

Welcome to Miles Construction Group, Inc

This Employee Manual should help you become familiar with our company policies and safety procedures. Please take the time to read through it and refer back to it as often as you need to.

At the back of the book you will find the following forms:

- * Eight (8) question quiz
- * Employee Agreement
- * I-9
- * W-4

You must complete each of these forms and turn them into the office or your Superintendent along with a photocopy of your driver license or DMV identification card and your social security card before the Wednesday following your first day of employment to receive your first paycheck on time.

Company Policies

EVALUATION PERIOD

All employees are subject to a 90-day evaluation period, commencing on your first day of employment. During this period, Miles Construction Group, Inc, may at its discretion, terminate your employment. This evaluation period is a condition of your employment.

EMPLOYMENT STATUS

Employment status is defined as follows: Permanent Full Time Employment is defined as working an average of 35 or more hours per pay period for thirteen (13) consecutive pay periods. Permanent Part Time Employment is defined as working an average of less than 35 hours per pay period for thirteen (13) consecutive pay periods.

SCHEDULED WORK HOURS

Miles Construction Group, Inc maintains a company wide time policy. Unless otherwise notified by your supervisor, our job site hours & schedule are as follows:

7:00a.m.	Work day begins - Ready to work: including personal tools on job.
9:00a.m.	Break (10 minutes)
12:00p.m.	Lunch (30 minutes)
2:00p.m.	Break (10 minutes)
3:30p.m.	Work day complete – Pick up personal items/tools and leave work area.

AFTER HOURS WORK

It is the policy of Miles Construction Group, Inc that our employees do not work directly for clients retained by the company, after hours, without prior approval from your Superintendent. Violation of this policy is grounds for immediate termination.

ABSENCE FROM WORK

We are fully aware that personal situations occasionally arise which may require time away from work, these are not paid and should be on an exception not consistent basis. **If you are unable to come to work for any approved reason (illness, car problems, etc), it is mandatory that you call your Superintendent or the office by 6:00am for each day that you will be absent. Failure to do so will result in disciplinary action.**

PAY PERIOD

Our pay period starts on Monday and ends on the following Sunday. Paychecks are issued on the following Friday afternoon for work performed the previous week. **We do not issue paychecks early.** Your Superintendent may bring your paycheck to your job site or it can be picked up at the office on Friday after work. Please do not come to the office for your check before 3:30 pm on Friday unless prior arrangements have been made with your Superintendent and the Office.

PROMOTIONS & WAGE INCREASES

Promotions and/or raises are handed out on an individual basis by your Superintendent/Supervisor and are based on the following criteria:

- Punctuality and attendance
- Performance on the job
- Experience
- Skill level
- Time on job
- Tools: you must have the required tools for the “promoted to” job classification

Discussions and/or questions regarding these issues should be directed to your Superintendent, this will expedite any changes to your job or wage status. Please be reminded that any and all compensation is confidential and should never be discussed with another employee other than your Superintendent as per company policy. Breach in this policy results in immediate rescission of any increase to compensation.

AUTHORIZED DRIVERS

You must be authorized and company insured to drive any Miles Construction Group, Inc vehicle (even on the job site). Be sure that the office has run a DMV check and added you to our insurance policy before you do any driving of company vehicles.

CLOTHING

Every person working within this organization is a representative of Miles Construction Group, Inc and, as such, should maintain their personal appearance to reflect that image. The following items are not acceptable:

1. Shirts or pants with holes in them
2. Shirts, hats or pants that say things (Exception: Miles Construction Group, Inc shirts & hats)
3. Bathing suits or shorts
4. Open toed shoes, tennis shoes, hiking boots (any shoe other than leather work boots)

Long pants, preferable clean blue-jeans, and hard soled leather work boots are required for field personnel. Protective clothing is reviewed in the safety section that follows and includes gloves, safety goggles, hard-hats, ear protection and particle or fume masks. If you need any of these items, speak with your Superintendent.

PERSONAL CELL PHONES

Personal cell phone usage is prohibited during work hours.

REQUIRED EMPLOYEE TOOLS

The following is a list of tools you are required to have for each job classification.

Laborer-entry level

- Leather Work Boots
- pick
- shovel
- nail bags
- gloves
- hard hat
- safety glasses
- reliable transportation

Laborer

- all tools listed above
- nail puller
- hammer
- pencils
- clean driving record

Carpenter- helper/apprentice

- all tools listed above
- square
- chalk box
- hand saw
- level

Carpenter

- all tools listed above
- skill saw
- cordless drill
- receptacle saw
- 100 ft extension cord

Iron Worker: Apprentice

- leather work boots
- ratchet - sockets
- spud wrenches
- sledge
- tin snips (right & left)
- combination wrenches: $\frac{3}{4}$, $\frac{7}{8}$, $1 \frac{1}{8}$
- string line
- 30' tape measure
- crescent wrench: 10" or 12"
- vise grip
- C clamps: 3" & 6"
- box cutter
- tool bags
- bolt bags
- hard hat
- safety glasses
- gloves
- square
- reliable transportation w/clean driving record

Iron Worker

- all tools listed under Iron Worker-helper
- harness w/lanyard w/shock absorber
- sledge: 3 or 4 lb
- 100' cord
- screw gun
- 4 1/2" grinder
- level: 4' or 6'
- pop-rivet gun
- duck bills

MILES CONSTRUCTION GROUP, INC TOOLS

When using any company owned tools you must sign them in and out on the tool log located outside of the tool storage area. You are responsible for any tools in your possession. Any tool lost or damaged due to neglect will be deducted from your paycheck. No tools are to be left at a jobsite during non-working hours, locked in jobsite containers or not, the last employee to use the tool is responsible both physically and financially for the tool if lost or stolen.

SAFETY

It is mandatory that every Miles Construction Group, Inc employee adhere to all policies and procedures outlined in the safety portion of this handbook.

DRUG & ALCOHOL POLICY

For your safety and protection, Miles Construction Group, Inc maintains the following drug and alcohol policy:

- Miles Construction Group, Inc is a DRUG/ALCOHOL FREE WORKPLACE.
- Miles Construction Group, Inc maintains a “NO TOLERANCE” drug & alcohol policy.
- Any use, talk of use or offering of illegal drugs is cause for immediate termination.
- **Drug/Alcohol testing** is done at the company’s expense and discretion for the following:
 - Random
 - Suspicion of use and/or under the influence
- -Upon injury or accident

NO TOLERANCE

Miles Construction Group, Inc maintains a “No Tolerance” policy in the following areas:

- Tardiness
- Excessive absences
- Sexual harassment
- Alcohol
- Drugs
- Fighting or name-calling
- Pets (including Dogs, Cats, etc.).
- Radios
- Cell Phone usage during work time
- Vandalism of company or client property

Any reported violations will be investigated by management and could be grounds for disciplinary action not to exclude termination.

Injury and Illness Prevention Program

It is the policy of Miles Construction Group, Inc that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident prevention, Fire Protection, and Health Preservation.

The management concept of Miles Construction Group, Inc is not production and safety; it is production with safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at Miles Construction Group, Inc have a basic responsibility to make the safety of human beings a part of our daily, hourly concern. We will be counting on you to do your part in making our program an effective one.

The successful operation of Miles Construction Group, Inc will depend not only on sales and service, but also how safely each job is performed. There is no job so important - nor any service so urgent - that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and we expect your full cooperation in making our program effective.



IDENTIFICATION OF PLAN ADMINISTRATORS

The following persons are responsible for implementing the accident prevention plan for Miles Construction Group, Inc

<u>NAME</u>	<u>TITLE</u>
Scott King	Vice President
Brad Allaband	Safety Manager
Mike Stevens	Office Coordinator

RESPONSIBILITIES

Brad Allaband is the Person of Responsibility for the implementation of this plan any questions need to be directed to him at 951-260-2504

MANAGERS:

In effectively executing their safety responsibilities, managers will:

- 1) Familiarize themselves with the safety program and ensure its effective implementation.
- 2) Be aware of all safety considerations when introducing a new process, procedure, machine or material to the work place.
- 3) Give maximum support to all programs and committees whose function is to promote safety and health.
- 4) Actively participate in safety committees as required.
- 5) Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

SUPERVISORS:

Our supervisors are the foundation of the safety program. Their responsibilities are to:

- 1) Familiarize themselves with company safety policies, programs and procedures.
- 2) Provide complete safety training to employees prior to the assignment of duties.
- 3) Consistently and fairly enforce all company safety duties.
- 4) Investigate injuries to determine cause, then take action to prevent repetition.
- 5) See that all injuries, no matter how minor, are treated immediately and referred to the office to ensure prompt reporting to the insurance carrier.
- 6) Inspect work areas often to detect unsafe conditions and work practices. Utilize company self-inspection checklists as required.

EMPLOYEES:

Employees responsibilities for safety include the following:

- 1) Adhere to all safety rules and regulations.
- 2) No drugs, alcohol, or radios allowed on the job site.
- 3) Wear appropriate safety equipment as needed and required.
- 4) Maintain equipment in good condition, with all safety guards in place when in operation.
- 5) Report all injuries, no matter how minor, immediately to a supervisor.
- 6) Encourage co-workers to work safely.
- 7) Report unsafe acts and conditions to the supervisor.

CODE OF SAFE PRACTICES

Miles Construction Group, Inc has created this Code of Safe Practices to assist the employee(s) in making safety a regular portion of their work habits. Each employee is to adhere to the following guidelines for safety. Safety is everyone's responsibility, including the employee's. The Supervisors of Miles Construction Group, Inc are obligated to hold the employee(s) responsible/accountable for safety and safe work practices. This obligation is to be fulfilled by the enforcement of these rules and by providing the employee(s) with a safe working environment. The Code of Safe Practices is as follows:

- 1) Each Employee shall immediately report, to his or her Supervisor, all accidents or near misses and injuries (no matter how slight) which occur on the job.
- 2) Each employee shall cooperate with, and assist in, the investigation of accidents or near misses to identify the cause(s) and to assist in the prevention of recurrence.
- 3) Each employee shall promptly report, to his or her Supervisor, any unsafe condition or practice that is observed by the employee.
- 4) Each employee shall become familiar with and observe safe work practices while performing the duties of his or her job functions.
- 5) Each employee shall be responsible for maintaining a clean and orderly worksite.
- 6) Each employee shall refrain from running, horseplay, fighting, and avoid distracting his or her co-workers.
- 7) Each employee shall follow and adhere to all safety rules, policies, and procedures.
- 8) Each employee shall follow all published work instructions.
- 9) Each employee shall utilize the Personal Protective Equipment necessary for the safe completion of a job.
- 10) Each employee shall notify his or her Supervisor when any Personal Protective Equipment becomes unsafe to use or is in disrepair.
- 11) Each employee shall conduct a safety inspection (prior to use) on any equipment, tools, machinery, or vehicles to be utilized by the employee on a daily basis.
- 12) Each employee shall immediately report any defective equipment, tools, machinery, vehicles to his or her Supervisor.
- 13) Each employee shall be responsible for submitting any safety recommendations or suggestions, which may assist in eliminating or reducing accidents, to his or her Supervisor.
- 14) Employees may smoke in authorized areas only.
- 15) No employee shall have in his or her possession, his or her automobile, or on the job or job site(s) any alcohol, firearms, ammunition, or illegal drugs.

- 16) No employee shall possess, use, distribute, or induce any alcohol, firearms, ammunition, or illegal drugs at any Miles Construction Group, Inc job site, facility, location, or client facility.
- 17) No employee shall be allowed to work if he or she is under the influence of or suspected to be under the influence of alcohol and/or illegal drugs.
- 18) Miles Construction Group, Inc is a DRUG FREE WORKPLACE. Any use, talk of use, or offering of illegal drugs is cause for immediate termination.
- 19) Each employee shall understand that he or she may be terminated for violating any of the safe practices that are outlined.
- 20) No employee shall be required to perform any job function(s) that he or she feels is unsafe or is not comfortable with.
- 21) Each employee shall immediately report to his or her Supervisor any job function, which he or she feels, is unsafe or is uncomfortable with.
- 22) No employee shall use a ladder in an unsafe manner.
- 23) No employee shall stand on the top cap or top rung/step of a ladder.
- 24) No employee shall utilize a ladder, which is not approved for use while performing the job.
- 25) No employee shall utilize a ladder, which is defective in any manner.
- 26) No employee shall “hop” the ladder to make it move.
- 27) Each employee shall be responsible for inspecting the ladder(s) he or she utilizes to perform the duties of his or her job.
- 28) Each employee shall maintain three points of contact with the ladder at all times.
- 29) No employee shall lend Miles Construction Group, Inc ladders to employees of other employers.
- 30) No employee shall borrow ladders from employees of other employers.
- 31) No employee shall utilize an electric extension cord, which has been taped, spliced, or tampered with.
- 32) Each employee shall be responsible for the maintenance of the electric extension cords utilized.
- 33) No employee shall utilize an electric extension cord, which is in contact with water or other liquids.
- 34) No employee shall utilize any electric cord as a rope, chain, or cable in order to lift, tie, or support any object(s).
- 35) Each employee shall be responsible for ensuring that all power tools maintain, in place and operational, the appropriate guards and guarding. Tampering with guard devices is cause for immediate disciplinary action.
- 36) No employee shall tamper with or remove the ground from any power tool’s electric cord.
- 37) Each employee shall utilize only those power tools which are double insulated or properly grounded.
- 38) No employee shall utilize any power tool(s) unless previously trained and authorized.
- 39) Each employee shall utilize eye protection while operating any power tool(s) of any type.
- 40) Each employee shall inspect all power tools for safety on a daily basis.
- 41) No employee shall be authorized to use another employee’s power tools.

- 42) Each employee is responsible for ensuring that any scaffolding utilized is and has been erected correctly.
- 43) No employee shall operate any lift trucks, forklifts, boom lifts, or scissors lifts unless they are properly trained and have the any required CAL\OSHA certifications.
- 44) No employee shall operate or ride on any type of man lift equipment including but not limited to boom lifts or aerial lifts with out the appropriate harness and lanyard.
- 45) No employee shall be allowed to utilize another employer's scaffold without express permission from his or her Supervisor.
- 46) All scaffolding utilized by Miles Construction Group, Inc employees shall conform with the following:
 - a) The base dimension of any free-standing scaffolding shall be at least 1/3 of the height of the scaffold, unless the scaffold is securely guyed, or tied.
 - b) Railings shall be placed on all scaffolding that is erected with a platform higher than 7 ½' high.
 - c) All railing shall conform with standard railing requirements.
 - d) The screw jack shall extend into the tubes at least 1/3 of the length of the screw jack.
 - e) No screw jack shall extend out of the tube for more than 12" of thread.
 - f) The upright legs of any rolling scaffold(s) shall not exceed 24" without any bracing.
 - g) All wheels, or casters, shall maintain proper locking devices.
 - h) All wheel, or caster, locking devices shall remain locked when an M W Construction employee, or other worker, is climbing or performing work on the scaffolding.
 - i) At least 2 of the 4 wheels, or casters, shall be swivel type.
 - j) All wheels, or casters, shall be rated for at least 4 times the maximum load intended.
 - k) All joints of the scaffolding, with the exception of screw jacks and guardrail posts, shall be locked together with lock pins, bolts, or other equivalent fastening device.
 - l) Planking utilized shall not extend more than 18" past the supports at the edge of the scaffold.
 - m) All planking must be secured effectively from slipping (cleats of 1" material on the bottom of each projecting end is acceptable).
 - n) All platforms shall be constructed so as to provide full coverage of the width of the scaffold.
 - o) No Miles Construction Group, Inc. employee shall be permitted to "ride" rolling scaffolding.
 - p) No ladders shall be placed on the top of any scaffolding to gain additional height.
- 47) No employee shall be allowed to perform his or her job duties on any unguarded, elevated work area(s).
- 48) Each employee is responsible for ensuring the appropriate form(s) of fall protection are utilized while performing elevated work.
- 49) Each employee shall utilize leather work boots.
- 50) Each employee shall utilize hard hats while performing his or her duties on a commercial location.
- 51) No employee shall wire back or remove the guard(s) on a pneumatic nailer.
- 52) All employees shall practice proper lifting technique(s) while performing his or her job function(s).

- 53) All employees shall seek assistance from another employee when a load is awkward or excessively heavy.
- 54) No employee shall lift more than one hundred (100) pounds by him or herself.
- 55) Those employees who utilize back belts shall loosen the belt while performing work other than lifting.
- 56) All employees shall refrain from the use of “Walkman” style radios in areas where total hearing awareness is necessary.
- 57) Each employee is to wear proper clothing including, but not limited to, long pants and shirts at all times.
- 58) Do not wear loose clothing, jewelry, or keep long hair in a down position where there is a danger of catching the articles in moving machinery.
- 59) Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
- 60) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels, or traffic lanes.
- 61) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position, with knees bent, and tuck your chin in. Tilt your head forward, grasp the load with both hands, and gradually push up with your legs while keeping your back straight. Avoid all abrupt movement.
- 62) Do not allow oil, wax, water, or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor.
- 63) When handling hazardous materials, ensure that you follow prescribed safety procedures and use the required safety equipment. When using secondary containers filled by others, ensure that they are labeled as to their contents and hazards.
- 64) Use appropriate gloves when handling materials with sharp or jagged edges that may result in lacerations.
- 65) The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited.
- 66) No dogs, pets, or radios are allowed on the job site at any time.

Miles Construction Group, Inc for the express purpose of maintaining a safe workplace has created this Code of Safe Practices. All employees must adhere to this Code of Safe Practices outlined above. Any questions, comments, or suggestions regarding the Code of Safe Practices may be directed to the employee’s immediate Supervisor or Miles Construction Group, Inc Safety Coordinator. It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action, up to and including termination.

DISCIPLINARY PROCEDURES

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

- 1) Written warning - outlining nature of offense and necessary corrective action.
- 2) Suspension without pay for the remainder of the day- the third step or a separate disciplinary action resulting from a serious violation.
- 3) Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

Supervisors will be subject to disciplinary action for the following reasons:

- 1) Repeated safety rule violation by their department employees.
- 2) Failure to provide adequate training prior to job assignment.
- 3) Failure to report accidents and provide medical attention to employees injured at work.
- 4) Failure to control unsafe conditions or work practices.
- 5) Failure to maintain good housekeeping standards and cleanliness in their departments.

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

INSPECTION

Inspection works because it is an essential part of hazard control. It is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the work place. When uncovered, potentially hazardous conditions will be corrected immediately or a report will be filed to initiate corrective action.

Quarterly, planned inspections will be made by members of the safety committee (or other designated individuals) utilizing the company self-inspection form. The report will be reviewed by the safety committee and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion and actual completion dates will be documented in the minutes of the safety committee.

SAFETY COMMITTEE & SAFETY MEETINGS

Our company safety committee will be comprised of members (supervisors and/or employees) of the various departments and management. They will meet on a monthly basis and review the following:

- 1) Minutes of the previous meeting.
- 2) Unfinished business of the previous meeting.
- 3) Self-inspection reports.
- 4) Discussion of accidents and corrective action taken.
- 5) Accident trends.
- 6) New and outstanding recommendation submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.)
- 7) New business.

All meetings will be documented.

Group safety meetings - supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented.

ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of Miles Construction Group, Inc, Inc to carry out a thorough program of accident investigation. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury, or extensive property damage will be investigated jointly by the Superintendent, the Safety Manager, and the Office Manager.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Worker's Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Supervisor's liability under the law.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible and protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident. The following procedures have been found to be effective when investigating accidents:

- A. GO to the scene of the accident at once.
- B. TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- C. LISTEN for clues in the conversation around you. Unsolicited comments often have merit.
- D. ENCOURAGE people to give their ideas for preventing a similar accident.
- E. STUDY possible causes - unsafe conditions, unsafe practices.
- F. CONFER with interested persons about possible solutions.
- G. WRITE your accident report giving a complete, accurate account of the accident.
- H. FOLLOW UP to make sure conditions are corrected. If they can not be corrected immediately, report this to your supervisor.
- I. PUBLICIZE corrective action taken so that all may benefit from the experience. In order for the Supervisor's Report to be effective, it should contain as a minimum a detailed answer to the following questions:

ACCIDENT REPORT

- A. **What Was the Employee Doing?** - Explain in detail the activity of the employee at the time of the accident.
- B. **What Happened?** - Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected and whether the employee was wearing appropriate safety equipment.
- C. **What Caused the Accident?** - Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- D. **What Can Be Done to Prevent a Similar Accident?** - Indicate corrective action to prevent recurrence.

The Supervisor's Report, along with the Employee Report, must be submitted to the Personnel Office not later than 24 hours after the accident. Each supervisor must maintain an adequate supply of the Supervisor's Report and the Employee's Report forms which may be obtained from the Personnel Office.

HAZARD COMMUNICATION

HAZARD EVALUATION

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that information to employers who purchase their product. In most cases, Miles Construction Group, Inc will choose to rely on the evaluations performed by our suppliers. If, for some reason, we do not trust the evaluation of the manufacturer, we will arrange for additional testing.

We will consider any chemicals listed in one of the following sources to be hazardous:

- * 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA)
- * Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienist (ACGIH)
- * Those hazardous substances prepared pursuant to Labor Code Section 6382.

LABELS & OTHER FORMS OF WARNING

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and will show hazardous warning appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols which will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed.

Exceptions to this rule are as follows:

- * We are permitted to post signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards.
- * Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.
- * We are not required to label portable containers, as long as the transferred chemical is for immediate use by the employee who made the transfer.
- * We are not required to label pipes or piping systems.

Our employee training program will include instruction on how to read and interpret label information

MATERIAL SAFETY DATA SHEETS (MSDS)

The management of Miles Construction Group, Inc is responsible for obtaining or developing a MSDS for each chemical used in the work place. Each MSDS will include the specific chemical identity of the chemical involved and the common names.

Each data sheet will provide information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Each department supervisor will be responsible for maintaining the MSDS's describing chemicals used in his/her department and for keeping them readily available to employees. The program Coordinator will maintain a master file for all departments.

Our employee training program will include instruction on how to read and interpret information on a MSDS, and how employees can obtain and use the available hazard information.

EMPLOYEE TRAINING

It is the goal of Miles Construction Group, Inc to provide hazard communication training during the first 30 days of employment and whenever a new chemical is introduced to a given work area. Training will be done in a classroom setting and will be conducted by the program Coordinator or another who has been properly trained.

The training program will consist of:

- * How the hazard communication program is implemented, how to read and interpret information on labels and MSDS, and how employees can obtain and use the available hazard information.
- * The hazards of the chemicals in the work area.
- * Measures employees can take to protect themselves from the hazards.
- * Specific procedures put into effect by the company to provide protection, such as personal protective equipment.
- * Methods and observations, such as visual appearance or smell, workers can use to detect presence of a hazardous chemical they may be exposed to.

RIGHT - TO - KNOW TRAINING PROGRAM

1. Introduce the Right-to-Know coordinator and explain his role.
2. Review the company's written hazcom program and explain how to obtain and use the document.
3. Explain applicable safety and health requirements mandated by OSHA and state standards.
4. Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.
5. Explain how to recognize potential health and safety hazards and review monitoring techniques used to detect potential health hazards.
6. Explain how to read MSDS's and related information (labels).
7. Explain safety precautions to be taken by the individual worker.
8. Explain in detail the labeling system used by the company.
9. Warn about specific work activities that increase the likelihood of a loss.

EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered if the well-being of our personnel is to be protected and if we are ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

GENERAL INFORMATION

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

1. A fire or disaster within the facility.
2. An external hazardous condition threatening the facility.

If either of these situations occur, notify these agencies:

1. Fire Department - 911
2. Disaster Preparedness Office – 619-236-6876

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

1. Initiate evacuation center receiving plan. (It may be necessary to transport company personnel to local evacuation center).
2. Priority of evacuation may be a necessity if there are handicapped employees.
3. Materials and supplies to be evacuated:
 - a) First aid kits
 - b) Personnel roster

RESPONSIBILITIES

The Safety Committee will:

1. Coordinate the Emergency Evacuation Plan throughout the facility.
2. Make certain the Program is familiar to all personnel and that all employees are promptly oriented.
3. Schedule fire classes as necessary.
4. Arrange and execute fire drills within the facility.
5. Maintain a log of fire drills conducted. The log shall include that date and time of each drill, the time required to evacuate the building, and the initials of the person making the recording.
6. Report any deficiencies noted during the fire drill.
7. Correct any deficiencies noted during the fire drill.
8. Maintain a file of committee meetings and activities, including chairman minutes. All documents are to be signed by the committee chairman.

The Safety Committee will be aided by Supervisors who will:

1. Facilitate the Emergency Evacuation Plan.
2. Keep constant check on all personnel to be sure that they are completely familiar with all phases of the plan which they are required to know.
3. See that all personnel participate in ALL fire drills, fire classes, and other practice sessions.
4. Be certain that all personnel are familiar with, and make thorough fire prevention inspections when they are assigned to do so.
5. Take the necessary steps required to correct any fire hazards.

It is the duty of every employee to:

1. Be completely familiar with the Emergency Evacuation Plan and his or her duties and responsibilities in the program.
2. Participate in all fire drills and practice sessions.
3. Attend all fire training classes when assigned.
4. Learn the location of and how to operate fire alarm system and all fire extinguishing equipment.
5. Report any fire and/or safety hazard located any place on Company property.

FIRE PROCEDURE

"Keep Calm...Report all fires and smoke"

1. Sound internal fire alarm.
2. Notify office staff.
3. Remove personnel from the building.
4. Close all doors and windows in the fire area, ONLY if this can be done safely.
5. Notify the fire department.

The person reporting the fire to the fire department will provide them with the following information:

1. Company name.
2. Address.
3. What is burning (machines, paper, etc.)
4. Location of fire (roof, plant, office, etc.)
5. Type of fire (electrical, liquid, etc.)

Additional assignments have been made to:

1. Attempt to extinguish the fire with the use of on-premises equipment (extinguishers, hoses, etc). A minimum of two persons is required to fight a fire. To ensure employee safety, this is to be done only during the early stages of the fire.

Working away from the involved area, personnel will be assigned to:

1. Clear the aisles, hallways and other areas of personnel and visitors.
2. Close all doors and windows.
3. Check driveways to see that they are clear for entry of fire fighting equipment. See that gates are unlocked and open.
4. Wait at the front entrance for arrival of fire fighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with Executive authority or by the local fire/law enforcement officials.

EARTHQUAKE

In the event of an earthquake the following procedures shall be followed:

1. Assess damage and injuries.
2. Give first aid as needed. Remember, after an earthquake, utilities, police and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.**
3. Notify executive management if any are away from the premises.
4. Call the Fire Department only in case of fire.
5. The nearest hospital for treatment is:

LOMA LINDA MEDICAL CENTER
28062 Baxter Road
Murrieta, CA
951-290-4000

6. Have damaged or potentially damaged utilities shut off at the main controls.
7. Personnel are to be instructed during orientation that they are to take shelter under a sturdy table or equipment during an earthquake and remain there until all shaking has ceased.
8. Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, block walls, etc., which might fall during after shocks. Supervisors are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.
9. Have all areas of the building inspected for damage before allowing personnel to return to the building(s).
10. Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to building(s).
11. Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if necessary for drinking or treating injuries.

FALL PROTECTION

Miles Construction Group, Inc has developed a fall protection plan in order to comply with the varied duties that MCG employees complete. For the purpose of the Fall Protection Plan, Miles Construction Group, Inc refers to “H” harnesses and lanyards as the type of personal fall arrest systems to be utilized by all MCG employees performing the following duties:

- Any and all work conducted inside an aerial man lift of any type (this includes scissor lifts, boom lifts, baskets etc.).
- Any roof top work performed.
- Anytime you exceed the allowable CAL/OSHA height limits.

Fall Protection Tips include:

- Identify all potential tripping and fall hazards before work starts.
- Look for fall hazards such as unprotected floor openings/edges, shafts, skylights, stairwells, and roof openings/edges.
- Inspect fall protection equipment for defects before use.
- Select, wear, and use fall protection equipment appropriate for the task.
- Secure and stabilize all ladders before climbing them.
- “A” frame ladders must be used with legs fully opened and locked.
- Always use three points of contact to a ladder when climbing.
- Never stand on the top rung /step of a ladder.
- Use handrails when you go up and down stairs.
- Practice good house keeping. Keep cords, welding leads and air hoses out of walkways or adjacent work areas.

FORKLIFT OPERATOR TRAINING

A forklift is used to carry, push, pull, lift, stack, and tier material. Forklift accidents can be disastrous. 100,000 people are injured each year in forklift related accidents. It is crucial that every forklift operator understands forklift stability and knows how to operator the lift safely.

No employee shall operate a forklift without being certified to operate the equipment.

Following are some safety issues to operate to remember anytime you operate a forklift:

- Prior to starting a forklift, complete a pre-use inspection. Check all fluid levels. Inspect the mast, carriage, forks, overhead guard, backrest, tires, seat belt, lights, back up alarm, and the hydraulic system. If you find anything wrong do not use the lift until it is repaired. Do not forget to check the identification plate for the capacity of the lift.
- As you operate the lift, remember that stability is very important. Where the load sits is just as important as how much it weighs.
- Watch out for power lines; keep the forklift and loads away from them.
- Buckle your seat belt and keep your hands and legs inside the cab. Drive in reverse down a ramp or incline to keep the load on the high side of the slope. If your truck starts to tip over, don't jump. Stay in your seat and go with the truck; grip the wheel securely and brace yourself with your feet.
- Look for others before moving your forklift. Slow down to look for traffic when crossing walkways or roads. Sound your horn before backing up, going through doors, at intersections, and anywhere your vision is limited or blocked. Come to a complete stop before reversing direction.

HEAT ILLNESS PREVENTION

1. Recognize the Hazard: There is no absolute cut-off below which work in heat is not a risk. With heavy work at high relative humidity or if you are wearing protective clothing, even work at 70 degrees can present a risk. In the relative humidity levels often found in hot areas of California (20 to 40 percent) you need to take some actions to effectively reduce heat illness risk when temperatures approach 80 degrees. At temperatures above 90 degrees, especially with heavy work, heat risk reduction needs to be a major concern.
2. Water: There is an adequate supply of clean, cool, potable water at the job site. If you are in the heat you need to drink 3-4 glasses of water per hour, including at the start of the shift, in order to replace the water lost to sweat. For an eight-hour day this means you should drink two or more gallons per day. Thirst is an unreliable indicator of dehydration. Your supervisor will encourage you to drink adequate water even when the workload or process does not encourage breaks. Try not to drink soda or coffee during hot days as they only add to dehydration.
3. Shade: The direct heat of the sun can add as much as 15 degrees to the heat index. If possible, work should be performed in the shade. If not, MWC will provide a shaded area for breaks and when you need relief from the sun. Wide brimmed hats and long sleeve shirts are recommended as they can also decrease the impact of direct heat.
4. Acclimatization: Your body needs time to adjust to working in the heat. This “acclimatization” is particularly important for people returning to work after (1) a prolonged absence, (2) recent illness, or (3) recently moving from a cool to a hot climate. Monitor yourself and your co-workers closely for signs and symptoms of heat illness, particularly when you and/or they have not been working in heat for the last few days or when a heat wave occurs.
5. Rest Breaks: Rest breaks are important to reduce internal heat load and provide time for cooling. Heat illness occurs due to a combination of environmental and internal heat that cannot be adequately dissipated. Breaks should be taken in cooler, shaded areas. Rest breaks are also a good time to drink water.
6. Prompt Medical Attention: Recognizing the symptoms of heat illness and providing an effective response requires promptly acting on early warning signs. Common early symptoms and signs of heat illness include headache, muscle cramps, and unusual fatigue. However, progression to more serious illness can be rapid and can include unusual behavior, nausea/vomiting, weakness, rapid pulse, excessive sweating or hot dry skin, seizures, and fainting or loss of consciousness. Any of these symptoms require immediate attention.
7. Training: Supervisors and employees are to be trained in the risks of heat illness and measures to protect themselves and their co-workers. Training includes the following:
 - Why it is important to prevent heat illness.
 - Procedures for acclimatization.
 - The need to drink approximately one quart of water per hour to replace fluids.
 - The need to take breaks out of the heat.
 - How to recognize the symptoms of heat illness.

Please answer the following questions on page 31:

1. If I see unsafe acts and conditions. I should _____
 - a. Go home.
 - b. Keep working and don't say anything.
 - c. Report it to my Supervisor immediately.
 - d. Call someone who cares.
2. How many glasses of water should you drink while working in the heat?
 - a. 1 – 2
 - b. 2 – 3
 - c. 3 – 4
 - d. 5 or more
3. To operate a forklift I must?
 - a. Understand forklift stability
 - b. Be trained on a forklift
 - c. Be certified to operate this type of equipment.
 - d. All of the above
4. What are Miles Construction Group, Inc's normal work hours?
 - a. 7:00 am to 3:00 pm
 - b. 7:00 am to 3:30 pm
 - c. 7:10 am to 3:40 pm
 - d. 6:50 am to 3:20 pm
5. What is acceptable clothing while on the jobsite?
 - a. Clean blue jeans, hard soled work boots, and clean shirt w/sleeves.
 - b. Athletic shoes, pants with holes, and shirt with sleeves.
 - c. Long pants, shirt with my last employers advertising, and boots
 - d. Boots, short pants, and tank top
6. When can I make or take a non-emergency phone calls during working hours?
 - a. Anytime during the day as long as I don't disturb my coworkers.
 - b. Morning break time, lunch time, or afternoon break.
 - c. Lunch time only
 - d. Never
7. When are breaks and lunch at the job site?
 - a. 8:30-9:00, 12:00-12:30, 2:00- 2:20
 - b. 9:00-9:10, 12:00-12:30, 2:00-2:10
 - c. 9:00-9:15, 12:00-12:40, 2:15-2:30
 - d. 9:00-9:10, 12:00-12:30, 3:20-3:30
8. Which item is acceptable use of a ladder?
 - a. Hop the ladder along to the next work spot.
 - b. Carry material/equipment on the ladder with you.
 - c. When ascending or descending the ladder you must maintain 3 points of contact at all times
 - d. Work from the top step/rung of a step ladder

EMPLOYEE AGREEMENT

- **SAFETY IS EVERYBODY'S CONCERN**
- **STAY ALERT AND HEALTHY**
- **DO NOT CUT CORNERS OR TAKE CHANCES**
- **IF YOU DO NOT KNOW HOW TO PERFORM A TASK, REQUEST HELP FROM YOUR SUPERVISOR**
- **ATTEND OUR REGULAR SAFETY MEETINGS AND FOLLOW THE RULES**
- **TURN IN ALL DEFECTIVE OR WORN TOOLS AND EQUIPMENT FOR REPAIRS OR REPLACEMENT**
- **NO TOOLS ARE TO BE LEFT AT THE JOBSITE DURING NON-WORKING HOURS, IT IS EVERY EMPLOYEE'S RESPONSIBILITY.**
- **HELP US KEEP THE WORKPLACE CLEAN**
- **REPORT ALL UNSAFE CONDITIONS, NEAR MISSES AND ACCIDENTS AT ONCE**
- **MILES CONSTRUCTION GROUP, INC IS A DRUG AND ALCOHOL FREE WORK PLACE, IMMEDIATE TERMINATION WILL RESULT FROM USE**

Miles Construction Group, Inc Inc. wants to provide a safe environment for our employees. To this end, we shall comply with all safety laws and encourage your safety suggestions. We also depend upon you to uphold a standard of safe conduct and live by the rules set forth in our Employee Handbook.

I acknowledge & agree to comply with the “No Tolerance” policy regarding drugs and/or alcohol. I also agree to **RANDOM &/OR SUSPICION BASED DRUG TESTING** at the Company’s expense and discretion.

I certify that I have received a copy of the Employee Manual. I understand it is my responsibility to read the manual in its entirety, and to abide by the policies set forth. Failure to comply with the policies set forth in this manual can cause termination with out notice. Any questions I have regarding Miles Construction Group, Inc and/or its policy should be directed to your superintendent or supervisor.

I also certify that in case I am injured at work, I will report the injury at once -- no matter how minor the injury.

EMPLOYEE COPY – RETAIN FOR YOUR RECORDS
Employee Signature **Date**

Print Name

Please answer the following questions:

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 - a. Go home.
 - b. Keep working and don't say anything.
 - c. Report it to my Supervisor immediately.
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I also certify that in case I am injured at work, I will report the injury at once -- no matter how minor the injury.

Employee Signature

Date

Print Name