. The use of such respiratory equipment must comply with provisions of the company Respiratory Protection Program. Employees entering excavations containing levels of toxic gases or vapors may require the use of respiratory protection and other means of protection and must be addressed on a case by case nature depending upon the contaminant.
4. Ventilation of the excavation or other similar measures should be implemented to eliminate oxygen deficient/enriched, flammable, or toxic atmospheres prior to entry. When these measures are in place, testing of the atmosphere shall be conducted as often as necessary to ensure that the atmosphere remains safe.
5. In addition to air monitoring, emergency rescue equipment must be readily available where hazardous atmospheric conditions exist or can reasonably be expected to exist. This equipment, such as a breathing apparatus, a safety harness or line, etc. shall be attended by an employee trained in its use.

Mobile Equipment

1. When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator

does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs.

Underground Installations

1. Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation.
2. When utility companies or owners cannot respond to a request to locate underground utility installations within 24 hours (unless a longer period is required by state or local law), or cannot establish the exact location of these installations, the work may proceed, provided the employees do so with caution, and provided detection equipment or other acceptable means to locate utility installations are used.
3. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means.
4. While the excavation is open, underground installations shall be protected, supported or removed as necessary to safeguard employees.

Water Accumulation

1. Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation.
2. The precautions necessary to protect employees include special support or shield systems to protect from cave-ins and/or water removal to control the level of accumulating water.
3. If water is controlled or prevented from accumulating using water removal equipment, the water removal equipment and operations shall be monitored by a Competent Person to ensure proper operation.
4. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation.

Protection of Employees from Loose Rock, Soil, Equipment and Materials

1. Adequate protection shall be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection can consist of:
    a. Scaling to remove loose material
    b. Installation of protective shields / barricades at intervals as necessary on the face to stop and containing material or other means that provides equivalent protection
    c. No company employee shall enter an excavation that approaches 6 feet or more in depth without proper protection from cave-in.
    d. Under no circumstances should bracing or shoring be omitted, regardless of the length of time the trench will be open.
    e. Such rock, soil and materials and equipment shall additionally be kept at least 6 feet from the edge of excavations.

Fall Protection

1. If employees or equipment are required to cross over excavations, walkways with standard guardrails shall be provided.
2. Employees entering bell-bottom pier holes, or other similar deep and confined footing excavations, shall wear a full- body harness with a lifeline securely attached to it. The lifeline shall be separate from any line used to handle materials and shall be individually attended at all times while the employee wearing the lifeline is in the excavation.
3. Excavations shall be barricaded to prevent employees and others from falling into them. When an excavation must be left open for the duration of the construction work, barricades and warning signs shall be used. Upon completion of the work, excavations, pits, etc. should be backfilled.

Classifying Soils

1. Classifying soils must be completed by a competent person prior to the start of each project using any of the acceptable visual, manual, or other strength tests. In a layered system, the system shall be classified in accordance with its weakest layer.

Crane Safety

Due to the hazards associated with crane operations and the extensive knowledge required to provide safe operations, MN employees are **not** permitted to operate, rig or otherwise be involved in lifting cranes or other hoisting equipment. Crane, rigging and hoisting activities must be accomplished by qualified and certified personnel in accordance with regulatory requirements. MN employees working near crane operations must be trained and comply with the following work area safety measures.

Work Area Control - Swing Radius

1. Assess and identify struck-by and pinch/crush hazard areas posed by the cranes rotating superstructure.
2. Erect and maintain control lines, warning lines, railings, or similar barriers to mark the boundaries of the hazard areas.
3. Before entering a hazard area that is out of view of the crane operator, the MN employee must ensure that the operator is informed he/she is going to that location.

Working Area Control- Keeping Clear of the Load

1. Hoisting routes must be used to minimize the exposure of employees and the public to hoisted loads.
2. While the operator is not moving a suspended load, no MN employee is allowed in the fall zone.

Confined Space Entry

MN recognizes that certain environmental conditions within confined spaces can cause death or serious physical harm to personnel who enter the space without properly evaluating the space and taking appropriate precautionary measures. Therefore, each entry into a confined space shall be evaluated by the entry supervisor or a competent person to determine the hazards involved and appropriate safety measures and controls that must be taken to ensure a safe entry.

A **confined space** is defined as one that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work.
2. Has limited or restricted means for entry or exit (for example, crawl spaces, excavations, and pits are spaces that may have limited means of entry).
3. Is not designed for continuous employee occupancy.

Permit-Required Confined Space (PRCS) is a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing an entrant
- Has an internal configuration such that an entrant could be trapped by a floor which slopes downward and tapers to a smaller cross-section
- Contains any other recognized serious safety or health hazard

Safe entry into a confined space is the responsibility of both the entry supervisor and the authorized entrant(s) who perform the work. The designated supervisor or designated competent supervisor shall ensure that this procedure is followed and that all personnel understand and comply with the requirements of this procedure.

The hazards associated with entry into a confined space vary in degree, which determines if a space can be entered as a Non-Permit Required Confined Space or a Permit Required Confined Space. The following are ways a confined space can be entered and associated hazards:

- A Non-permit required confined space with no additional hazards present
- A PRCS in which all hazards are eliminated prior to any entry
- A PRCS wherein the only hazard is atmospheric, and for which continuous, forced-air ventilation alone is sufficient to control
- A PRCS that contains or has the potential to contain, both atmospheric and non- atmospheric (physical) hazards

All MN employees or subcontractors who may enter confined spaces must be properly trained in their duties and hazards prior to entry. All confined spaces must be evaluated and designated by a competent person, and all permit required spaces must be properly labeled.

Anytime a subcontractor completed confined space entry, they must inform MN of any hazards they experienced or created during entry.

Electrical Safety

This program establishes minimum standards to prevent hazardous electrical exposures to personnel and ensure compliance with regulatory requirements applicable to electrical systems. Working on equipment in a de-energized state is **required** unless de-energizing introduces an increased hazard or is infeasible. Any electrical work, energized or de-energized, shall be performed by qualified electrical workers, who are trained and provided with the appropriate safe work procedures, protective equipment and other controls.

The program is intended to protect employees against electrical shock, burns and other potential electrical safety hazards as well as comply with regulatory requirements.

1. Electrical equipment must be free from recognized hazards
2. Equipment used shall be based on suitability, mechanical strength and durability, electrical insulation, heating effects under conditions of use, arching effects, and classification by type, size, voltage, current capacity, and specific use.
3. All electrical equipment must be UL listed and labeled with the following markings:
    a. Manufacturers name
    b. Trademark
    c. Voltage
    d. Current
    e. Wattage
    f. Other ratings as necessary
    g. Marking shall be durable enough to withstand the environment involved.
4. Electrical equipment shall not be used in wet or damp locations unless designed for such use.
5. Equipment intended to break current shall have an interrupting rating at system voltage sufficient for the current that must be interrupted.
    a. Disconnecting means on/off switches must be clearly marked and labeled.
6. Electrical equipment which depends on natural circulation of air and convection principles for cooling of exposed surfaces shall be installed so that room air flow is not prevented by walls or adjacent installations.
7. Electrical equipment provided with ventilating openings shall be installed so that walls or other obstructions do not prevent the free circulation of air through the equipment.
8. Parts of electric equipment which in ordinary operationproduce arcs, sparks shall be enclosed or separated and isolated from all combustible material.
9. Flexible Cords and cables must be visibly inspected for:
    a. External defects and damage
    b. Damage to the outer covering or insulation
    c. Loose parts

    d. Pinched or crushed covering or insulation
10. Flexible cords and cables are not allowed to:
    a. Run through walls, ceilings, floors, doorways, windows, or similar openings,
    b. Be attached to building surfaces, or
    c. Used to raise or lower equipment.
11. All electrical power tools (unless double insulated), extension cords, and equipment must be properly grounded.

Employees who may be exposed to work areas under energy control procedures or where machinery that has the potential for unexpected energization or start-up from performing cleaning, repairing, servicing, or maintenance tasks must be trained in Lockout Tagout procedures (LOTO).

- Locks and tags used under LOTO may never be bypassed, ignored, or otherwise defeated. They may only be removed by the authorized employee who placed them, unless thorough procedures have been followed for emergency removal and approved by the operations director and safety manager.

Heat Stress Prevention

Anyone working outdoors more than 15 minutes in any 60-minute period is covered by this program when temperatures are elevated.

Some people are more susceptible to heat sickness than others. This includes anyone who comes to work dehydrated or who isn't used to the heat. Also, heat waves can make everyone more susceptible to getting sick, even young and healthy workers.

Employees working outdoors will receive training on this program including but not limited to signs and symptoms of heat related illness, personal and environmental risk factors, acclimatization periods, and emergency procedures for those experiencing heat related illness.

Program Requirements

Shade or Alternatives

The purpose of shade is to cool your body down to prevent or recover from the heat. Shade should have sufficient air circulation and be cooler than the ambient air temperature. MN will ensure employees have access to a shaded area to be used for preventative cool-down breaks, or for a recovery period needed to prevent a heat stress condition.

NOTE: *Vehicles can only be used as shade if they are sufficiently cool from AC in comparison to outside ambient temperatures.*

On MN jobsites shade may be provided by air conditioned vehicles (if cooler than ambient temperatures and able to cool an individual's body), pop-up tents, trees, or other appropriate means. Shade is encouraged to be used throughout the day to prevent and help those recover from heat related illness. Subcontractors are expected to provide their own means of shade if not readily available on the jobsite.

Hydration

During heat events, hydration plays a key role in prevention. Access to sufficient amounts of cool water must be maintained at all jobsites during heat events, including a means for drinking. Sports drinks low in sugar are okay, but those with caffeine and high sugar content like sodas should be avoided as they are not adequate sources of hydration.

Employees are encouraged to drink at least 1 cup of water every 15-20 minutes to remain hydrated throughout the day.

Cool-down Rest Periods

Preventative cool down rest periods are encouraged to prevent overheating for those working outdoors in high heat. Any worker who starts to experience heat illness must be relieved of duty, allowed to safely cool down, and be closely monitored to verify they are okay or to engage prompt medical attention.

Employees should also use other means for cooling down throughout the workday as approved by their supervisor, including items such as cooling rags.

Acclimatization

It can take 7-14 days to get used to working in hot conditions. Getting used to hot weather is also called acclimatization. Acclimatization is lost if you are away from hot conditions for a week or more.
Those working outdoors should be monitored by their supervisors for signs and symptoms of heat illness over a 14-day period. Those working alone will be contacted via phone during the acclimatization period.

Newly assigned outdoor workers and those in the acclimatization period should build up tolerance to heat by initially working at 20% of normal rate, adding in 20% more strenuous activity each day.

Notification

When temperatures are predicted to reach 110°F or above, the Safety Manager will send a notice out to the workforce, reminding them about key program requirements.

Noise Exposure

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in the Permissible Noise Exposure Table.

If employees are subjected to sound levels exceeding those listed in the table, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels in the table, personal protective equipment shall be provided and used to reduce sound levels within the levels listed in the Permissible Noise Exposures table.

PERMISSIBLE NOISE EXPOSURES	
DURATION PER DAY, HOURS	**SOUND LEVEL dBA SLOW RESPONSE**
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ OR LESS	115

NOTE: 90 decibles (dBA) is approximately the noise level when you must raise your voice to be heard from a distance of 2 feet.

Fire Protection/Fire Extinguishers

MN will provide portable fire extinguishers and shall locate and identify them so that they are readily accessible to employees without subjecting the employees to possible injury. MN will ensure that the portable fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places.

1. The Company shall distribute fire extinguishers so that the travel distance to any fire extinguisher is 75 feet or fewer.
2. All portable fire extinguishers shall be visually inspected monthly. (Note the inspection date on the card that is affixed to the extinguisher.)
3. MN will ensure that portable fire extinguishers are subjected to an annual maintenance service check and will record the annual maintenance date and retain the record for one year after the last entry of the life of the fire extinguisher, whichever is less.
4. MN will ensure that stored dry chemical extinguishers that require a 12-year hydrostatic test are emptied and subjected to applicable maintenance procedures every 6 years.

5. MN will provide an educational program to familiarize employees with the general principles of fire-fighting equipment (including Fire Extinguishers) and the hazards involved with incipient space fire- fighting.

Motorized Vehicles

Certain MN employees use personal vehicles as part of an essential function of their job. In such instances where personal vehicles are used for company business, employees are expected to follow the guidelines of this section in addition to following all state and local traffic laws. The objective of this policy is to ensure the safety of employees who drive regularly for company business, ensure proper use of vehicles, and establish consistent company guidelines around driver conduct. See MN's Vehicle Policy for additional information.

Definitions

1. **Company Business** is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.
2. **Company Vehicle** is defined as a vehicle owned or leased by MN Custom Homes.

Guidelines

1. Employees must have a valid and current Driver's license to operate a vehicle for business use. Any employee who has a driver's license revoked or suspended shall immediately notify their Manager and People Operations immediately and discontinue operation of the vehicle.
2. Employees driving their personal vehicle must have unexpired insurance and must also add MN Custom Homes as an "additional insured" or "additional interest" under their existing policy
3. Company vehicles (vehicles that are owned or leased by MN) are to be driven by authorized employees only. Under no circumstances is anyone, other than the authorized employee, allowed to operate a company vehicle.
4. The use of a vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
5. No driver shall operate a vehicle for company business when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
6. Cell phone use while driving is not acceptable unless a hands-free device is used. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.

7. All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available. For safety reasons, passengers under the age of 18 are not permitted to ride in company vehicles. Transporting passengers other than for business purposes is not allowed in company vehicles.
8. All State and Local laws must be obeyed.

Reporting Requirements

1. All vehicle accidents, regardless of severity, must be reported to the Safety Manager. If the collision involves more than 2 vehicles, immediate medical attention is needed for any persons involved, or a vehicle is inoperable due to a collision, local police must be contacted.
2. Accidents are to be reported immediately (from the scene, the same day, or as soon as practicable if immediate or same day reporting is not possible).
3. Accidents involving the employee's personal injury must be reported to their supervisor and the Safety Manager.